

**Immunology and Immunotherapeutics PhD
Graduate Program (I2GP)**

**The Ohio State University College of Medicine
(OSUCOM)**

Graduate Student Handbook

Fall 2024 - Summer 2025

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1. INTRODUCTION

The Immunology and Immunotherapeutics Graduate Program (I2GP) is a Ph.D. program housed in the Ohio State University College of Medicine (OSUCOM) with a mission to provide doctoral level formal education and hands-on training to aspiring immunologists with an overarching goal of preparing graduates to contribute to academic, pharmaceutical, biotech, government, and public health fields. Learners in the program will benefit from OSU's environment of diversity, ethics, honesty, integrity, personal and professional growth, professionalism, and responsibility.

The Council of Research and Graduate Studies is the principal legislative body of the Graduate School that initiates policies and rules governing graduate programs. The Council sets the minimum standards as published in the Graduate School Handbook and serves as a primary reference for policies, rules, and general information. In addition to these aforementioned policies and rules, the I2GP student handbook provides additional policies, rules, and general information specific to graduate students in the I2GP.

[Ohio State Handbook](#)

[I2GP Handbook](#)

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2. PROSPECTIVE STUDENTS

2.1. Requirements

Admission to the graduate program requires an undergraduate degree in the sciences that includes college level courses in life and/or physical sciences (e.g. general chemistry, organic chemistry, biochemistry, general biology, physiology, genetics, physics, and mathematics). An earned cumulative grade-point average (GPA) equivalent to at least 3.0 out of 4.0 in all previous undergraduate and/or graduate college-level course work is required. If the student's undergraduate GPA is below the minimum, the student may be eligible for admission in demonstrated cases of outstanding research experience and excellence in other postgraduate scholarly work. In these cases, a petition will be filed on behalf of the student by I2GP and submitted to the OSU Graduate School for consideration.

2.2. Traditional Application

Prospective students will apply to the program on the [OSU Graduate and Professional Admissions](#) website using the [I2GP admissions](#) portal. Applications are evaluated by the I2GP Graduate Studies Committee (GSC), and decisions on which students to interview are based on scholastic record (e.g. GPA), statement of purpose, statement of research experience and interests, and three letters of recommendation. Candidates deemed to be most qualified will then be invited for a personal interview during the Spring Semester between January and March. In some circumstances, virtual interviews may be conducted via video conference (such as Zoom or Teams). To be competitive with the best applicants and to be considered for university and college fellowship opportunities, early application by December 1st is highly encouraged. The final deadline for applications is February 1st. Interested students are encouraged to explore the [I2GP website](#) for more information about I2GP and application procedures. All students admitted via the traditional route are funded by the I2GP or fellowships in the first year of study, and subsequently, by either their dissertation advisor or additional internal or external fellowships.

International Applicants: International applicants who are currently living outside the US are typically directly admitted into an I2GP Faculty member's lab. Applications submitted by international applicants who currently live in the US are processed similar to domestic students. International applicants who are currently living outside the US are strongly encouraged to reach out to I2GP faculty members with complementary research interests and to secure their endorsement for their applications.

All international applications are required to submit Test of English as a Foreign Language (TOEFL) scores.

2.3. Direct Admission

Students may prearrange their enrollment in the I2GP by obtaining such an agreement with an I2GP faculty member. Students entering the program through this direct admission route are committed to this laboratory on entry to I2GP and do not rotate through other labs. Funding is also provided by the host laboratory starting in the student's first year, rather than from the I2GP. The stipend, tuition, and required curriculum for direct admit students is the same as for students admitted via the traditional application process. The direct admission path is available to all students. Students interest in the direct admission route must apply at [I2GP Admissions](#) website using the Ohio State University graduate school admission portal. All applications via this mechanism are reviewed by the I2GP GSC and the same evaluation criteria will be used for all applications (i.e. traditional or direct). Admissions decisions can be made without interviews by the program, though attempts will be made to schedule at least a virtual interview if deemed necessary for comprehensive evaluation by the I2GP GSC and the prospective I2GP faculty member.

2.4. Transfers

Students seeking to transfer to the I2GP from another graduate program either at the Ohio State University or another institution must submit all the application materials required for admission to the I2GP. An earned cumulative grade-point average (GPA) equivalent to at least 3.0 out of 4.0 in all previous undergraduate college-level course work, or 3.3 in all graduate course work is required. All other requirements are described under Admission Policy (Section 2.1-2.3).

Prior to approval of the transfer, the student may request transfer of credit for graduate courses from the current or previous program to the I2GP. All students are required to complete the I2GP course curriculum or its equivalent. Transferring students may appeal to substitute prior coursework for credit given, and these appeals will be considered by the Program Director, I2GP GSC, and in some cases the Course Director. The student must clearly summarize the contents of the courses taken previously and indicate how these are equivalent to specific areas of the curriculum from which exemption is being requested.

If the student's advisor from the previous program is a faculty member in the I2GP, the student can request that the I2GP GSC grant exemption from laboratory rotations. The student can also request that research data obtained while the student was in another program be applied to the I2GP dissertation. This request must be accompanied by a letter from the following: (a) The advisor under whom the student was working while the data were collected and signed by the advisor, (b) All other appropriate individuals associated with that study, and (c) The current Dissertation Advisory Committee members. This letter must state that the student has permission to include this information in the dissertation. All this material must be submitted to the I2GP GSC for review prior to approval.

3. INCOMING AND FIRST STUDENTS

3.1. After Admission and First Year I2GP Advisor

Upon admission, an I2GP GSC member (or another suitable faculty member selected by the I2GP Director) will be appointed as a First Year Advisor. The first meeting with the student will typically be held during the first week of classes. At this meeting, the student and I2GP Advisor will discuss the student's career and educational goals, the core curriculum, and other courses that may be needed by the student as well as lab rotation choices.

At the end of each semester the student will meet with the I2GP Advisor for a general review of progress, a discussion about rotation experience and remaining rotations and courses to be taken during the next semester. If the I2GP Advisor feels that there is sufficient reason to discuss any aspect of the student's progress, they may call a meeting with the I2GP GSC and Director, with or without the student being present. The results of this meeting will be submitted to the I2GP Director for inclusion in the student's file.

In addition to these meetings, efforts will be made to schedule meetings with the I2GP Director and Program Coordinator each semester during the first year. These meetings are to gauge general progress and address any questions and/or discuss any items of interest with the I2GP student.

The PhD Dissertation Advisor will take over this role as soon as the student joins a research lab.

3.2. Rotations

Once accepted into the I2GP, students should investigate potential laboratory rotation options. Students are encouraged to email potential rotation advisors and discuss the timing of rotations before they arrive on campus. I2GP faculty mentors can be found at: [I2GP faculty](#). Students should begin their first rotation in the second to third weeks of the program (early September). Generally, rotations should be for a time period of around 7 weeks.

3.3. Course Registration

The I2GP program coordinator will help register students for the first semester (if needed). ***For all subsequent semesters, students will register using the Buckeye Link SIS registration system*** at [Buckeye link](#). You will be notified by the Registrar's Office, via e-mail, with the date and time your scheduling window opens. Courses for the first year are summarized in Section 5.2. Please be mindful of registration deadlines, as a late fee will be assessed. ***If a late fee is assessed I2GP will not pay for it and the student will be responsible for remittance.***

4. FINANCIAL SUPPORT

4.1. Employment

Graduate Research Associate (GRA) and Graduate Fellowship appointments are outlined in the Ohio State University Graduate School Handbook at [Ohio State Graduate School Handbook](#).

It is I2GP policy that all doctoral students actively studying in I2GP are provided with financial support in the form of a GRA or from a university/external fellowship. First year stipend for incoming students (August 2024) is \$33,960 with tuition covered by the I2GP program and/or thesis advisors. This support is designed so that students are able to focus their full efforts on graduate studies/research. GRA support will be provided by either the I2GP or the student's research advisor. Fellowship support will be awarded by either the Graduate School or from sources external to OSU (e.g NIH F or T grants, NSF, Pelotonia). Consequently, admission to the I2GP is dependent upon the availability of multiyear financial support for the incoming student. Students who enter via the direct admission route must document that they have arranged for financial support for themselves, such as from an external fellowship or from an I2GP faculty member with whom they have communicated personally (see Memorandum of Understanding (MOU), **section 13**).

4.2. Payroll

The Ohio State University uses a paperless pay system. Students can enroll in direct deposit of their monthly pay to a bank of their choice on the BuckeyeLink website, <https://buckeyelink.osu.edu/task/all/direct-deposit>.

4.3. First Year Financial Support

During the first year of course work, students are awarded either a Graduate Research Associateship (GRA) or a University/College of Medicine Fellowship. It is the intention of the I2GP that students do not require outside employment and that full time efforts will be dedicated to their course of studies and laboratory research. Initial graduate positions are usually funded by the I2GP for a period not to exceed one year, after which time the support is through the dissertation advisor. A GRA appointment also includes tuition and fee authorizations. GRA appointments are for 50% time, which is considered to represent 20 hours per week of research service, fulfilled in part through laboratory rotations. Students are not permitted to hold other jobs while on GRA appointment.

Continuation of the GRA appointment by the Immunology and Immunotherapeutics Graduate Program after the first year in the program is dependent upon satisfactory performance and will be evaluated by the I2GP GSC.

4.4. Support During Dissertation Years

Upon selection of a Dissertation Advisor, the Dissertation Advisor will sign a Memorandum of Understanding (MOU), which is a contract documenting that they have the resources and commitment to support a student making progress through completion of the program. The MOU (See **Section 13**) is a binding agreement that the faculty/dissertation advisor will support the student with a stipend throughout the years until graduation. The student also signs the agreement to acknowledge that they are aware of the financial commitment being made by their advisor to promote their development as a scientist. The Chair of the Advisor's home department also signs the agreement to acknowledge that they will financially support the student should the advisor have difficulty with funding. Financial support will become the responsibility of the Dissertation Advisor upon accepting a student in their lab. It is expected that in most cases, financial support after year 1 will be from either the Advisor's research grant(s) or training grants/fellowships. Hours per week in the lab are determined by the Dissertation Advisor. I2GP students do not earn vacation and sick time leave benefits. The I2GP sets guidance for leave in accordance with the standards set forth by the University. Leave requests are approved by the Advisor and, where appropriate, by the approval by the I2GP Director in compliance with Ohio State Graduate School policies, [Ohio State Graduate School Handbook](#).

4.5. Fellowships/External Support

As part of the application process, the I2GP may nominate students for the Ohio State University or College of Medicine Fellowship programs. Students must be nominated by the I2GP for University or COM fellowships and the I2GP will process the student's application. Periods of training in the I2GP not funded by a fellowship will be funded by either GRA appointments provided by the I2GP or the Dissertation Advisor. A student may elect to

apply for a fellowship from a variety of intramural and extramural sources, including those offered by the NIH, NSF, Pelotonia, or additional research foundations.

Students that do not qualify or receive support from either the I2GP or through Fellowships can be admitted into the Ph.D. program, but only following approval of documentation of financial support covering stipend, tuition, and fees. Stipends, in the form of a GRA appointment, must be at least equivalent to those provided to I2GP students enrolled in the program.

4.6. Leave

Vacation (personal leave) and Holidays

Graduate students shall receive all University holidays and no more than 14 calendar days (counting all days Monday through Sunday) of vacation per year, with no year-to-year accrual. Students will continue to receive stipends during vacations and holidays. The times between academic semesters and summer are considered active parts of the training period and are not free times. Students taking courses are expected to attend all classes and take all exams as scheduled. Vacation time should be arranged with the Dissertation Advisor using the policy set forth in each individual lab.

Sick/Bereavement

Graduate students on leave may continue to receive stipends for up to 14 calendar days (counting all days Monday through Sunday) of sick leave per annum, with no year-to-year accrual. Under exceptional circumstances, additional sick days may be granted following a written request and approval by the I2GP Director. Sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental Leave

Up to 3 weeks of leave may be granted for childbirth or adoption. Up to 3 additional weeks for health recovery of the birth mother is also allowed, with an additional 2 weeks for birth mothers experiencing complications. Sick-leave, personal leave, and professional leave may also be used as applicable. Parental leave must be planned and approved by the Research Advisor and I2GP Director.

Unpaid Leave

Individuals requiring more than 14 calendar days of sick leave, or more than the parental leave allowed, must seek approval from the I2GP Director and the Dissertation Advisor for an unpaid leave of absence.

4.7. Residency

Fees and tuition are based on a student's residency status. Additionally, residency impacts the student's annual tax filings (which are simplified if the student is an in-state resident.) Therefore, to obtain in-state tuition rates students are required to apply for Ohio residency status (if applicable) after 12 consecutive months of course work. Please go to the following website for the information and forms to file for residency status: [Residency](#).

4.8. Financial Aid

You can find the forms and information for scholarships, student loans, and grants: [Financial Aid](#).

5. CURRICULUM

5.1. Core Curriculum

To receive a PhD from the I2GP program, students must complete all the required coursework, pass the candidacy exam, and successfully defend their Ph.D. Dissertation. All students are required to have at least one first author (including co-first author) original research publication in a peer-reviewed journal that is either published or in-press at the time of the defense.

5.2. Required Courses

Students must complete the entire I2GP curriculum to obtain the degree of Doctor of Philosophy. A student may modify it only by making a formal petition to the I2GP GSC. In accordance with the requirements of the OSU Graduate School, students must register for a minimum of 80 graduate credit hours to graduate with the Ph.D. degree. Graduate Research Associates holding 50 percent or greater appointments must register for at least 8 credit hours per semester, except in summer session, when the minimum is 4. Students holding the titles Graduate Fellow or Graduate Trainee, regardless of the source of the funds, must register for a minimum of 12 credit hours each semester the appointment is held except in summer session when the minimum is 6. The total number of courses, including laboratory rotations and dissertation research, in the I2GP is to total at least 80 credit hours. The distribution of these hours is outlined below. It is required that prior to choosing a dissertation advisor by the end of the first year, students complete at least **2** (preferably **3**) laboratory rotations (MEDMCIM 7930). Students should spend a minimum of 4 hours per week in the laboratory for each credit hour of MEDMCIM 7930. By the end of the spring semester, students are expected to have a dissertation advisor and subsequently register for laboratory research as MEDMCIM 8998 (pre-candidacy).

During the first two years of the program the students should have completed the required didactic courses. A proposed curricular outline can be found on page 11.

5.3. Elective Courses

At least 6 credit hours of the 12 required elective credit hours must be in the classroom setting and the remainder may be seminars.

Credit Hours During Candidacy Exam Semester

In addition to electives and/or required courses, students must register for at least three credits in the advisor's section of MEDMCIM 8998 and one credit of MEDMCIM 8998 for each member of the candidacy exam committee during the semester the student completes the written portion of the exam. Example: Amy Jones is Dr. Carmen's advisee with Committee Members: Dr. Brutus, Dr. Lane, and Dr. Horseshoe. She will complete her candidacy exam this semester. Amy registers for at least 3 credits of MEDMCIM 8998 in Dr. Carmen's section; 1 credit of MEDMCIM 8998 in Dr. Brutus' section; 1 credit of MEDMCIM 8998 in Dr. Lane's section; and 1 credit of MEDMCIM 8998 in Dr. Horseshoe's section for a total of 6 credits of MEDMCIM 8998.

Curriculum After Candidacy Examinations

The candidacy examination will be taken by the end of Autumn Semester of the third year for Ph.D. students (Ideally, Spring Semester of the second year). In the years subsequent to the candidacy exam, students must continue to enroll for a total of 3 credit hours each semester, which will include dissertation lab research (MEDMCIM 8999) and any other advanced coursework required. There is no programmatic restriction on the number of advanced courses and seminars taken, but they should be discussed and approved by the student's Advisor and Dissertation Advisory Committee and indicated in the meeting form.

Proposed Example Curriculum.

Autumn 24		Curriculum Year 1 Spring 25		Summer 25	
	Hrs		Hrs		Hrs
MEDMCIM 7010 - Cellular and Molecular Immunology	3	MEDMCIM 8010 - Selected Topics in Advanced Immunology	3	BMI 5750 - Methods in Biomedical Informatics	3
MEDMCIM 7100 - Foundational Discoveries: Pillars in Immunology and Microbial Pathogenesis	2	MEDMCIM 7500 - Departmental Seminar and Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1	MEDMCIM 8998 – Dissertation Research in the Immunology and Immunotherapeutics Graduate Program (pre-candidacy)	5
MEDMCIM 7500 - Departmental Seminar and Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1	MEDMCIM 7550 – Departmental Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1		8
MEDMCIM 7550 – Departmental Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1	BIOPHRM 7510 - Professional and Ethical Issues in Biomedical Sciences	2		
MEDMCIM 7930 – Research Rotations in the Immunology and Immunotherapeutics Graduate Program	5	MEDMCIM 7930 – Research Rotations in the Immunology and Immunotherapeutics Graduate Program	5		
	12		12		

Autumn 25		Curriculum Year 2 Spring 26		Summer 26	
	Hrs		Hrs		Hrs
MEDMCIM (XXXX) Systems Immunology (proposed elective)	3	BSGP 7900 - Cancer Immunology: Critical Journal Readings (proposed elective)	1	MEDMCIM 8998 –Graduate Research in Microbial Infection and Immunity	4
BSGP 7070 - Fundamentals of Grant Writing	4	MEDMCIM (XXXX) Advanced Immunotherapeutics (proposed elective)	3	Electives	4
MEDMCIM 7500 - Departmental Seminar and Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1	MEDMCIM 7500 - Departmental Seminar and Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1		4-8
MEDMCIM 8998 –Graduate Research in Microbial Infection and Immunity	4	MEDMCIM 8998 –Graduate Research in Microbial Infection and Immunity	7		
	12		12		

Autumn		Curriculum post Year 1 and 2 Spring		Summer	
	Hrs		Hrs		Hrs
MEDMCIM 8999 - Graduate Research in Microbial Infection and Immunity	6-11	MEDMCIM 8999 - Graduate Research in Microbial Infection and Immunity	6-11	MEDMCIM 8999 –Graduate Research in Microbial Infection and Immunity	4
MEDMCIM 7500 - Departmental Seminar and Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1	MEDMCIM 7500 - Departmental Seminar and Journal Club - Recent Discoveries in Immunology and Microbial Pathogenesis	1	Electives	4
	7-12		7-12		4-8

Sample Electives

BIOPHRM 5555 Epigenetics
BSGP 7880 Vaccine Immunology
BSGP 7900 - Cancer Immunology: Critical Journal Readings
BSGP 7950 Host-Pathogen Interactions
HTHRHS 7595 Translational Neuroimmunology
NEURO 7000- Translational Neuroimmunology
PATHOL 7847 Cellular Mechanisms and Pathogenesis of Inflammation
PATHOL 8850 Seminars in Pathology

5.4. Credit Hour Requirements

Graduate Research Associates

Graduate Research Associates must register for at least 8 credit hours per semester, except in summer session, when the minimum is 4. Post-candidacy doctoral students must register for at least 3 credit hours each semester or summer session an appointment is held. Most students register for 12 credit hours per semester. These registration requirements can include research hours (MEDMCIM 8998 or 8999).

Fellows and Trainees

Students holding the titles Graduate Fellow or Graduate Trainee, regardless of the source of the funds, must register for a minimum of 12 credit hours each semester the appointment is held except in summer session when the minimum is 6. Graduate Fellows or Graduate Trainees who are post-candidacy doctoral students must register for at least 3 credit hours per semester or summer session an appointment is held. These registration requirements can include research hours.

For more information, see the Graduate School Handbook (Section 3.1: Course Load) here: [Course-load link](#).

5.5. Timetable

The following is a suggested timetable for students entering the Immunology and Immunotherapeutics Graduate Program. Students should use this as a guideline for progress but should attempt to complete the candidacy examination by the end of the Autumn Semester of the third year. The student should note that scheduling of the following meetings, as well as the preparation and submission of reports for these meetings, is the student's responsibility. All [meeting forms](#) are online on the I2GP web site.

Year One

As soon as an applicant is admitted, the I2GP Graduate Studies Committee will appoint a First Year Advisor. A meeting of the student with the First Year Advisor should take place early in the first semester and should be arranged ahead of time via email communication. At this meeting, the student and First Year Advisor will discuss the student's career and educational goals, the core curriculum, and other courses that may be needed by the student as well as lab rotation choices. The student should complete at least one full rotation during the Autumn semester. During the academic year, rotations are expected to be 7 weeks in duration (one half semester).

All rotations chosen throughout the first year should be conducted in laboratories of potential dissertation advisors. The rotations will count for MEDMCIM 7930 course credit. At the start of each rotation, the student and rotation advisor must complete a rotation proposal form. At the end of each rotation, and **to receive course credit, the student must send the [Faculty Lab Rotation Evaluation form](#) to the rotation advisor.**

At the end of Autumn semester, the student will meet with their first year I2GP GSC Advisor for a general review of progress, a discussion about rotation experience and remaining rotations and courses to be taken during the next semester. If the I2GP GSC Advisor feels that there is sufficient reason to discuss any aspect of the student's progress, they may call a meeting of the Graduate Studies Committee with or without the student being present. The results of this meeting will be submitted to the Immunology and Immunotherapeutics Graduate Program Director for inclusion in the student's file.

Toward mid-Spring semester the student must meet again with the I2GP GSC Advisor. By this time the student should have chosen a Dissertation Advisor with whom the student will begin working full time during the second summer. Other topics to be discussed will include academic performance, financial support, courses for the coming year, and signing of the MOU between student and advisor.

Year Two

During Summer semester, students will work in the laboratory of their Dissertation Advisor. The Dissertation Advisor and student must have signed the Memorandum of Understanding [(MOU) - see Section 13, page 26]. The student will register in MEDMCIM 8998 for credit for work in the laboratory and may take any available courses that will be of benefit, but only after consultation with their advisor. By the end of Summer semester, the student should have a good idea for a dissertation research project, and should decide on members of the Candidacy Exam Committee. The composition of the Candidacy Exam Committee will usually be the same as the Dissertation Committee, though it is possible that evolution of the committee will occur over time.

At the beginning of Autumn semester for year Two, the student will meet with the Dissertation Advisor to discuss the dissertation project that will form the basis of the written document (in the style of an F31 application) for the

Candidacy Examination. The student must initiate the appropriate form with their committee members online at: [I2GP student forms](#).

During Mid-Autumn semester, the student should meet with the Dissertation Advisor for a general review of progress and a discussion of courses to take in Spring semester. A target date for the Candidacy Examination should be set at this time. Note that the Application for Candidacy Exam must be *completed* (i.e. signed by all members of the Dissertation Committee) in GradForms **no later than two weeks prior to the proposed date for the oral portion of the candidacy examination**. This form is located at: <https://gradforms.osu.edu/grad-forms/applicationForCandidacy/list>. The student must also initiate the appropriate form with their dissertation committee members online at: [I2GP student forms](#).

At the beginning of Spring Semester, the student will meet with the Dissertation Advisor for a general review and discussion of courses to take in Summer semester.

During Spring Semester, a target date for the Candidacy Examination should be set (see above). For the candidacy exam, the student will write and defend a research grant proposal based on the proposed dissertation research (e.g. F31 format). See section 7 (page 15-16) for more information about the candidacy exam. The student must initiate the appropriate form with their Dissertation Committee members online at: [I2GP student forms](#). The I2GP Core Curriculum should be completed by the end of the Summer semester. To reiterate: the Application for Candidacy Exam must be *completed* (i.e. signed by all members of the Dissertation Committee) in GradForms **no later than two weeks prior to the proposed date for the oral portion of the candidacy examination**. This form is located at: <https://gradforms.osu.edu/grad-forms/applicationForCandidacy/list>

The number of dissertation credit hours is determined by each individual student's situation. This depends on: how many credit hours are necessary for full-time status (see below), how many credit hours are allowed for each term, and how many credit hours the student is registering for in other courses. **Students need to keep in mind that they will need at least 34 credit hours in MEDMCIM 8998/8999 and a total of 80 credits hours to graduate.**

Year 3 and beyond

The Candidacy Examination must be completed by the end of Autumn Semester of the third year for Ph.D. students. Any exceptions to this deadline must be approved by the I2GP Director. A written request must be submitted to the I2GP Director in which the student and advisor discuss the reasons for a delay. The student must initiate the appropriate form with their Committee members online at: [I2GP student forms](#).

Subsequently, the Dissertation Committee will be established, and they will meet with the student. It is recommended that the Dissertation Committee meet with the student every 6 months to provide guidance and encourage progress. This committee must meet the same requirements for composition as the candidacy exam committee described above, with the exception that only faculty with "P" faculty status will be acceptable. At these meetings, there will be a review of the general progress in the student's classes and research. This committee should comment on the validity and feasibility of the proposed project. They will also suggest courses, seminars, etc., that the student should either take for credit or audit.

The student must initiate the appropriate form with their committee members online at: [I2GP student forms](#). After each meeting of the Dissertation Advisory Committee, the student must solicit evaluations from each committee member via an online survey. **Students are required to have at least one first-author or co-first author original research publication in a peer-reviewed journal that is either published or 'In Press' at the time of the defense to be awarded the Ph.D.**

The entire Ph.D. program should be completed in 4 to 6 years; the program must be completed within 5 years of the Candidacy Exam, or a second Candidacy Exam must be taken. I2GP office will track these events and notify the student, Advisor, and Dissertation Committee if the above is not conducted in a timely fashion.

6. LABORATORY ROTATIONS

A student in the first year of study in the I2GP will be financially supported as outlined in Section 4. A student whose stipend and tuition are paid for by the I2GP will be required to complete at least two laboratory rotations (preferably 3 and no more than 4) with two different I2GP faculty members. The major goal of this is to identify an I2GP faculty member who will serve as the student's dissertation advisor, and as such will be responsible for the student's stipend and tuition after the first academic year of study. If the student has obtained a university or college level fellowship, financial responsibility of the Advisor will begin at the end of the fellowship period.

Completing the Memorandum of Understanding (Section 13, page 26) secures this arrangement. ***All I2GP students must have a dissertation advisor selected, and with a signed MOU, by the end of the first academic year.***

Financial support of a student by the I2GP to conduct an additional rotation after one year is a rarity and will only be considered under extenuating circumstances. This continued funding is not guaranteed. To obtain such support a student must petition the I2GP GSC for approval. This petition should include:

- A detailed explanation of each laboratory rotation already completed;
- Reports that were submitted to the I2GP office at the end of each of the previous rotations;
- The reasons why a dissertation advisor was not identified during these rotation experiences;
- The name of the graduate faculty member with whom the student will be rotating during the additional requested rotation, and an outline of what will be accomplished during this rotation;
- A letter of support from the faculty member in whose laboratory the rotation will be conducted stating:
 - That they are in position to support the student as their dissertation advisor, and
 - They are willing to hire the student as a GRA pending the performance of the student in the planned laboratory rotation
- A letter from the I2GP GSC Advisor documenting the above and providing additional information as appropriate for this request.

The decision of the I2GP GSC will depend on the justification of the request and the availability of funds for this purpose. If the request is denied, the student will be responsible for his or her own tuition and no stipend will be provided by the I2GP during the additional rotation(s).

7. CANDIDACY

For a student to take the Candidacy Examination, they must first meet the requirements of The Ohio State University Graduate School. This includes being in good standing, i.e., with a minimum grade point average of 3.0 in the Graduate School and registered for at least eight graduate credit hours during the semester of the Examination. The written and oral parts of the candidacy exam will be evaluated separately.

7.1. The Candidacy Exam Committee

The candidacy exam committee should consist of a minimum of four faculty members, including the dissertation advisor. The Committee must be selected and convene in the spring semester of the second year and must include:

- The advisor, who must be a member of the I2GP faculty
- At least two other I2GP faculty members
- At least one person from outside of the advisor's home department. This person may be from another graduate program and not a member of the I2GP faculty. However, either person must be approved by the Graduate School as having P faculty status in an OSU program.
- The advisor's spouse cannot be part of this committee.

To reiterate, all committee members of the committee should have P faculty status with the Graduate School. For any exceptions outside of P faculty (e.g. professors from outside of Ohio State), the student and mentor must request approval by the I2GP GSC, who will then request the Graduate School for an official exemption. This will be considered only upon a rare occasion when the same expertise cannot be provided by a faculty member with P faculty status.

Students should register for at least three credits in the advisor's section of MEDMCIM 8998 and one credit of MEDMCIM 8998 for each member of the candidacy exam committee during the semester as described in section 5.

7.2. Written Portion

The written portion of the Candidacy Examination will normally be taken some time between the beginning of the Spring semester of year 2 and the end of the Autumn semester of year 3 and must be complete by the end of the third year for Ph.D. students. Any deviation from this timetable must be appealed in writing and approved by the Program Director prior to the beginning of the expected semester. The examination will culminate in the completion of a full-length research proposal that reflects the intended area of the student's dissertation research. The proposal will be written in the format of an NIH fellowship grant (e.g. F31). The student must write the proposal independently, although the student may consult with their Dissertation Advisor, who should approve the dissertation proposal for suitability of distribution to the Candidacy Exam Committee.

The format for the written proposal should be generally consistent with the following suggested outline:

- Page 1: Title and Specific Aims
- Pages 2-7: Significance and Background
 - Innovation
 - Research approach for each Aim to include:
 - Rationale
 - Experimental Methods
 - Anticipated outcomes, Pitfalls and Alternative Approaches
 - Timeline
- Pages 8: References

It is the student's responsibility to make all arrangements for establishing a date for the oral portion of the examination that is agreeable to all members of the examination committee. This date needs to be established early so that there will be enough time to complete the candidacy exam by the time stipulated by the Graduate School (end of third year). At least 4 weeks before the established oral exam date, the student must deliver the written document to the Candidacy Exam Committee members for their review. After 2 weeks of review time, the Examination Committee will determine the result of the written portion of the examination to be either satisfactory or unsatisfactory, and this result will be communicated to the mentor. It is the responsibility of the student to remind the committee that they will need to make this evaluation within 2 weeks and to communicate it to the mentor. It is also the responsibility of the student to remind the mentor to obtain the result from the committee members.

If the proposal is found to be unsatisfactory, the student will be given an opportunity to do a re-write according to suggestions made by the committee. The corrected written document must be re-submitted to the committee in a period of time that does not exceed one academic semester.

7.3. Oral Portion

This part of the Candidacy Examination will be based on the written document but will include any materials considered to be relevant by the Candidacy Exam Committee. The oral examination will be held in compliance with the rules set by The Ohio State University Graduate School.

The advisor is expected to participate in the evaluation of the written portion of the exam. During the oral exam, the advisor should be present, but in the ideal case participate minimally. The advisor must not answer for the student, may ask some questions if necessary, and is available to help other committee members as needed. The advisor may not serve as chair of the committee. The format for the oral exam will be a white board presentation with a short computer-based presentation allowed to provide data slides and/or outlines of Specific Aims.

Successful completion of the Candidacy Examination indicates that the student passed both portions, written and oral. Students who fail to pass the exam will be allowed to re-take the examination one more time, and this may or may not require revisions to the submitted proposal. The re-take of the exam should take place in a period that does not exceed one academic semester. Students who do not pass the candidacy examination the second time will be unable to continue the program.

Students must send an email reminder to their committee members to complete an evaluation form for the candidacy exam ([Candidacy Evaluation Form](#)).

8. DISSERTATION DEFENSE

THE STUDENT IS RESPONSIBLE FOR MAKING SURE THAT ALL REQUIREMENTS FOR GRADUATION HAVE BEEN FULFILLED.

8.1. The dissertation exam committee

The dissertation exam committee should be drawn from the student's mentoring committee. To reiterate, all committee members of the candidacy exam committee should have "P" faculty status with the Graduate School. For "M" faculty status to be a non-voting member of the dissertation committee, the student and mentor must request approval by the Graduate Studies Committee. Any exceptions outside of "P" and "M" faculty, e.g., professors from outside of OSU, the student and mentor must request approval by the Program Director(s), who will request the Graduate School for an official exemption.

8.2 Checklist for Doctoral Degree

See Checklist for Doctoral Degree Procedures and Requirements for Graduation: [Ohio State Ph.D. checklist](#) (details provided below; *please review the information at the included link to ensure no changes to Graduate School Policies will impact the schedule included herein*).

8.3 Planning for the final semester

When the student, mentor, and committee agree to a target defense semester, the student should plan accordingly by counting back from deadlines.

Final semester – in summary

Compiled from <https://gradsch.osu.edu/completing-your-degree/final-semester/final-semester-procedures-and-timelines>; *please review to ensure accuracy at each given semester*.

See full graduation calendar at: <https://gradsch.osu.edu/calendar/graduation>

Timeframe	Action Item
No later than the 3rd Friday of the semester in which you plan to graduate	1. Submit your Application to Graduate at https://gradforms.osu.edu/grad-forms/applicationToGraduate/list
No less than 4 weeks prior to oral defense date	1. Submit your written dissertation to your committee (distribute via email) 2. Submit Application for Final Examination at https://gradforms.osu.edu/grad-forms/applicationForFinalExam/list
No less than 2 weeks prior to oral defense date	1. Receive confirmation from your committee that your written dissertation is acceptable for oral defense 2. Ensure that committee members have Approved your Application for Final Examination
No less than 2 weeks prior to oral defense date	3. Ensure that your written dissertation has undergone Dissertation Format Check a. Submit a complete dissertation draft to the Graduate School either remotely at grad-schoolformatreview@osu.edu or in-person on a walk-in basis at 247 University Hall, Monday-Friday from 9:00 a.m. to 4:30 p.m. in the autumn and spring semesters; Summer hours 8:30 a.m. to 3:30 p.m. b. <i>Format corrections do not have to be completed by this deadline, but you must</i>

	<i>have <u>received feedback</u> from the Graduate School</i>
No less than 7 days prior to oral defense date	<ol style="list-style-type: none"> 1. Ensure that the graduate school has assigned you a Graduate Representative to attend your oral defense (suggest to contact them immediately upon receipt of their contact information) 2. Send a written copy of your dissertation and Zoom/in-person meeting details for your oral dissertation defense to your assigned Graduate Representative
Day of oral defense	<ol style="list-style-type: none"> 1. Ensure that Graduate Representative is in attendance (in person or virtually) 2. Verify that your committee has approved and submitted Report on Final Examination (on GRADFORMS; due immediately at conclusion of the exam) 3. Receive edits and corrections for your written dissertation (if applicable) from your committee <ol style="list-style-type: none"> a. If your committee does not have edits for you, ensure that they complete Report on Final Document on GRADFORMS 4. Confirm with your advisor when your expected revisions are due (to your advisor or committee, dependent upon Committee's Decision)
Review commencement details (if attending)	<ol style="list-style-type: none"> 1. Review commencement details for the relevant semester at https://commencement.osu.edu/ 2. Confirm commencement plans with your advisor (as applicable) 3. Rent or purchase regalia as desired (deadline can be up to 2 months prior to commencement)
No later than posted deadline (semester-specific; find at https://gradsch.osu.edu/calendar/graduation)	<p><i>*we strongly suggest that you review these items periodically before the deadline, to allow time for corrections/follow-ups based on your committee's/advisor's feedback</i></p> <ol style="list-style-type: none"> 1. Complete required edits/corrections to your written dissertation document. 2. Convert <u>final</u> dissertation document to embedded-font PDF and submit to OhioLink <ol style="list-style-type: none"> a. Note that this should include accessibility corrections as required by the graduate school/state of Ohio, detailed at: https://gradsch.osu.edu/electronic-thesis-and-dissertation-accessibility-plan b. Questions regarding accessibility can be directed to grad-schoolaccessibility@osu.edu 3. Following submission to OhioLink, if a Delay of Final Document is requested (e.g. if waiting to allow public viewing of the written dissertation until the manuscript has been published), complete the Delay of Final Document form on GRADFORMS (and ensure your advisor has approved it): https://gradforms.osu.edu/grad-forms/delayOfFinalDocument/list

	<p>4. Complete the “Survey of Earned Doctorates” at: https://sed-ncses.org/login.aspx</p> <p>a. Send the certificate of completion to Grad-SchoolETD@osu.edu</p> <p>5. Complete the Doctoral Exit Survey via your Carmen account at: https://carmen.osu.edu</p>
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Detailed information:

1. After confirming your timeline with your Dissertation committee, **submit your Application to Graduate** at <https://gradforms.osu.edu/grad-forms/applicationToGraduate/list>
 - a. This must be completed by **the third Friday of the semester/term** in which you plan to graduate
 - b. The form must be approved by:
 - i. The I2GP Chair/Coordinator
 - ii. The student’s advisor
 - iii. The graduate school (allow 3 weeks for graduate school approval; this approval (and only this approval) can be completed after the semester deadline)

2. **Write your dissertation**
 - a. Confirm with your advisor and committee regarding scope of content and expectations prior to beginning the writing process
 - b. Use example document with pre-loaded formatting found here: https://gradsch.osu.edu/sites/default/files/resources/pdfs/Dissertation_Thesis_Template2017.docx
 - c. Follow formatting guidelines here:
 - i. General: <https://gradsch.osu.edu/document-preparation>
 - ii. Detailed: <https://gradsch.osu.edu/detailed-guidelines-formatting>
 - iii. Sample Pages: https://gradsch.osu.edu/sites/default/files/resources/pdfs/GuidelinesSamplePages_2017.pdf
 - d. Your written dissertation should be provided to your committee no less than 4 weeks before your oral dissertation defense date (this allows 2 weeks for your committee to review and approve; see point #4, below)

3. **Schedule your oral dissertation defense** at <https://gradforms.osu.edu/grad-forms/applicationForFinalExam/list>
 - a. Final written dissertation edits are due to the graduate school by the deadline posted at <https://gradsch.osu.edu/calendar/graduation>; ensure that your defense date gives you sufficient time to address written edits provided by your committee (*suggest no later than the first week of April for oral defense*)
 - b. The oral defense is composed of 2 portions:
 - i. **Public defense:** in-person/hybrid; ~1 hour (including time for questions); family, friends, and broad scientific community welcome
 - ii. **Closed-door defense:** in-person/hybrid; 1-2 hours; committee and graduate representative are the only ones in attendance; oral examination of the presented thesis/dissertation work
 - c. The above portions should be scheduled with *your committee and the graduate school* using the form above.

4. **Submit your dissertation** to your committee at least 4 weeks ahead of your scheduled defense date (distribute via email)
 - a. Your committee may not require final formatting to be completed prior to this initial draft submission; discuss with them/your advisor

- b. Ensure that all paperwork in the above schedule has been completed
 - c. Your committee must approve your written dissertation document (read: agree that it warrants scheduling of the oral portion of the defense) **at least 2 weeks before** the oral defense date. This will be done using the Application for Final Exam, above.
5. **Have your dissertation reviewed by the graduate school for Formatting** at least 2 weeks ahead of your scheduled defense date.
- a. Submit a complete dissertation draft to the Graduate School either remotely at grad-schoolformatreview@osu.edu or in-person on a walk-in basis at 247 University Hall, Monday-Friday from 9:00 a.m. to 4:30 p.m. in the autumn and spring semesters; Summer hours 8:30 a.m. to 3:30 p.m.
 - b. Format corrections do not have to be completed by this deadline, but you must have received feedback from the Graduate School
6. Once your committee has approved your Application for Final Exam, you will be assigned a **Graduate Representative** from outside your Department/Program to oversee the examination.
- a. Once your Graduate Representative has been assigned, **contact them immediately** to confirm the date and time of your oral defense.
 - b. No less than 7 days prior to the oral defense, **send your Graduate Representative a copy of your dissertation for them to review.**
7. See remaining notes in chart above regarding the day of your oral defense and post-defense requirements.

Students **must send an email reminder** to their committee members to complete all evaluation forms for the dissertation ([PhD Defense Evaluation Form for I2GP](#)).

9. CHANGE OF DISSERTATION ADVISOR

Should a situation arise in which either the student or advisor believes that the student should be under the direction of a different dissertation advisor, the following steps should be taken:

1) Prior to seeking another advisor, the student and advisor should hold discussions to determine if the problems or situation can be satisfactorily resolved in another manner.

2) If a resolution between the student and advisor cannot be obtained, such that the student will remain with the advisor, a formal meeting of the student's dissertation advisory committee should be arranged by the student at which both the student and advisor will be present. Prior to this meeting both the advisor and student will submit to the committee members a summary of the situation from both points of view. The issues and any reasonable alternatives should be thoroughly discussed at the meeting. Minutes will be kept by a faculty committee member who is other than the advisor or new advisor. The minutes will be distributed to the committee members for approval of content, and the approved minutes will be sent to the I2GP Director. A copy of the minutes will be placed in the student's permanent file. If a resolution to change labs is agreed upon, then the Graduate School will be notified for further recommendations.

3) If a resolution that is agreeable to both the student and advisor cannot be reached at the meeting of the Dissertation Advisory Committee, so that the student can remain with the advisor, there should be a meeting of the student, advisor, and the I2GP Director. The issues should be discussed, and a resolution of the problems obtained, if possible. The I2GP Administrator will be present and write minutes of this meeting, which will be sent to the student, the advisor, the advisory committee, and the I2GP Program Director. A copy of the minutes will be placed in the student's permanent file.

4) If a resolution that is agreeable to the student and advisor cannot be reached at the meeting with the I2GP Director, so that the student can remain with the advisor, the issues will then be discussed by the I2GP GSC. Prior to this meeting, all written materials related to this issue will be provided to the committee members, and both the student and advisor will be given the opportunity to supplement these materials. The issues will be discussed at a meeting of the I2GP GSC. The student and advisor may be asked to be present at this meeting. After discussing these issues, the committee will make a recommendation concerning whether the student can transfer to a different dissertation advisor.

5) If, after following the above procedure, the student wishes to seek a different dissertation advisor, the I2GP may provide a stipend and costs of tuition and fees for up to one semester, depending upon availability of funds. After that semester, the student should have identified an advisor who is willing to pay the stipend from a grant that collects full indirect costs. The I2GP will then arrange for payment of tuition and fees. If the change occurs during a semester, the credit hours for independent research should be divided between the two advisors, according to the amount of time the student spends under the direction of each advisor. The student and new advisor may wish to form a different dissertation advisory committee.

10. ACADEMIC STANDARDS AND ACADEMIC MISCONDUCT

The I2GP requires all students to adhere to the rules and intent of The Ohio State University Graduate School and the University Code of Student Conduct.

I2GP Academic Standards

The Graduate School requires all students enrolled in graduate programs at The Ohio State University to maintain a grade point average of 3.0 or above to be in good standing. Students who fail to do so are placed on academic probation until they raise their GPA to 3.0 or above within a maximum of 2 academic semesters or sessions. As per university rules, students whose GPA remains below 3.0 following two semesters of academic probation will be denied future registration in the I2GP.

Academic Misconduct

All students are expected to follow the Ohio State Code of Student Conduct. The code applies to on-campus and off-campus conduct of students. All students are informed that copying or paraphrasing paragraphs, sentences, or phrases directly from textbooks, journal publications, or any form of written or electronic document, and then submitting them as answers for any examination or fulfillment of other academic assignment is an act of plagiarism. Plagiarism includes the use of someone else's words or ideas as your own, without proper documentation. In no instance will any form of academic misconduct be tolerated. Students found violating the codes of academic honesty will receive a failing grade and be reported to the Office of Academic Affairs according to the University policy. Sanction may include expulsion from the program.

11. PETITIONS AND GRIEVANCE PROCEDURES AND GUIDELINES

Petitions

A student may petition for relaxation of, or modification to, any rules in the I2GP handbook by submitting a written petition to the I2GP GSC. Such a petition by a student should be accompanied by a letter of support from the first-year advisor or dissertation advisor.

Grievance Procedures

Occasionally, conflicts may arise either between graduate students or between students and faculty and/or staff members. Sincere attempts should be made to resolve conflicts among the involved parties before any grievance policy is activated. Conflicts between a student and the dissertation advisor that cause either party to seek a change in the student's advisor must follow the Procedure for a Student to Change Dissertation Advisor (Section 9).

If a grievance remains after exhausting the informal process between the involved parties, the person having the unresolved complaint may file a written grievance with the Immunology and Immunotherapeutics Graduate Program GSC. The following protocol will be used:

- The I2GP GSC will act as the Graduate Student Grievance Committee (GSGC).
- The I2GP Director will chair the GSGC, unless personally involved, in which case the Chair will be excluded from all deliberations on the matter and the GSC will select a Chair from among the remaining I2GP GSC members.
- Members of the I2GP GSC directly involved in the case will also be disqualified from sitting on the panel for that specific case. In such circumstances, the Chair will designate an alternate, when possible, from the same area of expertise as the disqualified member.
- The Chair of the I2GP GSGC will set a hearing date no later than two weeks after the grievance statement is received.
- At least 72 working hours prior to the hearing, the Chair of the GSGC will provide to all parties a written statement of the specific grievance, a notification of the time and place of the hearing, and copies of documents relevant to the grievance hearing.
- Each party will appear in person to present their case.
- The Chair will preside over the hearing and determine all procedural matters. This is an administrative proceeding and, therefore, the formal rules of legal procedures do not apply.
- All parties will be entitled to an expeditious hearing.
- The final decision of the GSGC will be reported in writing to the parties involved no later than two weeks after the hearing. The report on this decision will also include a statement concerning the validity of the complaint.
- Throughout this process the GSGC will attempt to mediate a resolution.
- Cases not resolved at this level will be referred to the Graduate School, and formal grievance procedures shall be activated as defined by the Graduate Associate Grievance Procedures Guidelines (available from the Graduate School).

12. GRADUATE FACULTY AND GRADUATE TEACHING FACULTY

12.1. Mission

The mission of the I2GP is to provide doctoral level formal education and hands-on training to aspiring immunologists with an overarching goal of preparing graduates to contribute to academic, pharmaceutical, biotech, government, and public health fields. The I2GP faculty are required to have sufficient mentoring time and research funding to support these activities. Graduate faculty Status in the I2GP is for faculty with at least a 50% appointment in the College of Medicine who are independent regular or research faculty.

12.2. Expectations of the I2GP Graduate Faculty

It is fully expected that all Graduate Faculty will contribute in a substantive way to the program. Faculty members who do not make a substantive contribution to the program will have their Graduate Faculty status with the I2GP revoked. Examples include:

- Mentor students and faculty in the I2GP.
- Teach in the core I2GP curriculum or any other I2GP course.
- Serve the I2GP through participation on student mentoring/development committees, lead core course modules, aid in graduate admissions and recruiting.

12.3. Requirements to Recruit and Mentor New Graduate Students

Faculty seeking to mentor I2GP graduate students must meet the following criteria:

- Faculty must have P status in the I2GP program (See definition of M and P status below)
 - Regular tenure track faculty with extramural funding or sufficient startup funding who commit to meeting the expectations outlined above may be granted P-status by the Director of the program.
 - Research track faculty may be eligible for P status but require a strong record of mentoring, scholarship and independent research support. Applications will require a full review and vote by the I2GP GSC.
- Faculty member must have at a minimum of four years of independent funding available for student expenses at the time the student begins work in the lab. Faculty and their Department chair will be required to submit a signed MOU that funding is in place to support the student (Section 13, page 26).
- Faculty member must have sufficient research space to support the research needs of the student. Faculty and their Department chair will be required to submit a signed MOU that space is assigned to the faculty member to support the student (Section 13, page 27).

12.4. Appointments to the I2GP Graduate Faculty

Appointments to the I2GP graduate Faculty are made by the Director of the Program and/or the I2GP GSC. Appointments consist of a five-year term with renewal dependent upon continued contribution of the faculty member to the I2GP program in the form of mentoring, teaching and service on committees. Faculty may apply for membership in the graduate program using the online form provided on the [I2GP website](#). The Program Director will review all applications and approve faculty applications that comply with the policy above. Exceptions to the policy or challenges to the Director's decision will be reviewed by the I2GP GSC. The GSC may request further documentation and conduct interviews with Faculty applicants. The GSC will render a decision via majority vote to approve or deny the request. The Director of the I2GP will prepare the required forms for the Graduate School and inform the applicant of the decision.

12.5. Category P and Category M Membership

The Graduate School Handbook describes the criteria for appointment and responsibilities of graduate faculty with Category M or P status (see below). Briefly, Category P faculty advise Ph.D. and MS students; category M faculty advise MS students only. Category M faculty may serve on dissertation exam and advisory committees of Ph.D. students only upon the approval of the I2GP GSC. Please see guidelines below, as described in Graduate School Handbook.

12.6. Qualifications for P and M Membership (*Note: from the Graduate Student Handbook*)
Qualifications, Rights and Responsibilities SECTION 12.4

Minimum Category P Qualifications.

The faculty member:

- holds a tenure-track or research faculty appointment
- holds an earned PhD, DMA, or petitions the Graduate School for an equivalent degree
- is engaged and primarily directs an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program has engaged and demonstrated experience in mentoring graduate students

Rights and Responsibilities of Category P Graduate Faculty:

- acts as the primary advisor for master's and doctoral students
- participates in the governance of graduate education at all levels within the University
- serves on doctoral examination committees
- serves as a GFR on second candidacy examinations and final oral examinations

Minimum Category M Qualifications.

The faculty member:

- holds a tenure-track or clinical faculty appointment
- Holds a master's degree or higher, or equivalent

Rights and Responsibilities of Category M Graduate Faculty:

- acts as the primary advisor for master's students
- participates in the governance of graduate education at all levels within the University
- serves on doctoral examination committees at the discretion of the Graduate Studies Committee

13. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN STUDENT, DISSERTATION ADVISOR, AND IMMUNOLOGY AND IMMUNOTHERAPEUTICS GRADUATE PROGRAM (I2GP)

This is to document the understanding that _____ agrees to be the Dissertation Advisor for _____ with an effective date of _____. In addition to fulfilling the commitments outlined in the Immunology and Immunotherapeutics Graduate Program (I2GP) Student Handbook, this agreement carries with it the obligation to provide stipend, tuition, and relevant fees for this student for each year of study until the student graduates from the Immunology and Immunotherapeutics Graduate Program. The stipend will be the amount that is determined annually by the College of Medicine (COM), which is currently \$33,390 for FY2024 plus tuition, instructional and general graduate fees. Should the source of the stipend come to an end, the Dissertation Advisor will make every effort to arrange another source for the stipend. If this cannot be done, the Dissertation Advisor will notify the Immunology and Immunotherapeutics Graduate Program Director *as soon as possible* (and no less than one semester before the end of funding), so that joint efforts by the Advisor, Department/Division Chair, and Director can be initiated to establish a funding source for the stipend, tuition and fees. This may involve reassigning the student to a new dissertation advisor. Should the dissertation advisor decide they no longer want the student in their lab, they will fund the student for a period of up to one year while the student finds another lab and dissertation advisor. I2GP strongly encourages students to seek intramural and extramural fellowship opportunities. If the student receives external funding, the Dissertation Advisor will supplement the stipend so that the student is brought up to the I2GP/OSUCOM stipend amount. If the student receives external funding and the funding comes to an end while the student remains enrolled, the Dissertation Advisor will provide financial support until the student graduates. I2GP sincerely thanks all parties for following these rules and for their efforts in promoting a successful student/advisor partnership.

Ken Oestreich, Ph.D. Date
Director, Immunology and
Immunotherapeutics Graduate Program

Dissertation Advisor Date

Department/Division Chair Date (Advisor's home Department/Division)

I hereby understand the investment being made by my dissertation advisor to foster my development as a research scientist. I also understand my responsibilities in this program as outlined in the I2GP Student Handbook.

Student Signature Date

MENTOR AND MENTEE EXPECTATIONS

[From the Association of American Medical Colleges (AAMC) Group on Graduate Research, Education, and Training (GREAT)].

Commitments of Graduate Student Mentee

- I acknowledge that I have the primary responsibility for the successful completion of my degree. I will be committed to my graduate education and will demonstrate this through my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- I will meet regularly with my research advisor and provide them with updates on the progress and results of my activities and experiments.
- I will work with my research advisor to develop a thesis/dissertation project. This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- I will work with my research advisor to select a thesis/dissertation committee. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution. I will commit to meeting these requirements, including teaching responsibilities.
- I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.
- I will comply with all institutional policies, including academic program milestones. I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.
- I will be a good lab citizen. I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- I will maintain a detailed, organized, and accurate laboratory notebook. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- I will discuss policies on work hours, sick leave and vacation with my research advisor. I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- I will discuss policies on authorship and attendance at professional meetings with my research advisor. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree. I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

_____ (Student initials)

Commitments of Graduate Student Mentor

- I will be committed to mentoring graduate student to be a future member of the scientific community.
- I will be committed to the research project of the graduate student. I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student and will not let these interfere with the student's pursuit of their thesis/dissertation research.
- I will be committed to meeting one-on-one with the student on a regular basis.
- I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for them to conduct thesis/dissertation research.
- I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of their graduate program as well as those of the institution, including teaching requirements and human resources guidelines.
- I will help the graduate student select a thesis/dissertation committee. I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.
- I will not require the graduate student to perform tasks that are unrelated to their training program and professional development.
- I will discuss authorship policies regarding papers with the graduate student. I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish their work in a timely manner.
- I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.
- I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.
- I will provide career advice and assist in finding a position for the graduate student following their graduation. I will provide honest letters of recommendation for their next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
- Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful. I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.

_____ (Dissertation Advisor initials)

14. HEALTH AND WELLNESS

[Student Health Insurance](#)

All students are eligible for health insurance. The option to enroll appears when registering for classes and students must be enrolled to be eligible.

[Recreational Sports](#)

Students may use the RPAC facilities by presenting a University I.D. card at the Recreational and Intramural Sports Office. Some of the activities offered by Ohio State at RPAC, ARC, and Jesse Owens Centers are: badminton, basketball, conditioning, golf, handball, racquetball, ice skating, intramural sports, jogging, platform tennis, swimming, tennis, volleyball, and wallyball.

[Student Wellness Center](#)

A comprehensive center for all dimensions of wellness (emotional, career, social, spiritual, financial, intellectual, physical, creative, and environmental).

[Ohio State Dental clinic](#)

The Dental Clinic provides complete high quality dental care. All services provided by student dentists and student dental hygienists, are supervised by dentists and dental hygienists who are members of the college faculty.

[Office of Disability Services Website](#)

The Office for Disability Services exists to improve all aspects of campus life for disabled persons by providing and coordinating academic accommodations and support services to any member of the Ohio State community.