2024-25 GRADUATE STUDENT HANDBOOK
# IMMUNOLOGY GRADUATE STUDENT HANDBOOK

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WELCOME!

On behalf of all of the faculty and staff in the department, we would like to offer you the warmest of welcomes to the Department of Immunology at the University of Washington. We are glad that you have joined our graduate program, and we hope you will find your time with us to be one of personal and professional growth. This handbook contains the policies and practices governing the Department of Immunology’s Graduate Program as well as some Graduate School policies and other information that may be of use to graduate students. This includes degree requirements, registration and enrollment information, and much more. These policies, procedures, and guidelines have been determined both by the Graduate School and our department.

You can always seek guidance and advice from the Graduate Program Advisor (GPA), Sandy Turner (sst5@uw.edu) or the faculty Graduate Program Coordinator (GPC), Dr. Jakob von Moltke (jmoltke@uw.edu). They will help you to navigate the system as best they are able.

Graduate study is exciting, challenging, and sometimes frustrating. We hope you will ultimately find it rewarding. There are a wide variety of services and support systems available to you; please don’t hesitate to reach out for assistance when you need it.

The contact information for Immunology’s GPA and GPC is listed here for your convenience.

Sandy Turner, Graduate Program Advisor  
Box 358059  
Seattle, WA 98109  
(253) 571-8184  
sst5@uw.edu

Jakob von Moltke, PhD, Faculty Graduate Program Coordinator  
Room E583, 750 Republican Street  
Box 358059  
Seattle, WA 98109  
(206) 221-5141  
jmoltke@uw.edu
ADMINISTRATIVE CONTACT INFORMATION

Marion Pepper, Professor and Chair – mpepper@uw.edu

Sally Dee, Assistant to the Chair – (206) 685-3956; sd56@uw.edu
Provides administrative support to the Chair. Primary resource for academic human resources including faculty searches, academic research, tenured faculty appointments, promotions and visiting faculty appointments. Also responsible for managing the department’s IMMUN 573 Seminar Series.

Sandy Turner, Graduate Program Advisor – (253) 571-8184; sst5@uw.edu
Primary point of contact for graduate students and applicants. Coordinates, tracks, and monitors all phases of the department’s graduate program, including registration, curriculum, tuition, and travel, etc. Organizes many events throughout the year.

Susan Worden, Administrator – (206) 685-3365; immadmin@uw.edu
Department manager/chief financial officer/senior administrative representative. Responsibilities include: financial planning/management, department operational affairs and planning, department hiring manager, human resources supervision and management, compliance monitoring, special project support and other functions.

Lisa Billings, Program Operations Manager – (206) 685-3608; lbilling@uw.edu
Manages day-to-day operations, staff HR, review and approval of department purchases, and financial data management and reporting of departmental funding sources.

David Cameron, Budget/Fiscal Analyst Lead – (206) 685-9212; camerond@uw.edu
Provides fiscal support for departmental payroll and cost center billing. Assists with purchasing and general budgetary reporting.

Masako Bittle, Fiscal Specialist – (206) 616-6940; bittlem@uw.edu
Primary point person for purchasing and financial reconciliation. Travel and other reimbursements (non-student) and financial record keeping.

Mike Vu, Grants and Contracts Manager – mikevu86@uw.edu

Lessie McFarlane, Grants and Contracts Manager – lessiem@uw.edu

Ann Cronin, Program Operations Specialist – (206)-543-1012; agcronin@uw.edu
Provides fiscal support for departmental purchasing, service and sub-contracts, budget reconciliation, equipment inventory, accounts closeout, and checks management.

Important contact information for the Immunology Department:

<table>
<thead>
<tr>
<th>Campus Mail</th>
<th>Box 358059 (your mailbox #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>4th Floor, Building E</td>
</tr>
<tr>
<td></td>
<td>750 Republican Street</td>
</tr>
<tr>
<td></td>
<td>Seattle, WA 98109-8059</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:immgpa@uw.edu">immgpa@uw.edu</a></td>
</tr>
<tr>
<td>Department website address</td>
<td><a href="http://immunology.washington.edu/">http://immunology.washington.edu/</a></td>
</tr>
</tbody>
</table>
GENERAL INFORMATION FOR GRADUATE STUDENTS

Below is a list of helpful advice and information on a wide range of topics. For additional information on UW graduate studies and details of related UW policies and procedures see the UW Graduate School home page. Also, the Graduate and Professional Student Senate (GPSS) maintains a website with topics that concern all graduate students.

After Accepting the Offer of Admission

After you have officially accepted the offer of admission, you should go to the Graduate School Application page, enter your login information, and then click on the “Status” link under the “Action” heading. Follow the instructions to:

- Establish your UW NetID. This will be your email address at UW. Also, note and record your 7-digit UW Student ID number that is listed on this page. You will need this number to obtain your Student ID Card (also called a “Husky Card”).
- Send official transcripts to the Graduate School
- Request a visa application (if necessary)
- Pay the enrollment confirmation deposit
- Access information on immunization requirements

Finding a Place to Live

There are several options for housing in the Seattle area. Most students who live in South Lake Union are in Multifamily Tax Exempt (MFTE) housing. Some things to consider are the proximity to bus routes and if you plan to ride your bike or walk, and proximity to grocery or other shopping. Some important resources include UW Housing, which has specialized information and options for graduate students and families. Also, our current graduate students have compiled information about housing in the area. This information will be provided separately.

Sometimes the best success finding houses, apartments, or rooms for rent is by using Craig’s List. Craig’s List is most useful for finding housing from independent owners. HotPads also has a lot of listings including some apartment complexes. Many students reduce housing costs by partnering with other students and renting a house or a multiple bedroom apartment. Please contact the GPA for contact information of other Immunology graduate students looking for housing.

Obtaining Your Student ID Card (Husky Card)

UW has a universal student ID card and account that is used to access a range of services on campus including dining, access to sports facilities, borrowing books at the library, building access, and public transportation around the Seattle area (U-PASS). It is called a Husky Card (https://hfs.uw.edu/Husky-Card-Services). When you arrive in Seattle, the Husky Card can be obtained by going to the UW main campus. Students who are cleared to register (meaning you’ve taken care of the UW measles immunization requirement), or who have already registered for AUT QTR are eligible to obtain their UW Husky Cards.

Note that the main Husky Card office is in the Odegaard Undergraduate Library on the ground floor (phone: 206-543-7222). The office is open Monday to Friday, 8 a.m. to 5 p.m. You will need to give them your UW student ID number and show proof of identity with official photo ID. For other locations of the ID Centers on main campus, see this web page: https://hfs.uw.edu/Husky-Card-Services/Husky-Card/Student-Husky-Card.
**Student U-PASS**

Student U-PASS is a universal program for eligible students on the Seattle campus. U-PASS provides members with unlimited rides on regional buses, commuter trains, light rail and water taxis as well as full fare coverage on vanpools. All students who pay the Service & Activities Fee are automatically U-PASS members and will have the U-PASS fee automatically applied to your student account ($92 per quarter). However, Academic Student Employees receive a U-Pass waiver from UW.

The U-PASS is activated through an embedded microchip available with your Husky Card. Since all of you will be registered for classes nine or more days before the quarter starts, your U-PASS will be active one week prior to the start of the quarter. For more information about U-PASS, see this website: [https://facilities.uw.edu/transportation/student-u-pass](https://facilities.uw.edu/transportation/student-u-pass).

**University Computing Services (MyUW and Email)**

UW Information Technology (UW-IT) provides computing and information technology services to help you build a successful academic career. The information provided in the IT Connect [Student Quick-Start Guide](https://connect.identity.uw.edu/) will help you navigate the variety of resources available to you at the UW.

The UW provides each student with an account for email and web-based services by assigning them a “UW NetID.” If you have not already obtained a [UW NetID](https://identity.uw.edu/new/), you can set one up by accessing this website. MyUW is your personal portal to the University of Washington. Signing in with your UW NetID displays an overview of personal content, and gives you access to Web resources you need to start your studies at the University. Based on your affiliations with the University, MyUW provides a personalized set of resources.

Once you have your UW NetID, you may use your UW email address. Your address is your [“UWNetID@uw.edu.”](mailto:UWNetID@uw.edu) You have two basic options for email—forward UW email to a personal email inbox, or use an email service offered through the UW, such as UW Gmail or UW Exchange Online (part of UW Office 365).

The main access point for more information about computing resources is UW IT Connect. The site also details UW’s policies on [Appropriate Use](https://connect.identity.uw.edu/policies) of UW computing resources and services such as email, internet access, mailing lists, newsgroups, computer hardware and software, etc. **You are responsible for compliance with all such laws and policies.** Violations of such laws or policies are regarded as a serious matter and may result in revocation of access or other disciplinary actions under the UW’s authority to define and enforce its policies.

**Acquiring Software and Hardware**

University of Washington students have several options to get both software and hardware, sometimes at free or reduced cost. Software is available to UW students as both software downloads or online, cloud-based software. The access point is [UWare](https://uwware.washington.edu), which offers software downloads at reduced or no cost thanks to various license agreements with software vendors. UWare software include Sophos anti-virus, Husky OnNet VPN service, and Microsoft Office 365 for free. It is important to install the Sophos anti-virus software immediately on all your computers. The virus definitions are updated regularly.

**Departmental Email Communication**

Electronic mail is the primary communication channel within the department. Please be sure that you check your UW email frequently. Immunology maintains Mailman email listservs for faculty, staff, and students, and you will receive regular emails with important information and notices through the [ImmunStudent@uw.edu](mailto:ImmunStudent@uw.edu) email address. As part of the IMMUN Student listserv, you will automatically receive emails from the IMMUN Seminar listserv as well.
**Payroll and Benefits System**

UW uses a human resources, payroll and benefits system called Workday ([https://isc.uw.edu/support-resources/using-workday/new-to-workday/](https://isc.uw.edu/support-resources/using-workday/new-to-workday/)). The Integrated Service Center (ISC) is UW’s department for supporting all transactions within Workday. In addition, the School of Medicine supports Workday through their Administrative Business Center (ABC). You should receive an email from the Workday system in late August or early September prior to your arrival for AUT QTR. You will be asked to complete a profile in Workday. Note that when completing the profile, there are no Washington state payroll/income taxes so you should skip over that box and continue on with entering your info.

Paydays are on the 10th and the 25th of each month. Your first payday will be on October 10th for the payroll period of September 16-30. If the 10th or 25th day of the month falls on a Saturday, you will be paid on Friday. If the 10th or 25th day of the month falls on a Sunday, you will be paid on Monday. If the payday falls on a holiday, you usually receive the funds the day before.

**Taxability of Stipends**

The Tax Reform Act of 1986, Public Law 99-514, impacts the tax liability of individuals supported under the NRSA program. Currently the UW is not withholding tax from stipend income. Trainees may wish to receive a revised W-4 Form to increase the tax withheld from the portion of their check received from part-time appointments. Trainees are urged to consult with Student legal Services (543-6586), the UW Payroll Department (543-9202) or the Internal Revenue Service (206-442-1040) about their income tax liability. The Department Office will pass along information received from the NIH and the UW regarding taxability of stipends, but we cannot dispense tax advice. It is up to each trainee to determine his or her own tax liability.

**Graduate Appointee Insurance Program (GAIP)**

Your graduate student appointment provides you and your dependents medical, dental, and vision eligibility under the Graduate Appointee Insurance Plan (GAIP), described on the UW Human Resources website: [http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html](http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html). At present, the University provides full coverage for appointees and contributes 65% of the cost of premiums for dependents. The GAIP coverage begins on October 1st every year. Appendix A is the most recent GAIP Summary of Benefits.

**Vacation and Leave Policy**

The Immunology Department adheres to the policies stated in the UW/UAW contract [http://hr.uw.edu/labor/unions/uaw/contract?redirect=contract/preamble.html](http://hr.uw.edu/labor/unions/uaw/contract?redirect=contract/preamble.html).

**Article 32 (Vacation)** of the UAW contract states that “Academic Student Employees (ASEs) with a 50% or greater FTE appointment for 12 months will receive a minimum of twenty (20) hours per quarter of paid vacation time off to be awarded on a quarter-by-quarter basis, including summer quarter, for a total 12-month minimum award of 80 hours of paid vacation time off. Vacation time off will be awarded each quarter during an annual appointment period in which the ASE has a start date in Workday.” Importantly, students should discuss their vacation plans with their advisers well in advance of the proposed time off.

**Article 17 (Leaves of Absence)** of the UAW contract spells out the policies for leaves of absence resulting from personal illness or disability, care of a family member, bereavement due to the death of a family member, or a family member’s military deployment or service-related injury.

The Graduate School’s [Policy 3.5: On Leave Policy to Maintain Graduate Student Status](http://www.uw.edu/grad-school/policies/3.5.html) provides details about eligibility for On-Leave status. The Immunology department policy states that a graduate student can have no more than 6 quarters of leave total during their time in the graduate program with no more than 3 quarters of continuous leave.
**Understanding Washington State Residency Requirements**

In order for University of Washington students to be considered residents for tuition purposes, they first must be able to prove that they are U.S. citizens, have U.S. permanent resident cards, or have a qualifying visa (A, E, G, H1, I, K or L).

To be classified or reclassified as residents for tuition and fee purposes, students must establish a bona fide domicile in the state of Washington primarily for purposes other than education for the period of one year immediately prior to classification as residents.

Nonresident students who are enrolled for more than 6 credits a quarter will be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless the students prove they have, in fact, established a bona fide domicile in this state primarily for purposes other than education.

**Establishing Bona Fide Domicile** - The advice from the Office of the Attorney General, Education Division concerning presumption is that before domicile is established, an individual must complete all basic requirements that a legal Washington resident is required to do by law.

Individuals must provide documentation showing they meet the following guidelines to establish WA domicile:

1. Physically reside in the state for at least 12 consecutive months prior to the first day of the quarter students are seeking residency.
2. A legal resident must also relinquish all valid legal ties with their former state/country of residence and affirmatively create legal ties and relationships in the state of Washington in accordance with state and local legislation.
   - **Driver’s License/State ID:** Must obtain a [Washington State Driver’s License within 30 days of arrival](http://www.wsdot.wa.gov/driverslicenses/) if you have a valid out-of-state driver’s license, including international driver’s license. If an individual does not drive or possess a driver’s license from any state or country, you should obtain a Washington State Identification Card within 30 days of arrival.
   - **Vehicle Registration:** Individuals who own or operates a vehicle in Washington must have their vehicle [registered in Washington within 30 days of arrival](http://www.wsdot.wa.gov/motorvehicles/handlers/vehicleregistration.vb).
   - **Voter Registration:** Individuals who have previously registered to vote in their former state of residence must [register to vote in Washington](http://www.sos.wa.gov/voterservices/register-to-vote/). If one does not register to vote in Washington, this means s/he may still vote absentee in the prior state of residency. *Permanent Resident Card holders or any other status with the U.S. Citizenship and Immigration Service (USCIS) are exempt from registering to vote.*
   - **Establish a bank account in Washington:** Existing bank accounts prior to arriving in Washington is sufficient as long as one’s name and Washington address is associated with the account and documented.
   - **Lease/home agreement**

Students who are establishing bona fide domicile independently must complete the following requirements in addition to the guidelines listed above:

1. Students must demonstrate they are financially independent for the current calendar year for which they are applying for residency and the previous calendar year. This means they have and will be paying for the majority of their expenses (cost of attendance and living expenses) with their own income and resources, that they are not and have not received significant financial assistance from parents, legal guardians, or others during that time period, and that they were not and will not be claimed as a dependent on a parents’/legal guardians’ tax returns for the previous or current calendar year.
2. Students who are enrolled for 7 credits or more each term during the period they are in which they are establishing bona fide legal domicile are presumed by law to be in Washington State for purposes of education. Students cannot get resident tuition unless they can demonstrate conclusively they moved to Washington for purposes other than education. One strong method of overcoming this presumption is through significant employment of 30 hours per week at a non-student position. Other methods can be a combination of significant employment and other ties such as community involvement (i.e. volunteering, etc.), participation in state/local organizations, family, etc. The burden of proof lies on the student to demonstrate they have overcome this presumption.

Examples of other factors that may help students establish proof of domicile include the disposition of property in the former state of residence, relocation of household members, and generally becoming involved in activities that will help prove their intent to make Washington their official state of residence.

All domicile must be established at least one year immediately prior to the first day of the quarter the student is seeking residency. Once the individual is in full compliance with all of Washington State’s requirements for residency, then s/he, as of that final date of compliance, has established domicile and is eligible to apply for residency. It is the student’s responsibility to request a change in residency status once all requirements have been met.
NEW STUDENT ORIENTATION – Example Schedule

There are two days of New Student Orientation for incoming graduate students usually scheduled during the first week of your appointment. Here is an example of the schedule.

O R I E N T A T I O N  S E S S I O N  # 1

8:30-9:15 AM  Arrive at 750 Republican Street, E Building, South Lake Union
Meet in lobby – Graduate Program Advisor will meet you there
Pick up SLU Building Access Card, if available
Meet with Payroll Coordinator to complete onboarding process

IMPORTANT: Bring documents to be copied for IRS Form I-9*
Tour of buildings and classrooms at South Lake Union

9:15-9:30 AM  Meet the Department Chair

9:30-10:00 AM  Graduate Program Overview
Faculty Graduate Program Coordinator

10:00-10:10 AM  Short Break

10:10-10:50 AM  Meet with Payroll Coordinator to complete onboarding process

10:50-11:30 AM  Overview of Orientation Materials, Registration Procedures
Required Lab Safety Training – Graduate Program Advisor

11:30 AM-1:30 PM  Lunch with current graduate students

O R I E N T A T I O N  S E S S I O N  # 2

8:30-9:30 AM  Continuation of Overview by Graduate Program Advisor

9:30-9:50 AM  Diversity, Equity and Inclusion presentation by DEI Committee

9:50-10:00 AM  Short Break

10:00-10:15 AM  Nucleate Seattle presentation

10:15-10:30 AM  Science & Engineering Business Association presentation

10:30-10:45 AM  Graduate & Professional Student Senate presentation

10:45-11:00 AM  oSTEM (Out in STEM) presentation

11:00-11:30 AM  Graduate Student Union Organization (UAW) presentation

11:30 AM  Lunch – Pizza delivered

*See the “Lists of Acceptable Documents” for acceptable identification for the IRS Form I-9
DEPARTMENT ANNUAL RETREAT
Each year in September prior to the start of Autumn Quarter the Immunology Department holds an overnight retreat at a location that is within driving distance of Seattle. Many of the previous retreats have been at Fort Worden Conference Center in Port Townsend, WA. Registration priority is given to Immunology faculty, Immunology graduate students, and Immunology postdoctoral fellows, as well as graduate students in other programs currently conducting research in Immunology labs (e.g., MCB and Pathobiology graduate students). Attending the retreat is mandatory and cost free for Immunology graduate students. The retreat schedule includes a scientific talk by a special invited guest speaker chosen by the graduate students, research presentations by current graduate students and postdoctoral fellows, faculty talks, and a poster session.

LAB SAFETY TRAINING
Incoming 1st year graduate students are required to complete lab safety training (mostly online) by the first day of AUT QTR for specific hazards and protocols. In addition, all entering graduate students working in laboratories or other research space with hazards at any UW campus location are required to attend the Graduate Student Safety Seminar. This seminar will orient new researchers to the University’s safety requirements, procedures, and expectations. It is an opportunity to introduce new graduate students to the established strong culture of safety that will support them in creating a successful graduate career. The Graduate Student Lab Safety Seminar usually is held just prior to the start of AUT QTR. It is an approximate 1½- to 2-hour time commitment. More details will be provided as they become available.

LABORATORY ROTATIONS
Each non-Medical Science Training Program (MSTP) student is required to rotate through three laboratories during the first year, each rotation lasting one quarter. In the summer before they matriculate, students will receive a list of faculty that are accepting rotation students. Many of these faculty will also present brief research talks over Zoom and students are encouraged to schedule 1-on-1 Zoom meetings for further discussions. About 1 month before the start of rotations, students will be asked to submit their top 3 ranked choices for rotation placements. The Graduate Program Advisor (GPA) and Graduate Program Coordinator (GPC) will then assign rotation labs while trying to maximize student preferences.

For subsequent rotations, 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. Prior to meeting with a new potential rotation mentor, the student should provide the mentor with their compiled rotation evaluations. See below on Student Performance Evaluations. The GPA and GPC are available to help coordinate placements if multiple students wish to join the same lab. At a minimum, the GPA and GPC 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, a fourth rotation may be allowed under special circumstances.
Rotation End of Quarter Talks
At the end of each quarter (with the exception of summer rotations), each non-MSTP student presents a short rotation talk to faculty, graduate students, and postdocs in the department. The talk summarizes the experimental problem addressed, techniques used to approach it, and any preliminary data acquired by the student during the rotation. The rotation talk is not an assessment of the student’s success or productivity during the rotation, but rather an opportunity for students to practice crafting and presenting an oral presentation. Students should work with their mentor and members of the rotation lab to prepare and practice the talk. 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.

Rotation Evaluations
The rotation advisor must complete a digital 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. After the meeting, the PI sends a prompt to the student to review the evaluation. The student must review, advise of any proposed changes and/or agree to the evaluation in an email to the PI and GPA. The evaluation then becomes a part of the student’s permanent evaluation compilation and academic record. See section below on Student Performance Evaluations.

HOW TO REGISTER FOR CLASSES
Register through MyUW - Web Registration through MyUW is quick and easy if you follow these simple steps. For registration resources, see this website – Registration Resources.

1) To register, log in to MyUW.
2) Select “Registration” located in the Personal Services section.
3) Select Time Schedule under Registration Resources to see course offerings, availability and other course registration restrictions. Use the Time Schedule in tandem with the registration page to register for your classes.
4) You are now ready to register. There are two methods you may use:
   a) If the courses you wish to register for do not have multiple meeting times, you may continue with step 5 to add those specific courses.
   b) If the courses you wish to add have multiple meeting days and or times, you may want to use Schedule Finder.
5) In the Time Schedule, each course is assigned a five-digit Schedule Line Number (SLN). After you have selected “Registration” (step #2), enter this number in the appropriate field on the Web Registration Form.
6) Enter an Add Code or Faculty Number (if one is required otherwise leave blank). Add codes are available from the Graduate Program Advisor, Sandy Turner at sst5@uw.edu.
7) For courses offered with variable credit, enter the credit agreed upon between you and the course instructor or adviser, otherwise leave blank.
8) Select Satisfactory/Not Satisfactory if you do not want to take this course for a numerical grade. This option is not available for courses offered Credit/No Credit Only. Check with your advisor regarding any departmental restrictions or graduation requirements before selecting the S/NS grading option.
PAYING YOUR STUDENT FEES

The major components of tuition are covered through your appointment; however, you will be responsible for paying required UW student fees each quarter. The total of these fees in the 2024-25 academic year is expected to be $271 per quarter. You can pay online by viewing your statement or see the other options below. If you see a CR on your tuition statement (e.g. $17.00 CR) this means there is a credit balance; contact Student Fiscal Services for a refund. Do not pay if your balance shows a "CR". If you have any questions or concerns about the balance on your student account, please contact the GPA.

**Important:** Student Fiscal Services will only accept payments for tuition and fees for the current academic quarters. Due to banking requirements, funds submitted in excess of outstanding balances may result in the payment being rejected and returned to the payer in its entirety. Excess payments may be rejected even if the extra funds are intended for use for books, off-campus housing, or other living expenses.

**How Payments and Financial Aid are Applied to Your Account**

Payments are applied to charges on your tuition account in order of the charge due dates. For charges with the same due date, payments are applied first to tuition and related University fees and then to other charges on your account. You may request that a payment be applied to a specific charge when paying in person at the Student Fiscal Services Office.

**Web Check Payment**

Make a web check payment [here](#). Tuition and related charges may be paid online using your checking or savings account. A Web Check payment results in an electronic debit of your bank account. (Please verify that your bank allows electronic debiting before attempting to make a web check payment.) After the Web Check payment has been posted to your student account, it will be sent to your bank for processing. Depending on your bank, the transaction could take from 1-10 business days to be deducted from your bank account. Before submitting payment, verify your account and routing number, amount and type of account are correct. Once payment has been submitted, UW cannot cancel/edit the payment under any circumstances.

**Info needed for web check payment:**

- UW student ID
- Bank routing number (valid routing numbers usually begin with the first two digits of 01-12, 21-32, or 61-72) AND Bank account number

Need help making your web check payment? Watch our [how-to video](#) or read the [how-to instructions](#).

**Rejected Payments**

If your payment is returned as unpaid by your bank for any reason, your student account will be assessed a returned item fee of $25. Late payment fees may be added if the returned item causes the account not to be paid by the tuition due date. Student Fiscal Services reserves the right to disable the ability to use Web Check due to returned items.

Payments may be returned by banks for many reasons including:

- Lack of sufficient funds
- Use of an incorrect or invalid bank routing or account number
- The account has been closed or frozen
- The account is a non-transaction account
- The bank does not participate in automated clearing house (ACH) transactions
**Paying in Person**

You may pay your tuition in person at the Student Fiscal Services Office in Schmitz Hall, the U.S. Bank branch in the HUB, or in UW Bookstore University Way location. You may pay by cash, check or money order. In an effort to promote student safety, Student Fiscal Services will **no longer accept cash payments greater than $500.00. Credit, debit and UW Husky cards are not accepted in the Student Fiscal Services Office.**

**Drop Slots**

You may deposit your payment in the drop slot located on the wall outside of Schmitz Hall on the 41st Street entrance (north side of the building). You do not need to use an envelope. **Be sure to write your student number on (the front of) your check.** The date the payment is deposited in the drop slot is considered the date of payment. Payments deposited in the drop slot will be posted to your tuition account within two business days, although the funds may be withdrawn from your bank account the same day the check is received. The drop slot is closed at 5:00 p.m. on the tuition due date. **Do not put cash** in the drop slot.

**Note:** Student Fiscal Services has the right to refuse payment and request a different method of payment if we cannot process payment type (i.e. large amount of coins). We do not recommend students carrying large amounts of cash due to the risk of losing or someone taking their cash when coming to our office.

**By Mail** - Checks for tuition payments should be mailed to:
University of Washington - Tuition
P.O. Box 3981
Seattle, WA 98124-3981

Make your check payable to the University of Washington. **Be sure to include your seven-digit student number** written clearly on the (front) of your check. If your name is not printed on the check, please write your name on the front so that your tuition account will be properly credited.

Payments must be received by Student Fiscal Services by the tuition due date. Payments received after the due date will be subject to late charges and / or holds on your academic records.

**Scholarship checks should be mailed to:**
University of Washington - Scholarships
PO Box 24967, Seattle, WA 98124-1967

**Forms and other paperwork should be mailed to:**
UW Student Fiscal Services
1400 NE Campus Parkway, Box 355870
Seattle, WA 98195-5870

**Credit Card Payment (internet only)**

Make a credit card payment [here](#). Credit cards (Visa and Mastercard) and ATM/Debit cards may be used to pay tuition and fees over the internet. The University works with an external vendor-Elavon-to process these payments. The service is available online 24-hours a day, 7-days a week, and a 2.24% convenience fee is assessed for each transaction. This fee will be added to your total payment and is non-refundable. The convenience fee will be displayed prior to completion of your transaction. Your completion of the transaction acknowledges your acceptance of these payment terms. Completion of your payment transaction is contingent upon successful authorization and payment of this transaction by your card company/bank. Please note that once a payment is made with a credit/debit card, UW cannot cancel the payment even if an error in amount is made. **Important:** Credit card payments become eligible for refund 30 days after the date of payment. Contact our office if a credit balance appears on your MyUW tuition account.
DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

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.

Coursework and Electives
Quarterly enrollment is the responsibility of each student. The curriculum is designed for each student to achieve 18 graded credits in the first 2 years of study. At least 18 graded credits (numerical grading) of course work at the 500 level and above must be completed prior to scheduling the General Examination (See the Graduate School’s Graduate Degree Requirements). First year coursework consists of consecutive 5-week or 10-week long approved courses taken in Autumn, Winter, and Spring Quarters. There are several core Immunology courses that are required. In Autumn Quarter, all first-year students take IMMUN 537: Immunological Methods for 1.5 graded credits. In Winter Quarter, all first-year students also take IMMUN 532: Advanced Immunology for 4 graded credits. Finally, in Spring Quarter, 1st year students take IMMUN 534A: Central Issues in Immunology for 2 ungraded credits and IMMUN 538: Immunology Diseases & Treatments for 2 graded credits.

Thus, in the first year of the curriculum, it is possible to achieve approximately 13 total graded credits, depending on what elective courses are chosen. Then in the 2nd year approximately 5 additional graded credits are required to achieve 18 graded credits. These will be earned by taking electives during Winter and Spring Quarters. In Autumn Quarter of the 2nd year, the graduate students’ main responsibility is to be a Teaching Assistant in our undergraduate course, IMMUN 441: Intro to Immunology.

In Autumn Quarter of the 1st year, students may want to take an elective, and it is strongly suggested that they audit the undergraduate Immunology course, IMMUN 441: Introduction to Immunology (available for asynchronous viewing online). Each quarter (except Summer) students are also required to register for and attend the weekly departmental Research in Progress presentations (IMMUN 550) and Immunology Seminar Series (IMMUN 573).

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 faculty advisor, department chair, or curriculum committee, be at the 500-level, and receive a numerical grade (graded credit). The list of previously approved electives is included as Appendix B.

First Year – total of approximately 13 graded credits

Autumn Quarter – 3 graded credits
Weeks 1-5: IMMUN 537 Immunological Methods – 1.5 graded credits
Weeks 6-10:
Conjoint 532 Signal Transduction from the Cell Membrane to the Nucleus (PHCOL) – 1.5 graded credits
Conjoint 537 Mechanism of Transcriptional Regulation (BIOCHEM) – 1.5 graded credits
Or another approved elective course
Weeks 1-10:
IMMUN 550 Selected Topics in Immunology (Research in Progress) – 1 ungraded credit
IMMUN 551-579 Research Conferences & Lab Meetings – 1 ungraded credit
IMMUN 573 Immunology Seminar Series – 1 ungraded credit
IMMUN 599 First Lab Rotation – variable ungraded credits

Winter Quarter – 7 graded credits
Weeks 1-5 (choose 1 or 2 for the 1st 5 weeks of Winter Quarter)
Conjoint 544 Protein Structure, Modification and Regulation (MCB) - 1.5 graded credits
Conjoint 526 Intro to Systems Bio. & Quantitative Approaches to Biomedical Sciences - 1.5 graded crs.
Weeks 1-10
IMMUN 532 Intersection of Innate and Adaptive Immunity in Disease – 4 graded credits
IMMUN 550 Selected Topics in Immunology (Research in Progress) – 1 ungraded credit
IMMUN 551-579 Research Conferences & Lab Meetings – 1 ungraded credit
IMMUN 573 Immunology Seminar Series – 1 ungraded credit
IMMUN 599 Second Lab Rotation – variable ungraded credits
MolMed 514 Molecular Medicine (MolMed) – 3 graded credits

Spring Quarter – 3 or 3.5 graded credits
Weeks 1-5: Conjoint 547 Molecular Evolution of Viral-Host Interactions (MICRO) – 1.5 graded credits
Weeks 6-10:
Conjoint 549 Pop Biol Microorg – 1.5 graded credits OR
Molmed 504 Challenges in Molecular Medicine – 1.5 graded credits
or Weeks 1-10:
Conjoint 530 Directing Stem Cells toward Regenerative Medicine (Biochem) – 3 graded credits

Weeks 1-10:
IMMUN 534A Central Issues in Immunology – ungraded credits (TBD)
IMMUN 538 Immunology - Disease and Treatment – 2 graded credits
IMMUN 550 Selected Topics in Immunology (Research in Progress) – 1 ungraded credit
IMMUN 551-579: Research Conferences & Lab Meetings – 1 ungraded credit
IMMUN 573 Immunology Seminar Series – 1 ungraded credit
IMMUN 599 Third Lab Rotation – variable ungraded credits

Summer Quarter
UCONJ 510 Introductory Laboratory Based Biostatistics – 2 graded credits (required course)

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. Students who are interested in electives besides those listed in Appendix B (“Electives List”) should discuss with their mentor and/or the Graduate Program Advisor.

Second Year (Non MSTP students) – total of approximately 5 graded credits:

Autumn, Winter, Spring & Summer Quarters (as indicated)
IMMUN 550 Selected Topics in Immunology (Research in Progress) – 1 ungraded credit (A,W,Sp)
IMMUN 551-579 Research Conferences & Lab Meetings – 1 ungraded credit (A,W,Sp,S)
IMMUN 573 Immunology Seminar Series – 1 ungraded credit (A,W,Sp)
IMMUN 600 Independent Research – variable ungraded credits (A,W,Sp,S)

PLUS
Autumn Quarter: Teaching Assistant for IMMUN 441
Winter Quarter : Elective(s) of 2-3 graded credits
Spring Quarter – 2 graded credits
IMMUN 534B Central Issues in Immunology – 3 graded credits

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

NOTE: In order to graduate, the Graduate School requires students have a minimum of 27 credits of dissertation (IMMUN 800) over a period of at least 3 quarters. At least 1 quarter must come after the student passes the General Exam. With the exception of Summer Quarter, students are limited to a maximum of 10 credits per quarter of dissertation (IMMUN 800).

The Graduate School requires at least 90 credits total be achieved before a student can graduate.
**Full Time Enrollment and Grade Point Average**

Ten (10) credits per quarter (AUT, WIN, and SPR) is considered full time enrollment. Enrollment for a greater number should be cleared with the Graduate Program Advisor (GPA) 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 the GPA before registering for more than 2 credits in Summer Quarter.

The Graduate School specifies that all students must maintain a minimum 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 IMMUN 532, 534B, 537 and 538. The faculty will address grades below 3.2 on a case-by-case basis.

**Seminars and Research in Progress**

The Department of Immunology, in partnership with individual and corporate sponsors, creates a vibrant learning experience through its regular seminar series and invited lectures for our graduate students, postdoctoral trainees, faculty and the broader community. A key component of the UW Immunology experience is frequent seminars and events. From annual events such as the Department Retreat to regular research seminars, departmental activities enrich life for the UW Immunology community.

**Department of Immunology Faculty Seminars (IMMUN 573):** Feature lecturers who discuss the latest advances in immunological research. Seminars are held Tuesdays at 9:30 a.m. during the Academic Year in the Orin Smith Auditorium at South Lake Union. These seminars are open to the UW community.

**Research in Progress (IMMUN 550):** The Department of Immunology also presents weekly seminars/presentations featuring graduate students and postdoctoral fellows. Each week, a graduate student and a postdoctoral fellow present their current research activities and findings with opportunity for audience questions. Research in Progress (RIP) is held Thursday’s at 3:30 p.m. in Orin Smith or Brotman Auditorium at South Lake Union during the Academic Year. In order to receive credit for the course, Immunology graduate students who are registered for the course are required to attend at least 6 of the weekly presentations during each quarter.

Every trainee (graduate student and postdoc) who signs up to present at RIP (IMMUN 550) will also sign up to review their peers on a different date. All faculty members in the graduate program will also be asked to sign up for a specific review date. On each day of RIP, one faculty member, one postdoc, and one graduate student will evaluate the presentations for clarity, delivery, and content/organization. They will spend 10-15 minutes at the end of RIP discussing their critiques with each presenter. NO WRITTEN EVALUATIONS WILL BE PROVIDED FROM THE REVIEW TEAM.

In addition, all graduate students and postdocs who attend the RIP presentations are sent secure links so they can provide short evaluations on the presenters. The results from the short evaluations are provided to the presenters during the week following their presentations.

**NOTE:** Immunology graduate program students are required to complete the evaluations in order to receive credit for the course.
Teaching/Mentoring Experience

Students are required to serve as Teaching Assistants (TAs) for one quarter in IMMUN 441: Introduction to Immunology. MSTP students will serve as TAs in either IMMUN 441 or another course determined by the faculty. For most students, TA-ships will be scheduled during Autumn Quarter of the second year. Students are concurrently enrolled in IMMUN 540: Teaching Clerkship. More information about this teaching experience will be provided in the summer before students begin their second year.

Selection of Dissertation Advisor (Supervisory Committee Chair)

Dissertation 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 2nd week in June).

Doctoral Supervisory Committee

The Dissertation Advisor (faculty mentor) is the chair of each student’s Doctoral Supervisory Committee. Students must have their Doctoral Supervisory Committee formed by the end of Winter Quarter of their 2nd year. Each graduate student must provide their committee list to the Graduate Program Advisor (GPA) Sandy Turner via email. The GPA then conveys the recommended members of the Doctoral Supervisory Committee to the Dean of The Graduate School by entering this information into the MyGrad Program (MGP). The Doctoral Supervisory Committee consists of the following:

1. The Dissertation Advisor/Faculty Mentor (Doctoral Supervisory Committee Chair)
2. A minimum of 2 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:

a) The GSR is a voting member of the Doctoral Supervisory Committee.
b) The GSR represents the broad concerns of The Graduate School.
c) The GSR attends the General and Final examinations.
d) The GSR is not involved in dispute resolution.

GSR Selection process and criteria:

a) The GSR is selected by the student in consultation with the Doctoral Supervisory Committee Chair and/or the Graduate Program Coordinator (GPC)
b) 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.
c) The GSR has no conflict of interest with the Committee Chair or student (i.e., budgetary, familial, romantic).
d) The GSR must be a UW Graduate Faculty member with an endorsement to chair doctoral committees. Look for the *asterisk when searching online using the Graduate Faculty Locator.

Annual Doctoral Supervisory Committee Meetings and Progress Reports

Students must schedule a first meeting with their Doctoral Supervisory Committee before taking their General Exam. The first meeting should occur prior to the end of the Spring Quarter of the 2nd year and the General Exam should be completed prior to the end of the Autumn Quarter of the 3rd year.
Thereafter (until the 5th year), the Doctoral Supervisory Committee must meet at least yearly to review progress towards completion of the dissertation.

Graduate students entering their 5th year in the program will hold a Doctoral Supervisory Committee Meeting at the beginning of the 5th year. At this meeting the student will present an outline of proposed figures for their first-authored publication. The outline should include figures for which data has already been collected as well as figures that will result from pending experiments. The outline is to be sent to their committee before the meeting. The intent is to provide feedback on the overall plan for the publication as well as the feasibility and time frame for completing proposed experiments. The discussion may result in changes to the plan for the publication. Doctoral Supervisory Committee Meetings would then occur every 6 months thereafter.

The student is responsible for arranging all Doctoral Supervisory Committee meetings and to inform the Graduate Program Advisor (GPA) of the scheduled date. The student must provide their compiled Student Performance Evaluation document, including all rotation, General Exam, and Thesis Committee meeting evaluations, to the Committee a week prior to the meeting.

In the last 10 minutes of each Committee meeting, attended by at least 3 members (including the chair), the chair or his/her designate completes an evaluation form agreed upon by all the Committee members in attendance. The evaluation is reviewed by the student for concurrence and/or comments and is then placed in the student’s file as a permanent record of progress, in the student’s running document of digital evaluations. This evaluation should clearly state any weaknesses noted and expectations for progress during the upcoming year. See section below on Student Performance Evaluations. Although the GSR is not required to attend Committee meetings, the student should keep the GSR apprised of all progress. The Doctoral Supervisory Committee meeting at the end of the 5th year of the student’s tenure in the program 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).

**Doctoral Supervisory Committee Proceedings**

All Dept. of Immunology Graduate Program Doctoral Supervisory Committee meetings should be conducted using the standard process outlined here.

1. The Doctoral Supervisory Committee meeting is scheduled by the student (yearly in Years 2-4) and every 6 months (Years 5 and beyond). The meeting should be scheduled for at least 2 hours. The GPA provides a prompt to alert the student that it is time to schedule a meeting. Students must respond to the GPA within 3 weeks of receiving this email with a scheduled meeting date. Students who fail to do so will be referred by the GPA to the PI and Dept. Chair.
2. One week prior to the meeting, the student provides all rotation, previous Committee Meeting, and the General Exam (if applicable) evaluations to the PI and Committee to review.
3. At least 3 Committee members, including the PI, must attend the meeting. The GSR does not need to attend.
4. The student leaves the room for a discussion between the PI and the Doctoral Supervisory Committee that should focus on student support and growth. This discussion is confidential, unless the PI indicates that the contents of the discussion can be shared. For example, the PI may ask the Committee to assist in mentoring the student in a specific area to address challenges, in which case the contents of the discussion can be shared with the student or other support source (Dept. Chair, Allies, etc.).
5. The PI leaves the room for a discussion between the student and the Doctoral Supervisory Committee focused on student concerns about the lab or the PI. This discussion is confidential, unless the student expressly indicates that the contents of the discussion can be shared. For
example, a student may bring up concerns regarding conflict with the PI and ask for the Committee to help mediate. Topics such as timeline until graduation or other topics that necessarily involve the PI should wait until all parties are in the room.

6. For students in all years, the student presents a slide presentation of approximately 45 minutes plus 15-30 minutes for questions that describes their project, progress to date, and project and career goals.
   a. The first Committee Meetings should not include in-depth presentation of data, but rather should focus on a broad overview of the project, student career goals and expectations, and a discussion of any challenges encountered to date. A slide in the presentation should be dedicated to academic progress (credits and program expectations required and accomplished).
   b. Students in Years 5 and beyond are required to prepare draft manuscript figures, provide these to the Committee 1 week prior to the meeting, and lead a conversation with the Committee that addresses progress and a potential timeline to publication and graduation. This process is encouraged, but not required, for students in Year 4.

7. At the conclusion of the presentation, the PI leads a discussion that addresses student progress, with the student present. The student is then excused.

8. The PI and Doctoral Supervisory Committee complete the Committee Evaluation in the final 10-15 minutes of the meeting, based on this discussion. All Committee members present at the meeting are to be in agreement with the evaluation contents. After the meeting, the PI sends a prompt to the student to review the evaluation. The student must review, advise of any proposed changes and/or agree to the evaluation in an email to the PI, Committee, and GPA. The evaluation then becomes a part of the student’s permanent evaluation compilation and academic record. See section below on Student Performance Evaluations.

**GENERAL EXAM**

The focus of the General Exam is to propose the scientific problem you will address in your thesis and describe the aims and experimental approach to address that problem. The emphasis is more on strategy than on preliminary data.

Graduate students must take the General Exam by the end of Autumn Quarter of Year 3. Each student is responsible for scheduling his or her General Exam date after formation of the Doctoral Supervisory Committee. One week prior to the Exam, the student provides all rotation and previous Committee Meeting evaluations to the PI and Committee to review.

**NOTE:** Instructions for setting up the Doctoral Supervisory Committee are included in the Immunology Program Requirements and online in **Graduate School Policy 4.2**. The student’s Doctoral Supervisory Committee administers the General Exam. A committee member other than the Doctoral Supervisory Committee Chair (faculty mentor/PI) or the GSR must chair the Exam.

**Scheduling the General Exam**

Scheduling the General Exam requires the approval of all Doctoral Supervisory Committee members. Once the student has agreement in writing (via email) from all committee members, the student should send an email to the Graduate Program Advisor (GPA) Sandy Turner with the title, date and time of their General Exam. The GPA will reserve a conference room at SLU for the General Exam and provide the room number. Each student must then submit a Request for General Examination online through the Graduate School’s **MyGrad Program for Students**. The GPA prints the Committee Signature Form (formerly the Warrant) from the MyGrad Program and provides that to the General Exam Committee chair prior to the exam date for signing by all committee members following the exam.
**Written Proposal**

The proposal is written by the student. The format is similar to an NRSA application. The Doctoral Supervisory Committee Chair (faculty mentor) may provide feedback on the Specific Aims and on a preliminary draft of the Approach. However, it is expected that the final version reflects the student’s ideas.

**Font Size:** Times Size 12 or Arial Size 11, 1/2-inch margins, single spaced.

**Required Document Length:** 1 page that includes the title and abstract, plus no more than 7 pages including figures, not including references. No supplemental material should be included.

**Submission to the Committee:** The Written Proposal document must be submitted to the Doctoral Supervisory Committee at least two weeks before the General Examination. In addition, a copy must be provided to the Graduate Program Advisor for placement in the student’s file.

**Scope of Experiment Design:** Design experiments that generally correspond to the amount of work one person can accomplish in a 3-year time span. Most proposals will have 2-3 Aims.

**Written Proposal Format:** The proposal format is similar to an NIH NRSA Fellowship Grant. Here is a link with sample F31 applications (NOTE – These are the same files that are provided to graduate students in the IMMUN 534 course): [https://tinyurl.com/bdeas682](https://tinyurl.com/bdeas682).

1. **Abstract** - Length: 300 words or less
   
   The Abstract uses broad, general language to summarize the primary goal(s) and motivation of the research, the significance of the research, and the choice of experimental approach. The Abstract should be accessible to any immunologist and should avoid technical jargon and acronyms.

2. **Specific Aims** – Length: 1 page maximum
   
   Concisely state the goals of the proposed research program and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. Succinctly list the specific objectives of the proposed research. Provide a 2-3 sentence summary for each Aim.

   
   The research strategy has three sections: Significance, Innovation, and Approach. Describe the Significance of the research proposal including how the proposed research will advance the field. The Innovation section should highlight methodological and/or conceptual novelty in the proposal. The Approach section will be the longest. For each Specific Aim, address the following 4 topics:
   
   a. Rationale behind Aim
   b. Any relevant preliminary data – performed by the graduate student or the lab
   c. Experimental design and methods
   d. Expected outcomes, potential problems and alternative approaches

   The Approach section should also include a timeline for accomplishing the aims and sub-aims.

**Submission of a proposal that does not conform to the page limitations and format indicated above or that is delivered to the Doctoral Supervisory Committee less than 2 weeks prior to the exam will likely result in exam rescheduling.**
**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 and discuss strengths and weaknesses of the student’s performance. The student is then excused.

The chair of the Exam Committee, with input from the Doctoral Supervisory Committee, then completes the General Exam Evaluation in the final 10-15 minutes of the meeting, based on this discussion. All Committee members present at the meeting are to be in agreement with the evaluation contents. After the meeting, the PI sends a prompt to the student to review the evaluation. The student must review, advise of any proposed changes and/or agree to the evaluation in an email to the PI, Committee, and GPA. The evaluation then becomes a part of the student’s permanent evaluation compilation and academic record. See section below on Student Performance Evaluations. The evaluation should contain any formal recommendations made (such as coursework) to remedy weakness in background knowledge.

After passing the Exam, the student officially qualifies as a Candidate with the UW Graduate School, and 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.

**MONITORING STUDENT PROGRESS AND FEEDBACK MECHANISMS**

**Goals:**

- **Identify students with issues, concerns, or challenges early on in years 1-3 to facilitate timely intervention and provide adequate support.**
- **Identify and support students with issues, concerns, or challenges in the period post-General Exam with a clear, transparent, and equitable process.**

**Evaluation and Feedback Structure:**

Upon starting a rotation or joining a laboratory, a student and mentor should have a frank conversation related to any lab-specific expectations or duties, as part of the onboarding process and discussion of the Lab Expectations and Values statement. Rotation evaluations, Doctoral Supervisory Committee meeting evaluations, the IDP, and the General Exam (GE) evaluation are used to track student progress and provide feedback. All evaluations contain specific prompts to encourage constructive feedback that includes discussions of strengths and areas where growth is needed. Evaluations are available to students and discussed in the post-rotation/Committee/GE meeting between the student and PI. IDPs, completed in Autumn quarter, document student activities and goals, and include a section completed by the PI that documents strengths and areas for growth.
**Student Performance Evaluations:**

Evaluations are kept digitally as a Google doc, one running Google doc per student. Students can view but not edit their document. Evaluations are added to the document as they are completed, for Rotations, the General Exam, and Doctoral Supervisory Committee meetings. The rotation mentor, General Exam Chair, or PI are responsible for ensuring that the evaluations are complete and can access the appropriate evaluation template from the Google drive as needed. As per above, Rotation evaluations are completed by the rotation mentor. General Exam and Doctoral Supervisory Committee meeting evaluations are completed in the final 10-15 minutes of the meeting (with the student excused), based on the discussion shared with the student. For all modalities, the student must review the completed evaluation, prompted by an email from the Rotation PI, General Exam Chair, or Thesis Mentor. In response, the student must acknowledge and approve the evaluation, or suggest edits. Once an evaluation is finalized, it becomes part of their permanent academic record.

Students will be required to oversee the distribution of their compiled student performance evaluations when a student 1) joins a new rotation lab, 2) proposes to join the lab of a mentor for their thesis, 3) schedules their GE, or 4) schedules a regular Doctoral Supervisory Committee meeting, providing the compiled PDF of evaluation to 1) the new rotation mentor, 2) the proposed thesis mentor, 3) and 4) the Thesis Committee, respectively. Compiled evaluations should be provided either prior to meeting with a prospective rotation or thesis mentor OR one week prior to a GE or Thesis Committee meeting. The GPA is responsible for keeping a long-term record of evaluations and will have access to download each student’s Google doc of evaluations. The GPA will also be responsible for assigning permissions to various parties for editing and viewing and will own the Google drive (with the Assistant to the Chair, the Department Chair, and the Chair of the Curriculum Committee as Managers to ensure continuity of content). This student-led distribution of evaluation materials will allow for greater transparency and communication regarding student progress throughout the PhD program.

If a student encounters issues, concerns or challenges, the GPC (1st Years only), the Doctoral Supervisory Committee, PI, and/or Department Chair can offer support and resources. See Appendix C, Student Progress Flow Chart, which includes a summary of expectations for all years. See also the UW Graduate School policies that pertain to all UW graduate programs ([https://grad.uw.edu/grad-school-policies/complete-policy-index/](https://grad.uw.edu/grad-school-policies/complete-policy-index/)).

**Specifics for 2nd Year:**

The Doctoral Supervisory Committee will be assembled in Winter quarter and will receive student rotation evaluations and the IDP, compiled by the student. The first Doctoral Supervisory Committee meeting in the Spring quarter will be an opportunity to discuss the student’s potential project, with no expectations for data presentation; the student’s career goals; and any concerns or challenges. See the previous section on Doctoral Supervisory Committee Meeting Proceedings on Page 19. The General Exam should be scheduled for Autumn quarter of the 3rd year, with scheduling complete by the end of the Summer quarter. See Appendix C, Student Progress Flow Chart.

**Specifics for 3rd Year:**

The General Exam will be completed prior to the end of Autumn quarter. If the student encounters challenges in the GE and does not receive an unconditional pass, the PI and Doctoral Supervisory Committee will make specific recommendations in the GE evaluation for rectifying any issues with the GE itself and for getting support and addressing areas needing growth moving forward. The GE may be re-attempted no more than twice, as per UW Graduate School policy ([https://grad.uw.edu/policies/1-1-graduate-degree-requirements/](https://grad.uw.edu/policies/1-1-graduate-degree-requirements/)). Students who have had significant difficulties in their program to date
and do not successfully complete the GE may discuss obtaining a Master’s degree and alternative career plans with the PI and Doctoral Supervisory Committee. See Appendix C, Student Progress Flow Chart.

**Student Support and Meeting Challenges:**

Students encountering issues, concerns, or challenges in their program will be referred to appropriate support resources by the PI, Doctoral Supervisory Committee, GSA, or Dept. Chair. Students who take a leave of absence for any reason will re-enter the program where they left off. Leaves are arranged on a case-by-case basis according to the UAW 4121 contract and UW academic policies. See Appendix C, Student Progress Flow Chart, and Appendix D, Resources for Students.

If there are difficulties in the relationship between the student and PI, the Doctoral Supervisory Committee and/or the Dept. Chair can be engaged by either party for mediation at any point. The UW Allies or institutional Ombudsperson may also participate in mediation. Mediation may involve discussions between the PI, student, Dept. Chair, or Doctoral Supervisory Committee or with Allies/Ombud. As an absolute last resort, in extraordinary circumstances in which the mediation process reveals that the student-PI relationship is potentially irreparable, the student may seek out an alternate PI. The new mentor/PI can be a Dept. of Immunology primary or affiliate faculty member and will be selected under advisement of the Dept. Chair and Doctoral Supervisory Committee. The proposed new mentor must agree, in writing, to take the student and work with the student to develop a new project. The placement must be approved by the Dept. Chair. Students who switch PIs will be required to assemble a new Doctoral Supervisory Committee and will meet with their Committee at least every 6 months thereafter.

Students who are not meeting expectations using the feedback mechanisms in place will enter into the process outlined by the UW Graduate School for academic probation. If the PI and/or Doctoral Supervisory Committee identifies a student is not meeting expectations, they will meet with the student to explain the expectations and how the student is not meeting them, generating a meeting summary document. This document will describe the issue and the plan for rectifying the problem and fostering growth, with clear milestones and a timeline for progress. The document is signed by the PI and student and provided to the Doctoral Supervisory Committee and the GPA. If milestones are met, the student proceeds in the program. If milestones are not met, the student enters into the Graduate School’s official academic probation process: [https://grad.uw.edu/policies/3-7-academic-performance-and-progress/](https://grad.uw.edu/policies/3-7-academic-performance-and-progress/). See Appendix C, Student Progress Flow Chart.
REQUIREMENTS TO DEFEND

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.

Petition to Waiver
To petition a waiver for this program requirement, the student must do the following:

1) Have received favorable reviews of a submitted, first-authored publication
2) Prepare a written petition explaining the situation and the reason for the request to waive the publication requirement
3) Obtain permission from the Doctoral Supervisory Committee after discussion of the manuscript reviews and petition with all members of the Committee
4) Submit to the Graduate Program Coordinator and Graduate Program Advisor the petition along with the following:
   a) Manuscript and Reviewer comments
   b) Cover letter written and signed by the Doctoral Supervisory Committee Chair explaining the situation
   c) Written recommendation generated by a Doctoral Supervisory Committee member other than the Chair regarding the extent to which the Committee supports the student’s petition. NOTE: All Committee members (except the Committee Chair) must sign this second letter of recommendation.

The faculty will consider the petition at the next regularly scheduled faculty meeting. After adequate in-person verbal 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. Only after the petition is approved will the student be allowed to set a defense date.

PREPARING FOR WRITING AND DEFENDING THE DISSERTATION

The dissertation is written according to the general rules put forward by the UW Graduate School, and must be electronically uploaded online before being accepted by the Graduate School. 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. For comprehensive information on preparing to graduate, please refer to our [graduation requirements information page](#).

Establishing the Reading 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 Sandy Turner. The GPA will then proceed with the online process of relaying this information to the Graduate School.
**Request for Final Exam**
The Request for Final Examination is also an online process accessed by the student through the MyGrad Program for Students webpage. The Final Exam should be requested at least 3 weeks prior to the final examination date, and if the Candidate has met all other requirements, a “Committee Signature Form for Final Examination for the Doctoral Degree” issued by the Graduate School. If the Final Examination is satisfactory, the Doctoral Supervisory Committee signs this form immediately following the defense, and returns it to the GPA. Departmental approval of the Final Exam is processed online with the Graduate School after the signed form 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**
Before engaging in arrangements for thesis defense, students must obtain permission to defend from their Doctoral Supervisory Committee members. 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). This usually means July 1.*

> **Week-7: Reading Committee Established** – Designation of the Reading Committee must be conveyed to the Graduate Program Advisor (GPA) via email no later than 7 weeks before the date of defense. In practice, the student asks two members of the Doctoral 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.

**Defense Date and Time Set** – 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. email) should there be future discussion of availability. The student should convey the information to the GPA, who will in turn reserve an auditorium at SLU.

**Week-6: Draft Dissertation Delivered to Doctoral Supervisory Committee Chair** – The dissertation should be delivered to the Doctoral Supervisory Committee Chair (who is also the student’s mentor) no later than 6 weeks before the dissertation defense. Doctoral 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: Distribute Draft Dissertation to Reading Committee for Review and Approval** – After the mentor has read and edited the student’s draft dissertation, the draft dissertation must be provided to the entire Reading Committee for review.

**Scheduling Final Exam Online** – After reading the FINAL DRAFT of the dissertation, the Reading Committee and other members of the Supervisory Committee agree to the student scheduling their Final Exam online via the MyGrad Program for Students. The student provides the Dissertation Defense date and time to the GPA as early in the process as possible (often weeks to months early – see ≥Week-7) in order to confirm an auditorium reservation. The online 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 departmental Request for Final Exam, giving the student time to
obtain signatures from all of the committee members or attach their approving emails, and return to the GPA 2 weeks before the defense date.

Week-1: **Committee Signature Form (formerly the Warrant) is Printed** – If the Candidate has met all requirements, the Graduate School issues a Committee Signature Form through the MyGrad Program authorizing the Final Exam. The GPA will print the Committee Signature Form and provide it to the Doctoral Supervisory Committee Chair for completion and signing by all committee members directly following the student’s dissertation defense. The form should be returned to the GPA following the defense for processing.

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

The Doctoral Supervisory Committee is responsible for the following:

1. Signing the “Committee Signature Form for Final Examination for the Doctoral Degree” directly following the student’s dissertation defense. This form is provided to the committee chair by the GPA prior to the defense. The signed form is returned to the GPA, who then advises the Graduate School of the outcome of the Final Exam through the MyGrad Program.
2. The supervisory Reading Committee members are required to go online by logging into the MyGrad Committee View and indicate that they approve of the final dissertation document. The MyGrad Committee View only requires a UW NetID to log in.

The Graduate Student is responsible for the following:

1. By the last day of the quarter you plan to graduate, complete the Survey of Earned Doctorates (SED) online at https://sed-ncses.org/login.aspx. Upon completing the SED, students receive an SED notification email from SEDWEB@norc.uchicago.edu, which includes the SED Certificate of Completion. Upload the SED Certificate of Completion along with your dissertation to the UW ETD Administrator Site by no later than 11:59 p.m. PT on the last day of the quarter.
2. Follow up with any Reading Committee members as necessary to obtain all required electronic reading committee approvals of your dissertation by the deadline (last day of the quarter at 11:59 p.m. PT). You can check the status of approvals any time by accessing your scheduled final exam.

**GEMS cannot graduate a student until the steps outlined above are completed both by the Doctoral Supervisory Committee and the graduate student. Failure to meet all requirements 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 DOCUMENT:
FINAL SUBMISSION INSTRUCTIONS

**Formatting the Dissertation Document**
The University of Washington Graduate School has specific guidelines for the formatting of the dissertation. When you are ready to proceed to actually submitting the dissertation to the UW Graduate School, the information and instructions provided in the aforementioned guidelines will be important to follow.
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 budget number with you to the UW Copy Center in the basement of the Communications Building.

First, consider making a ‘Doctoral Supervisory Committee signature page’ for your entire committee to sign (not just the Reading Committee) 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 cannot order binding online – the UW Budget number will not be a valid method of payment unless you use the UW Copy Center.

The average graduate student orders three or more bound copies:
- 1 for the department (request budget # from Graduate Program Advisor)
- 1 for her/himself
- 1 for the mentor
- Please consider ordering additional copies as gifts for parents, grandparents, undergrad mentor/advisor, etc. Some mentors are willing to contribute to printing and binding expenses.

YEARS TO DOCTORAL DEGREE
The Immunology program requires that students earn their doctoral degree by the end of the 7th year (28 Quarters) from 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) and the Graduate Program Advisor no later than the end of the 26th Quarter into the program. This applies to 7th year students who have completed 6 years and 6 months of 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 Doctoral 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.

**FUNDING AND SCHOLARSHIPS**

The Department of Immunology supports Immunology graduate students for their entire student tenure with a stipend, health care benefits, and paid tuition – based on the proviso they remain in good standing both academically and in their research.

First-year students are supported by departmental resources or by training grants awarded to the department. After the first year of study and departmental support, Immunology graduate students are expected to apply for support that is competitively awarded from departmental training grants, National Research Service Award (NRSA), National Science Foundation (NSF), Department of Defense fellowships, or other sources. If a competitive stipend is not awarded, then funding is provided by faculty research grants or departmental resources. Applicants may apply for outside funding before applying to the UW Immunology graduate program, and then bring this funding with them upon enrollment.

**Training Grants**

Several UW Interdisciplinary PhD programs offer training grant opportunities to Immunology PhD students. Training grants, such as predoctoral traineeships and endowment funding, are competitive, and provide a typical funding period of one to two years.

- **Cell and Molecular Biology (CMB) Training Grant**
  The Cell and Molecular Biology (CMB) Training Program is a National Research Service Award (NRSA) Predoctoral Institutional Training Program of the National Institute of General Medical Sciences, National Institutes of Health. The goal of the program is to provide trainees with research opportunities of a cross-disciplinary nature at the molecular and cellular level in the PhD-degree-granting programs of five participating departments: Biochemistry, Genome Sciences, Immunology, Microbiology, and Pharmacology. There are also two interdisciplinary programs: Molecular and Cellular Biology (MCB) and Neuroscience.

  The Cell and Molecular Biology Training Program currently has funding for up to 20 trainee positions. Students are appointed for up to 2 years of support, pending continued National
Institutes of Health (NIH) funding and satisfactory progress in their graduate studies. The minimum appointment is for 12 months of continuous support.

Students apply to the CMB TG beginning their 2nd year of graduate school for support starting Autumn quarter. The positions are awarded by a Selection Committee consisting of faculty representatives from participating graduate programs. Eligible students complete a written application and finalists are invited to give a short presentation of their research. The Selection Committee awards positions based on the student’s application, faculty evaluations and research presentation.

*They welcome applications from under-represented minority students, first generation students, students from a disadvantaged background and students with disabilities.*

Tuition: The Cell and Molecular Biology Training Program supports a stipend at the NIH-mandated rate in addition to tuition and health insurance as long as sufficient funds are available. Supplemental stipend is provided by a student’s home department. Other elective fees are the responsibility of the trainee and are not paid by the Cell and Molecular Biology Training Program.

Travel Awards: Request forms for travel funds are available through the MCB office. Travel funds are available each year on a 1st-come, 1st-served basis. Travel requests are reviewed and approved based on the application and availability of funds. Trainees are encouraged to apply as early as possible to allow sufficient time for review of the request and for prepayment of airline tickets and registration fees. The maximum allowed is $300 per year of appointment and must be used during the trainee’s appointment period.

**Additional Funding Sources**

- **Sandra L. Clark Education Fund Travel Awards**
  This endowment established by Professor Emeritus Edward Clark in memory of his sister, provides student travel bursaries for educational purposes for students active in the UW Immunology Program. Students must be pursuing their thesis in the lab of a Department of Immunology faculty member and may be in the Immunology, MSTP, MCB, Pathobiology, or M3D Programs. International travel is encouraged for a meeting within or outside of Immunology. Travel to national meetings is acceptable as long as it is outside of the student’s primary field of study. Applications are accepted throughout the fiscal year (July 1 to June 30) until two travel awards are made. Only one award per lab will be awarded per year. Maximum award is $2,000. Immunology students can contact the Graduate Program Advisor at immgpa@uw.edu for the application.

- **Graduate School Conference Travel Awards**
  Graduate student travel awards are available to assist graduate students with travel fares to major national or international conference so they may present papers or posters, or to serve as invited speakers. The maximum award amounts for domestic travel is $300 with $500 being maximum for international travel.

- **Graduate and Professional Student Senate (GPSS) Travel Awards**
  The Graduate and Professional Student Senate (GPSS) is the official student government representing the 15,000 graduate and professional students at UW. GPSS provides and advocates for tools needed to enhance personal and professional development, and safeguards the interests of the students it represents. Funding opportunities are available from the GPSS in the form of Diversity Funds (programs or events related to diversity efforts), Special Allocations...
(events for Registered Student Organizations), and Travel Grants (academic conference travel for active participants).

- **Funding Opportunities (Fellowships) from the UW Graduate School and Other Sources**
  Fellowships are competitive awards that generally do not require service (i.e., work) as part of the award. They are intended to fund your academic study and research. Fellowships may be offered by a department, the University, the federal government, or private agencies. Refer to the UW Graduate School’s Fellowships [web page](#) for more information.

**Outside Funding Opportunities**
Students may also consult these and other sources of outside funding:

- NSRA Funding (NIH predoc funding)
- The National Science Foundation – [Graduate Research Fellowship Program](#)
- Howard Hughes Medical Institute – [Gilliam Fellowship Program](#)

**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.

**POLICY ON PROFESSIONAL CONDUCT – UW SCHOOL OF MEDICINE (SOM)**
Questions, suggestions, and concerns regarding this policy are welcomed, and should be directed to the UW Medicine Continuous Professionalism Improvement Committee ([blackley@uw.edu](mailto:blackley@uw.edu)).

**Policy**
UW Medicine is committed to high standards of professionalism in patient care, research and education among our faculty, staff, residents, fellows, and students. Professionalism is integral to our mission of improving health, and includes demonstrating excellence, respect, integrity, compassion, altruism, and accountability in all endeavors and creating an environment supportive of diversity in ideas, perspectives and experiences. All individuals in our UW Medicine community are responsible for creating an inclusive environment where every person is valued and honored.

All members of the UW Medicine community are expected to conduct themselves in a professional and ethical manner with colleagues, patients, and the public. Leaders in our community are expected to model, promote, and advocate for a strong and visible culture of professionalism.

**Values and principles**
- **Excellence** represents dedication to continuous improvement of quality of care, research inquiry, and teaching effectiveness. Excellence also includes promoting and cultivating an institutional culture of inclusion, equity, and diversity in all its forms. Pursuit of excellence should be accompanied by respect, integrity, compassion, altruism, and accountability.
- **Diversity** is integral to excellence, and refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity and expression, socioeconomic status, and geographic region, and more. The aims of diversity are to
broaden and deepen our experience in all areas of learning and work that support our mission of improving the health of the public. For the aims of diversity to be fully realized, the institutional culture must be one of inclusion, where all individuals are valued and honored, and resources and opportunity are distributed equitably and without undue bias.

Respect includes actions that recognize the inherent dignity and value of all persons and that seek to understand the perspectives of others. Working to achieve effective communication and acknowledging power differentials (formal or informal) are key to fostering mutual respect and trust.

Integrity refers to honesty in all interactions and upholding high moral and ethical standards in all endeavors.

Compassion is recognition of suffering and taking action to help. Compassion must also extend to self, recognizing that self-care is a key element of personal wellness.

Altruism reflects a commitment to advocate for the needs and interests of others.

Accountability refers to accepting responsibility for one’s behavior and striving to uphold professional standards, as well as acknowledging that—as members of a larger community—we are answerable to each other for our conduct and outcomes. Accountability includes working to recognize and address one’s own biases (conscious and unconscious), and mitigating their impact on behavior as providers of care, teachers, scientists and learners. Accountability includes assisting UW Medicine in recognizing and addressing institutional racism and other forms of bias and taking action that demonstrates intolerance of discrimination, in contrast to condoning or perpetuating discrimination through inaction.

Professionalism in clinical practice settings includes adherence to the UW Medicine service culture guidelines and includes, but is not limited to safeguarding the privacy and confidentiality of patient information, communicating effectively in an interprofessional environment, observing established standards for patient safety and timely completion of medical records, participating in quality improvement initiatives, exercising cultural humility, reporting errors, and following rules for billing and compliance.

Professionalism in the conduct of research includes, but is not limited to fostering a collaborative environment, employing collegial, non-threatening and fair treatment of research team members, which include faculty, staff, fellows and students. Research should be undertaken and conducted in a manner that is inclusive of diverse opinions, ideas and populations.

Professionalism in education includes, but is not limited to respect for diverse experiences and perspectives, modeling community and civil discourse, a commitment to the highest standards of scholarship, innovation in teaching methods, and leadership through modeling of life-long learning.

Professionalism in administration includes, but is not limited to respect for the culture and values of the academy, commitment to creation of collegial partnerships with co-workers one is responsible for and responsible to, support of the work of collaborative teams, recognition of the needs of patients and our professional community, and dedication to the mission of the institution.

Ethics in decision-making and relationships means establishing safeguards to ensure that decisions are free of improper bias or influence, guaranteeing that personal and professional relationships do not present a conflict that threatens (or is perceived to threaten) the integrity of the decision, and removing oneself from decisions where fairness may be compromised, especially decisions made in the context of supervisory relationships.

Ethical business practices mean the wise and fair use of resources and practices that comply with laws, regulations, and policies governing conflicts of interest, sponsored research, and the delivery of and reimbursement for healthcare services.
**Ethical research practices** mean practicing intellectual integrity, ensuring the welfare of human and animal research subjects, exercising diligent and unbiased acquisition, evaluation, and reporting of scientific information, and adhering to university regulations for the conduct of research.

**Unprofessional behavior** means behavior that violates laws or rules regarding discrimination and harassment, violates rules of professional ethics (including professionalism in clinical, educational, research or business practices), or is disrespectful, demeaning, retaliatory, or disruptive. Bullying is unprofessional behavior that misuses power to control or harm others.

**Rules of professional ethics** means the adoption of ethical standards that have been established by external professional societies and associations (e.g., The Joint Commission, American Association of Medical Colleges, National Institutes of Health) or by UW Medicine entities for various professions (e.g., physicians, nurses).

**Discrimination and harassment** are defined in University of Washington (UW) Executive Order 31. As of the effective date of this policy, this includes discrimination or harassment on the basis of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, gender identity or expression, disability, or military status.

**Disrespectful, retaliatory or disruptive behavior** includes, but is not limited to behavior that in the view of reasonable people has a negative impact on the integrity of the healthcare or research team, the care of patients, the education of students or trainees, or the conduct of research, such as:

- Physical assault or other uninvited or inappropriate physical contact;
- Shouts, profane or offensive language;
- Degrading or demeaning comments;
- Discriminatory or harassing behavior or language (as defined above);
- Retaliation in response to a person raising concerns about a behavior that may violate laws or policies (such as discrimination), or present a threat to safety or security
- Threats or similar intimidating behavior, as reasonably perceived by the recipient;
- Exploiting, neglecting or overworking those in subordinate positions;
- Unreasonable refusal to cooperate with others in carrying out assigned responsibilities;
- Failure to respond to inquiries within a reasonable time frame; and
- Obstruction of established operational goals, beyond what would be considered respectful dissent.

**Procedures and Values in Action**

**Engagement of our community to advance professional values.** All members of our community should seek opportunities to acknowledge, promote, and celebrate professionalism in our environment. Leaders in our community are especially accountable for creating a culture of professionalism in their own units by exhibiting professionalism, recognizing individuals and teams that exhibit best practices and demonstrate core principles, finding opportunities to convey the importance of professionalism in our shared work, and making time for collaborative, inclusive dialogue around challenging issues. To ensure that the professionalism standards outlined in this policy are upheld, those aware of the behavior are responsible for raising their concerns within a reasonable time frame so that the behavior can be addressed and remediated as appropriate.

**Incorporating the principles of professionalism into applicable documents.** UW Medicine units should incorporate these principles as appropriate into their policies, procedures, and practices. Professionalism expectations should be included in offer letters, merit evaluations and promotion criteria. Expectations and any available measures of professional behavior should also be specifically highlighted in annual performance reviews, as well as in documents that relate to situations where the evaluator becomes aware of acts of unprofessional behavior.
**Supervisor responsibility.** Supervisors, including health care and research team leaders and teachers, are expected to exhibit professionalism, set clear expectations, and manage performance of their subordinates in accordance with these standards through regular communication and timely performance reviews. Supervisors must confront unprofessional behavior effectively and engage in conversations that may be difficult or uncomfortable. In these challenging situations, supervisors should draw on existing resources including their own supervisors, administrative leadership, and human resources offices. Supervisors are expected to respect diversity of opinions and will not retaliate against subordinates who offer their respectful, dissenting views. Finally, supervisors are expected to address professionalism concerns and deficiencies through routine performance evaluations, counseling, discipline, or other action as appropriate in accordance with policies and procedures within the UW, UW Medicine, affiliates and partner entities.

**Mentor responsibility.** Mentor relationships can occur formally and informally, including but not limited to principal investigator to post-doctoral fellow, program advisor to graduate student, faculty to student or trainee, or faculty to faculty. Mentors bear responsibility for sharing knowledge and expertise with mentees, as well as creating shared expectations around professionalism. Mentors will look for ways to counterbalance the inherent power differential found in a mentoring relationship and will promote the welfare of mentees in ways that increase mentee development, engagement and empowerment.

**For individuals covered by collective bargaining agreements,** UW Medicine managers and supervisors are expected to apply this policy in a manner consistent with the principles of just cause, as well as any other applicable requirements of the labor agreements.

**For hospitals and clinics that are part of UW Medicine,** this policy is intended to define “professionalism” at the UW Medicine level in accordance with The Joint Commission standards. Under this policy, “desirable behavior” means demonstrating professionalism as described above and “disruptive behavior” means engaging in conduct that is unprofessional as described above. The hospitals and clinics will have policies and practices implementing these principles and may further define expectations regarding appropriate conduct.

**Mechanisms for addressing unprofessional behavior.** UW Medicine does not condone or tolerate unprofessional behavior, and individuals who engage in such behavior may be subject to disciplinary action up to and including termination. Supervisors are expected to address unprofessional behavior as described above. Members of our community at all levels may also raise concerns and/or ask for support through a number of avenues depending on the particular circumstances. The many avenues of redress outlined below are meant to provide viable options that can be pursued alone or in conjunction with other options. Members of our community seeking to raise concerns may seek counsel from within the member’s administrative structure, supervisory chain of command or one of the offices responsible for addressing conduct in violation of UW policies.

Avenues to raise concerns include but are not limited to the following: (1) informal and collegial one-on-one resolution; (2) bringing the issue to a supervisor or the next highest individual of authority, if the concerns involve the supervisor; (3) following applicable grievance procedures under collective bargaining agreements; (4) contacting Human Resources or Academic Human Resources; (5) contacting the University Complaint Investigation and Resolution Office (UCIRO); (6) contacting the University Title IX office; and/or (7) contacting the University of Washington Ombud. The UW Safe Campus office is also available as a resource in situations involving non-urgent safety concerns.

For certain types of concerns, a particular avenue may be most appropriate, or even required by UW policy. For example, Administrative Policy Statement 46.3 (Resolution of Complaints Against University Employees), contains information and processes for addressing complaints about employees, including violations of the University’s non-discrimination policy and other concerns. Detailed administrative or contractual processes also exist to address specific types of complaints including classified and professional staff complaints, whistleblower complaints, and patient complaints. There are existing
processes for addressing student conduct issues outlined in the MD Program Handbook, and processes for addressing faculty members’ rights to resolve or adjudicate issues under the Faculty Code. Individuals should contact their supervisor for help in determining whether a particular behavior is covered by an established procedure.

This policy was implemented May 5, 2009, revised in November 2016 and October 2017 by the Continuous Professionalism Improvement (CPI) Committee, with engagement and feedback from UW School of Medicine elected Faculty Councils and Vice Deans, the Medical School Executive Committee (MSEC) and the UW Medicine Strategic Leadership Council. The CPI committee reviews the policy annually, with formal renewal when changes are needed. Please send feedback regarding this policy to the Chair of the CPI Committee, Molly Blackley Jackson, M.D., at blackley@uw.edu.

Approved by, Paul G. Ramsey, M.D.
CEO, UW Medicine
Executive Vice President for Medical Affairs and
Dean of the School of Medicine, University of Washington
10/12/17

STUDENT SUPPORT AND ACTIVITIES/OPPORTUNITIES

Student Invited Speaker – Weiser
Dr. Russell S. Weiser played a leading role in establishing immunology as an important discipline at the University of Washington. The Russell and Rae Weiser Endowed Lecture in Immunology Fund was established in 1985, in gratitude to Dr. Weiser, and to honor his many contributions to science and the training of young scientists.

The endowment supports the annual Weiser Lecture in Immunology. Dr. Weiser envisioned that the lecturer would be chosen on the basis of outstanding merit and from among candidates contributing substantially to new and important advances in the immunology field. Upon the establishment of this endowment, Dr. Weiser said, “I feel strongly about preserving funds given for lectureships, scholarships, chairs and research, because they are important for building great universities.”

Student Invited Speaker – Department Annual Retreat
The graduate students have the opportunity to choose the special guest speaker for the department’s Annual Retreat. The expenses related to this special guest speaker are covered by the Sandra L. Clark Education Fund.

Lunch with Guest Speakers for IMMUN 573
Graduate students and postdocs are invited to have lunch with the IMMUN 573 seminar speakers throughout the Academic Year. This lunch is held on Tuesdays.

Student Journal Club
Student Journal Club (SJC) is held most Mondays following the IMMUN 573 Seminar speaker series in the E401 conference room. Student volunteers arrange the SJC schedule (AUT, WIN, SPR QTR). Each week a recent paper(s) from an upcoming IMMUN 573 speaker is presented by a graduate student and a relevant review is provided for discussion by the group. This is an informal activity and is a great way for students to practice presenting and discussing science. Dinner is provided with departmental support and a student volunteer is responsible for purchasing food each week. Coordinate with the Graduate Program Advisor, Sandy Turner, for food reimbursement, etc.
**Student Reps attend faculty meetings**
Two Immunology graduate student volunteer each year to attend monthly faculty meetings. The two graduate students take turns attending the monthly faculty meeting. There is a dedicated time slot on the faculty meeting agendas for the student representative to bring any suggestions, ideas, or concerns to the attention of the faculty. While the representatives should be elected from students matriculated in the Immunology graduate program, our goal is to increase cohesiveness among all students in our labs. Therefore, these representatives will have the responsibility of communicating with fellow students training in Immunology labs from all graduate programs. We ask that the representatives collect in advance of each faculty meeting suggestions, ideas, or concerns that students would like to discuss, as well as the range of perspectives among the students on these matters.

**Diversity and Inclusion Opportunities**
We hold diversity and inclusiveness as core values in our department and emphasize their importance throughout our research, education, recruitment and practice. We strive to create a climate that fosters belonging, respect and value for all within our scientific community and the institution. We are committed to prioritizing and advancing diversity, equity and inclusion in all its forms within our climate and will continue to strive to achieve these goals as outlined in the [UW Diversity Blueprint](#):

- Cultivate an Inclusive Climate
- Attract, Retain, and Graduate a Diverse and Excellent Student Body
- Attract and Retain a Diverse Faculty
- Attract and Retain a Diverse Staff
- Assess Departmental Diversity Needs
- Improve Accountability and Transparency

We work together to organize events that cultivate and strengthen departmental diversity and inclusion, and welcome involvement and input. The department conducts a bi-annual climate survey and responds to the needs and opportunities that arise.

To get involved, or if you have questions, please contact members of our [Immunology Diversity, Equity and Inclusion Committee](#). Looking for additional resources? Please see our comprehensive list of [Campus community resources](#) committed to diversity and inclusion.
Your health insurance benefits are an important part of a graduate appointment offer from the University of Washington. The UW provides these benefits at no cost for eligible graduate appointees during the plan year as part of the UW/UAW contract. This summary provides Graduate Appointee Insurance Program (GAIP) highlights, including academic year eligibility rules. For more details, visit: http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/.

Academic Year Eligibility
The academic year includes fall, winter, and spring quarters. Summer quarter eligibility and enrollment information can be found in the Plan Booklet at the GAIP website.

You are eligible for UW-paid medical, dental, and vision coverage under GAIP if you hold an eligible appointment of at least 50%, and are paid at least five of the six pay periods for the quarter and are enrolled in at least 10 credits for the quarter.

If you are a Fellow or Trainee with an eligible appointment, the UW will pay for coverage provided that you are paid at least $800 per month for at least five of the six pay periods for the quarter and are enrolled in at least 10 credits for the quarter.

You are eligible for self-pay medical, dental, and vision coverage if your funding is paid directly to you (not administered through UW payroll) and your funding is at least $800 per month for at least one quarter, and you are registered for at least 10 credits in that same quarter.

Student Employee Responsibilities

Enrollment
All eligible graduate appointees are automatically enrolled in Student-Only GAIP coverage by the plan administrator, LifeWise Assurance Company. Upon your enrollment, LifeWise will send you a "welcome" letter and an email confirmation which includes important instructions on enrolling dependents. It is your responsibility to enroll your eligible dependents on or before the enrollment deadline.

Verify Appointment
Students are responsible for communicating with their department to verify that your appointment was entered into the UW payroll system (Workday) on time. Other than the timely processing of your appointment, your department is not involved in the enrollment process. Retroactive appointments do not provide retroactive coverage for you or your dependent(s).

Read Notices
Please read all email messages you receive about your GAIP coverage. It is your responsibility to know and understand plan rules. The underlying contracts, master policies, and other legal plan documents, together with LifeWise Assurance Company, and trustee decisions, will govern in answering any questions and resolving any discrepancies.

Self-Pay
If you are eligible to self-pay, you must return the self-pay packet directly to LifeWise within 31 days of eligibility to make premium payment arrangements. (If you will be working at the Fred Hutchinson Cancer Research Center, please contact your program administrator for enrollment information.)

Insurance

Coverage Periods
Quarterly coverage periods under GAIP are:
- Fall: October 1–December 31
- Winter: January 1–March 31
- Spring: April 1–June 30
- Summer: July 1–September 30

Medical Coverage for ASEs (coverage for dependents may vary)
Your share of medical coverage is based on the facility/physician used as follows:
- 0% (plan pays 100%) for the first $1,000 of services provided at Hall Health, the on-campus health clinic
- 10% (plan pays 90%) for most services provided within the preferred provider network
- 40% (plan pays 60%) for most services* provided outside the preferred provider network
- 0% (plan pays 100%) for covered preventive care services within the preferred provider network
- Acupuncture, massage, naturopathy, and chiropractic care*
- Prescription drugs – both retail pharmacy and mail order
- Mental health and chemical dependency treatment*

*After the deductible is met. Deductible is $75 per quarter per person

Note: This flyer contains a brief description of UW insurance coverage and other benefits. In case of any conflict between this flyer and official plan documents, provisions of the plan document will govern. Plans may change or stop at any time. This is not an employment contract. For more details, visit http://hr.uw.edu/benefits Page 1 of 2 -- Rev. April 2024 (GAIP)
Vision Coverage

Coverages, deductibles, and limits are outlined below.

- **Deductibles:**
  - $10 for exam
  - $25 for frames/lenses combined
  - $25 for contacts
- **Eye Exam:** Plan pays 100% after deductible once every 12 months up to $60.
- **Frames:** Plan pays 100% after deductible once every 24 months up to $70.
- **Basic Lenses:** Plan pays 100% after deductible once every 12 months up to:
  - Single Vision: $50
  - Bifocal: $70
  - Trifocal: $90
  - Lenticular: $135
- **Contacts:** Plan pays 100% after deductible once every 12 months for Medically Necessary Contacts and up to $105 for a pair of Cosmetic Contacts. Once contacts are purchased, lenses will not be covered for another 12 months and frames will not be covered for another 24 months.

Note: The vision benefit does not cover facility fees charged (if any) by some providers such as hospitals. Check with your provider to see if you will be charged a facility fee.

**Pediatric Vision Services** (limited to members under age 19) includes annual routine exam, lenses and hardware. See your GAIP plan booklet for more details.

Dental Coverage

Once you meet the deductible (if applicable), the dental plan pays benefits as listed below, up to $1,500 maximum each plan year.

- Diagnostic and Preventive Services (such as cleanings, x-rays, and exams) are covered 100% with no deductible.
- Minor Services: Restorative, oral surgery, periodontics, endodontics, and services such as fillings and extractions—are covered 80% after deductible.
- Major Services: Major restorative and prosthodontics such as crowns and dentures—are covered 50% after deductible.*

**Deductible is $25 per person up to $75 per family.

**Pediatric Dental Services** (limited to members under age 19) includes routine oral examinations, cleanings, sealants, fillings and extractions. See your GAIP plan booklet for more details.

**Dependent Coverage**

You can enroll eligible dependents in GAIP coverage. The UW pays a percentage of eligible dependent premiums, as long as enrollment is on time. Review the GAIP website and the Plan Book for specific policies, procedures, and coverage information. In addition, information regarding the cost of coverage can be found at [http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/gaip-dependent-coverage/](http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/gaip-dependent-coverage/).

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**ISHIP**

**International Student Health Insurance Plan (ISHIP)**

The following scenarios apply to ISHIP:

- In the event you are enrolled in both GAIP and ISHIP, your ISHIP coverage will be waived in favor of your GAIP coverage (for you and your dependents).
- Dual coverage is not allowed.
- If you purchased annual coverage under ISHIP and you become eligible for GAIP during the plan year, you may be able to get a refund for ISHIP premiums already paid by notifying the Benefits Office at uwgaip@uw.edu by the third Friday of the quarter. However, a $25 ISHIP cancellation fee will be applied.
- If you chose ISHIP's annual option but later in the quarter receive GAIP coverage, you may not re-enroll in ISHIP during the same plan year.
- If you subsequently lose eligibility under GAIP, you can continue coverage under the GAIP using the “self-pay” option for the remainder of the GAIP plan year.

**Contact Information**

LifeWise Assurance Company (LifeWise) is your contact for GAIP questions, including coverage, enrollment, premiums, claims, and billing. Phone LifeWise toll-free at:

- 1-800-971-1491 (voice)
- 1-800-842-5357 (TDD for hearing-impaired)

Plan information, including summaries, coverage periods, and Plan book, are posted at: [http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/](http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/).
APPENDIX B: IMMUNOLOGY ELECTIVES LIST

Graded Elective Courses of Potential Interest to Immunology Graduate Students

This list describes elective courses of general interest to Immunology graduate students. It may not include courses of specific interest. Electives are not restricted to these courses. If there are classes that you are interested in that are not on this list, please email the Graduate Program Advisor (Sandy Turner at sst5@uw.edu) requesting to use the class for graded elective credit. Include the course description, how it relates to your studies, and how the class is graded (test, paper, participation, etc). The GPA will contact the Faculty Graduate Student Advisor for approval. Be sure to check the online Time Schedule for specific details on the course and prerequisites and availability (http://www.washington.edu/students/timeschd/). For many of the courses listed below, you will need the permission of the instructor.

BIOC 530 *Introduction to Structural Biology* (3 credits) – AUT QTR
Graduate-level discussion of the structure, function, chemistry of proteins, control of enzymatic reactions.

BIOST 511 *Medical Biometry I* (4 credits) – AUT QTR
Presents the principles and methods of data description and elementary parametric and nonparametric statistical analysis. Examples from the biomedical literature, and real data sets are analyzed by the students after a brief introduction to the use of standard statistical computer packages. Statistical techniques covered include description of samples, comparison of two sample means and proportions, simple linear regression and correlation.

B STR 520 *Structure Based Design of Drugs* (3 credits) – WIN QTR in even years
Lecture and discussion on research papers illustrating protein structure based design of new drugs and vaccines. Review of methods and extensive discussion of all known mechanisms of drug resistance.

CONJ 504 *Topics of Molecular Medicine* (1.5 credits) – SPR QTR
Focuses on an important topic in medicine and science. Lectures introduce clinical and basic science background, followed by a seminar/discussion with speakers.

CONJ 513 *Clinical Medical and Human Genetics* (4 credits) – AUT/WIN/SPR QTRS
Rotations through Medical Genetics clinics for graduate students enrolled in the Molecular Medicine Pathway. Students review clinical data, identify the molecular basis of genetic disorders and assess how scientific studies have changed the assessment and natural history of these conditions. Limit of four students per quarter.

CONJ 514 *Molecular Medicine Seminar* (1.5 credits) – AUT QTR
Introduces how basic sciences impact the practice of medicine, using patient case histories to introduce key areas of clinical research and investigative medicine. Topics include cancer biology; drug development; gene- and cell-based therapeutics; inflammation and host response; vascular disease; and obesity and weight regulation.

CONJ 524 *Structural Basis of Signal Transduction* (1.5 credits – WIN QTR
Focuses on the structure-function relationship of key enzymes in signal transduction (protein/lipid kinases; phosphatases etc.) and the structural consequences of protein phosphorylation. Teaches students to look into critical structural details using PC or Mac.

CONJ 526 *Introduction to Systems Biology and Quantitative Approaches to Biomedical Sciences* (1.5 credits) – WIN QTR
Covers philosophy of systems biology, experimental design, and the linkages between discovery and hypothesis driven science. Reviews quantitative systems biology tools for genomics, proteomics, modeling and data integration, and emerging technologies.
CONJ 530 Directing Stem Cells toward Regenerative Medicine (3 credits) SPR QTR
An introduction to the rapidly developing field of human embryonic stem cells in regenerative medicine crossing all medical disciplines including ethics. Requires a strong background in biological sciences.

CONJ 531 Signaling Mechanisms in Excitable Cells (1.5 credits) AUT QTR
Mechanisms of cellular signaling, particularly in nerve and muscle. Electrical, chemical, and mechanical signaling in the cell that lead to processes such as electrical excitability, action potentials, and muscle contraction.

CONJ 532 Signal Transduction from the Cell Membrane to the Nucleus (1.5 credits) AUT QTR
Intracellular signaling pathways leading from cell membrane receptors to the nucleus. Topics will include pathways activated by seven transmembrane receptors, insulin/P13 kinase, nitric oxide and WNTs, as well as mechanisms of signal termination, Cytokine/Jak/Stat signaling, and the role of subcellular localization in signal transduction.

CONJ 533 The Dynamic Chromosome (1.5 credits) – AUT QTR
The chromosome viewed as the ultimate organelle. How chromosomes are maintained and propagated. Epigenetic regulation of genes. Genetic, biochemical, and cytologic methods for understanding chromosome functions. Prerequisite: cell biology, biochemistry, and genetics.

CONJ 534 Selected Problems in Nervous System Development (1.5 credits)
Current issues in developmental neurobiology. Topics include regionalization of the neuroectoderm, mechanisms of neurogenesis, axon patterning and plasticity, and cell death. A few topical issues will be chosen to examine the experimental basis for current views in the field.

CONJ 537 Mechanisms of Transcription Regulations (1.5 credits) – AUT QTR
Biochemical mechanisms of gene transcription covering a broad range of transcriptional regulation, including mechanisms of transcriptional initiation, elongation, and termination. Regulation of transcription by chromatin. Includes a special lecture regarding regulation of transcription in cell growth and differentiation.

CONJ 539 Modern Approaches to Vaccines (1.5 credits) – SPR QTR
Covers selected topics based on recent publications in viral and bacterial vaccine research. Emphasizes understanding the latest advanced and issues in vaccine discovery, mechanisms of action, and special topics in viral vaccines.

CONJ 541 Molecular Biology of Cellular Processes (1.5 credits) – SPR QTR
Translational control; cytoskeleton and molecular motors; protein targeting, sorting and secretion; apoptosis; regulation of cell function by extracellular matrix.

CONJ 544 Protein Structure, Modification and Regulation (1.5 credits)
Overview of general principles of protein structure, including forces that contribute to folding and stabilization, followed by an extended coverage of the means by which protein structure and function are modified and regulated. Examples from recent developments in protein folding, processing, and allosteric regulation.

CONJ 545 Molecular Interactions and Medicine (1.5 credits) – SPR QTR
Forces governing molecular interactions in biology; with a focus on medicine. Principles of computer modeling techniques in use for predicting the molecular behavior of proteins, ligands, and their complexes. In computro ligand discovery; drug design, and the understanding at the atomic level of some genetic diseases. Two computer lab sessions.

CONJ 547 Molecular Evolution of Viral-Host Interactions (1.5 credits) – SPR QTR
Interactions between viruses and the cells they infect, with special emphasis on evolutionary battle that occurs between the invading virus and its host. Examines new technologies being used to molecularly dissect virus-host interactions. Offered: Spring

CONJ 548 Modeling Proteins and Proteomes (1.5 credits) – WIN QTR
Provides hands-on experience for modeling protein structures, using the models to predict function, and applying the prediction methods to all proteins encoded by an organismal genome.
Provides an overview of protein structure, how it mediates function, and its importance for understanding protein interaction networks.

CONJ 549 Microbial Population Biology (1.5 credits) – SPR QTR in even years
Principles of ecology and evolution as they apply to microorganisms. Prerequisite: Graduate standing in biological/biomedical sciences.

CONJ 551 Immunity (1.5 credits) – SPR QTR
Provides an understanding of the central cellular and molecular players in the mammalian immune system at a level appropriate for the non-specializing graduate student. Selected topics include the molecular basis of B and T cell activation and effector functions and the mechanisms of innate immunity.

CONJ 552 Metabolic Flexibility in Biology (1.5 credits)
Focuses on small molecules and the ways that chemistry of these molecules facilitates life under changing conditions. Microbiological systems to human physiology will be introduced to offer insights about cellular interdependence, disease, aging, and animation. A combination of lecture and in class discussion will be used to explore topics centered around bioenergetics and its regulation.

CONJ 557 Microbial Evolution and Ecology (2 credits) – AUT/SPR QTRS
Selected topics in microbial evolution including evidence for early life on Earth, molecular mechanisms of microbial evolution, speciation and co-speciation, adaptive niche differentiation and evolution of microbial pathogens.

CONJ 583 Molecular Targets in Cancer Therapy (1.5 credits) – AUT QTR
Examines how molecular targets for cancer therapies are discovered and validated. Covers disease mechanisms, need for new therapeutics, how small molecule and antibody therapeutics are identified and developed, and how preclinical studies are used to establish safety and efficacy.

GENOME 551 Principles of Gene Regulation (1.5 credits)
A detailed examination of the mechanisms of transcription and translation in prokaryotes and eukaryotes as determined by experimental genetics, molecular biology and biochemistry.

GENOME 553 Advanced Genetic Analysis (1.5 credits)
Classical genetic analysis is a powerful approach to dissect complex biological processes. Selective removal, addition, or alteration of specific proteins to identify and order genes in a pathway, define protein function, determine tissue and temporal requirements for gene function, and distinguish among competing hypotheses to explain biological phenomena.

GENOME 554 Genomic Informatics (1.5 credits)
Many complete genome sequences are known. Each of these encodes the instructions for making an entire organism, but how can we hope to decipher the code? Focuses on methods for analyzing genome sequences, ranging from large-scale organizational pattern to gene prediction and detailed local alignment methods.

GENOME 555 Protein Technology (1.5 credits)
Focuses on current and emerging technologies and approaches in protein analysis, and considers applications of these technologies in biology, biotechnology and medicine.

GENOME 559 Introductions to Statistical and Computational Genomics (3 credits)
Rudiments of statistical and computational genomics. Emphasis on basic probability and statistics, introduction to computer programming, and relevant Web databases. Introduction for students with non-computer science backgrounds to the major concepts of programming and statistics.

MCB 511 Cell Cycle Control (3 credits) – AUT QTR
Studies recent advances in understanding cell-cycle control, arising from genetics and biochemical studies of fission and budding yeast, marine invertebrates, Drosophila, amphibians, and cultured cells. Addresses the biochemical processes and molecular interactions and the rate-limiting events in the cell cycle, and the coupling of those events to physiological signals.
MCB 532 Human Pathogenic Viruses (3 credits) – AUT QTR
Replication, regulation, and pathogenesis of several groups of human viruses, including human immunodeficiency virus and papillomaviruses. Emphasis on the unique aspects of the viral-like cycles as they relate to effects on infected cells and organisms. Guest lecturers focus on viral immunology, measles, herpes simplex virus and HHV-8.

MCB 533 Evolutionary Genetics and Genomics (3 credits) – AUT QTR
Introduces classic concepts and approaches in evolutionary genetics. Familiarizes students with genomic approaches, tools and resources, and demonstrates how evolutionary approaches and modern genomic tools are brought to bear on important biological questions.

MCB 539 Biological Basis of Neoplasia (3 credits) – SPR QTR
Introduces the major themes in research in the biology of neoplastic change. Covers principle molecular mechanisms responsible for tumor initiation and progression, with a specific emphasis on intracellular signaling, DNA repair, cell cycle checkpoints, and loss of normal tissue homeostatis.

MCB 543 Logic Constructs and Methodologies of Biological Research (3 credits)
Explores the logic and methods of general scientific practice, form historical, logical, and practical points of view. Covers philosophical and methodological matters upon which there is consensus, and cutting issues of ongoing controversy. Includes both theoretical and practical application of scientific method.

MICROM 540 Virology (3 credits)
Introduces new approaches and technologies being used in modern virology laboratories to provide a better understanding of the fields of virology and virus-host interactions. Covers topics in bio-defense, viral genomics and proteomics, and systems biology as it pertains to virus/host infection.

MICROM 553 Molecular Mechanisms of Bacterial Pathogenesis (3 credits) – AUT QTR in odd years
Mechanisms of bacterial pathogenesis explored at the molecular, genetic, and cellular levels through selected models as presented in the current scientific literature.

MOLMED 504 Topics of Molecular Medicine (1.5 credits) – SPR QTR
Focuses on an important topic in medicine and science. Lectures introduce clinical and basic science background, followed by a seminar/discussion with speakers.

MOLMED 513 Clinical Medical and Human Genetics (4 credits) – AUT/WIN/SPR QTRS
Rotations through Medical Genetics clinics for graduate students enrolled in the Molecular Medicine Pathway. Students review clinical data, identify the molecular basis of genetic disorders and assess how scientific studies have changed the assessment and natural history of these conditions. Limit of four students per quarter. Offered: jointly with CONJ 513; AWWsp.

MOLMED 514 Molecular Medicine Seminar (3 credits) – WIN QTR
Introduces how basic sciences impact the practice of medicine, using patient case histories to introduce key areas of clinical research and investigative medicine. Topics include cancer biology; drug development; gene- and cell-based therapeutics; inflammation and host response; vascular disease; and obesity and weight regulation.

MOLMED 583 Molecular Targets in Cancer Therapy (1.5 credits) – AUT QTR
Examines how molecular targets for cancer therapies are discovered and validated. Covers disease mechanisms, need for new therapeutics, how small molecule and antibody therapeutics are identified and developed, and how preclinical studies are used to establish safety and efficacy.

PABIO 536 Bioinformatics and Gene Sequence Analysis (3 credits) – SPR QTR
Nature and relevance of molecular sequence information, computer-based protein, and DNA sequence analysis, molecular sequence and genomic databases, and methods for database accession and interrogation.
PABIO 551 *Biochemistry and Genetics of Pathogens and Their Hosts* (4 credits) – AUT QTR
Provides a strong foundation in biochemistry, molecular biology, and genetics for students interested in disease. Principles illustrated through examples focusing on pathogens, and infectious and non-infectious disease. Prerequisite: undergraduate-level coursework in molecular biology or biochemistry, or permission of instructor.

PABIO 552 *Cell Biology of Human Pathogens and Disease* (4 credits) – WIN QTR
Cell biology and immunology explored through diseases of public health importance. Examples of pathogen interaction with host cell biology and immune systems, unique aspects of the cell biology of pathogens, perturbations of these systems in non-infectious diseases, and design of therapeutics and vaccines to combat diseases of public health importance.

PATH 501 *Pathology Proseminars* (1 credit) – AUT/WIN/SPR QTR
Small group discussions and presentations by students based on critical reading of original papers, or on concurrent seminars, in many areas of experimental pathology and medicine. Topic varies by quarter.

PATH 522 *Hematopathology Seminar* (2 credits) – WIN QTR in even years
Identification of normal lymphocyte and bone marrow subpopulations, diagnosis of leukemias, lymphomas, and benign conditions that resemble them. Emphasis on histopathology, cytochemical, immunological, and molecular markers. Clinicopathologic correlation.

PATH 535 *Innate Immunity and Immunopathology* (1.5 credits) – SPR QTR
Explores the relationship between the innate immune system and disease processes, using a student-led seminar format. Students analyze, present, and critique primary research literature, and use the knowledge gained to develop a sophisticated insight into the mechanisms of immunopathology.

PHCOL 529 *Ion Channel Pharmacology* (2 credits) – AUT QTR in odd years
Current topics in ion channel structure, function, genetics, and pharmacology, including consideration of role in electrical signaling in cell membranes and information transfer and processing in nervous system, inherited diseases of ion channels, and sites and mechanisms of action of drugs and toxins.

PHCOL 530 *Neuronal Signaling Pathways* (2 credits) WIN QTR in even years
Advanced consideration of the molecular events between drug or hormone binding to receptors and the resulting responses. Emphasizes roles played by signal transduction pathways in regulation of synaptic plasticity, memory formation, neuronal apoptosis, and developmental neurobiology.

PHCOL 535 *Transcriptional Control in Human Disease* (3 credits) SPR QTR in even years
Advanced consideration and discussion of the mechanisms regulating transcription/gene expression and of aberrant transcription factors which disrupt this process found in cancer and other human diseases.
APPENDIX D: Resources for Students

Find a comprehensive list of resources from the UW Graduate School here: https://grad.uw.edu/current-students/student-success/campus-resources/

Academic student employees are represented by UAW Local 4121: https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase

Mental Health
- UW Mental Health and the UW Husky Health Center: https://wellbeing.uw.edu/topic/mental-health/
  - Mental health resources through the UW Counseling Center: https://wellbeing.uw.edu/unit/counseling-center/
    Forms for Appointments | Student Portal (206-543-1240).
  - Individual and group therapy sessions with private therapists.
  - The Doctoral Student Group focuses on sustainably surviving graduate school, allowing grad students to connect with each other (info can be found under the “Group Therapy” tab here: https://wellbeing.uw.edu/mental-health/groups-worksshops-trainings/.
  - Mental health workshops: https://wellbeing.uw.edu/mental-health/groups-worksshops-trainings/.
- Crisis intervention and support: https://wellbeing.uw.edu/mental-health/urgent-help/
- UW Mindfulness Programs: https://wellbeing.uw.edu/mental-health/mental-health-resources/mindfulness-programs/

Safety
- SafeCampus for general safety and well-being, escorts, relationship or sexual violence: https://www.washington.edu/safecampus/
- UW Police: https://police.uw.edu/

International Student Support
- Center for International Relations and Cultural Leadership Exchange: https://www.washington.edu/circle/
- International Student Services: https://iss.washington.edu/

Diversity, equity, and inclusion
- Q Center for LGBTQIA support: https://sites.uw.edu/qcenter
- UW Graduate Student Equity and Excellence: https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/
- Society for the Advancement of Chicanos/Hispanics and Native Americans in Science: https://huskylink.washington.edu/organization/sacnasuw/
- UW Medicine Office of Healthcare Equity: https://equity.uwmedicine.org/

Conflict resolution and related support
- UW Allies: https://sites.uw.edu/uwallies/
  - Confidential conflict resolution and support.
  - Volunteer faculty member from another unit supports the student and helps to identify resources.
- Bias Reporting Tool
• Office of the Ombud: https://www.washington.edu/ombud/
  • University Complaint Investigation and Resolution Office (UCIRO): https://www.washington.edu/uciro/
  • Investigation of reports from UW employees regarding policy violations, misconduct or harassment issues.
  • Coordination with HR, unit, and affected individuals.

Other
• Academic Support: https://academicsupport.uw.edu/
• Disability Resource Support: https://depts.washington.edu/uwdrs/
• Hall Health, Physical and Dental Health: https://wellbeing.uw.edu/topic/medical-get-started/
• LiveWell Confidential Advocates for sexual assault, relationship violence, stalking, or sexual harassment support: https://livewell.uw.edu/survivor-support-advocacy/
• Financial Aid: https://www.washington.edu/financialaid/
• UW Student Life Recreation Program: https://www.washington.edu/ima/rec-clubs/