

| |
|---|
| <p style="text-align: center;">IMMUNOLOGY PROGRAM Orals Checklist</p> |
|---|

1. Your **final committee meeting form** should indicate that you have the green light to proceed to an orals dissertation defense. All faculty signatures should be present on this form. If you are in your sixth year or above, the Predoc Committee would like you to meet with your committee a second time, just to make sure that you are on track to your orals defense. In the committee meetings for sixth year and above, a predoc committee member or a designated predoc committee representative should be present.

Suggested time frame to your orals defense and thesis submission:

At the end of your fourth year and into your fifth year, June through February. Finish any experiments that your committee asked you to do. Work on at least two papers that you plan to submit for publication. Some faculty members prefer to see that you have at least published two papers before going on to defend your thesis; however, this may not be the reality. However, it is a good idea to start working on two papers to submit. These papers may provide the chapters for your thesis.

March. If you are sixth year and beyond, please have one last committee meeting to make sure that you are on track. Even if you are not in your sixth year, it is a good idea to at least check in with your committee to make sure that they are informed of your progress and that they agree on the goals of your project. If they can't agree on your project and your progress, you may have to have another committee meeting. If they do agree, then ask your committee if it is possible to set a defense date and commit it to writing by putting the date on your final committee meeting form. Please don't forget to tell Maureen of your defense date.

Mid-March through April. Write your thesis.

First two weeks of May. Submit your completed thesis draft to your committee. Defend in the last two weeks of May, preferably with a comfortable lead time before you submit the final thesis to the Registrar in the first week of June. Once you receive final committee approval to submit your thesis to the Registrar, be sure you gather all your committee members' signatures for the original signature page. If you ordered more than one dissertation (for yourself, your mom and dad, Lane Library, Maureen, and

your faculty advisor), you will have to ask your committee to sign more than one original signature page.

2. **Orals form.** The orals chair must be from a different department from the departments of the members of your committee. The only exception is the Department of Medicine, in which there are many divisions. You may have two or three orals committee members from the Department of Medicine so long as these individuals are from different divisions within Medicine. After your defense, please make sure that the orals chair sends this form back to me. I will enter their final decision (pass/no pass) into the university system.

3. **Reserve seminar room.** Once you have agreement among your committee members on your defense date, please send in a reservation through the Munzer web site, <http://cmgm.stanford.edu/munzer/>.

4. **Flyer.** You may design your own flyer or ask me to do it (it won't be as original as your design!). Please post your flyer in your general area, and Maureen will post your flyer around her area.

5. **Thesis.** Your thesis must be handed to your committee at least two weeks before your orals dissertation defense date (the earlier the better!). Please check the web site, <http://www.stanford.edu/dept/registrar/publications/index.html>. Please be aware of NIH deadline dates, conferences, etc., that might place an unusual demand on time for your committee members.

6. **Application to graduate.** Please go into Student Axess, complete and submit this on-line form early in the quarter that you intend to graduate. If you neglect to send this in early in the quarter, then you must go to the Graduate Degree Progress Office, Old Union, 142, to complete a paper application to graduate.

7. **Thesis abstract.** (one page) for your thesis committee. Maureen needs this abstract at the same time the orals form (complete with the Department Chair's signature) is handed back to Maureen.

8. **University's Academic Calendar.** Please check the academic calendar for submission dates of your final thesis to the Registrar, Graduate Degree Office. If you defend in November, you can make the December

deadline (end of 1st or beginning of 2nd week), which will give you a winter degree conferral. The website is:

<http://www.stanford.edu/dept/registrar/calendar/>.

Be sure you make an appointment with the Graduate Degree Office to go over the final dissertation thesis (3-3056). They will not accept walk-ins. For your appointment, be sure to bring all the required forms for publishing your dissertation. Your faculty advisor is responsible for paying all dissertation costs (e.g., acid free paper, copying, etc.), but you will have to pay for your own personal copies of your dissertation. *Bring your checkbook!*

If you miss the first deadline to submit your thesis, check for the next one. You should be paid as a graduate student until you submit your thesis to the Registrar. If you choose not to register in this last quarter (in order to save money), there is a grace period to turn in your thesis before the second deadline date, but you will not be able to use university facilities (e.g., libraries, the gym). It is to your benefit to continue registering as a graduate student (TGR, 0 units), until you submit your thesis.

Once you submit your thesis, you will have completed all the requirements for the Immunology Ph.D. degree. Most graduate students opt to become postdocs at this point. If you do so, you will have to request a letter of completion from the Graduate Degree Progress Office. This letter is to be included with your postdoc appointment paperwork that is being processed by your department. I will no longer be responsible for inputting your pay lines. Some departments are extremely efficient at processing your pay lines and some are not – welcome to the world of postdocs, where you are responsible for making sure that your stuff gets done.

9. **After the Defense:**

Fees need to be paid to the University Cashier for dissertation expenses.

Complete **Survey of Earned Doctorates** form, submitted with dissertation.

Certificate of Final Reading of Dissertation (signed by members of your Dissertation reading committee)

10. **Commencement.** If you intend to go through commencement (usually the second Saturday in June for the medical school commencement, and the following Sunday for the main commencement, please make sure:
- a) you filed your intention to attend commencement with Zera Murphy (zera.Murphy@stanford). You will have to place your order for invitations through her. She will also send you information about purchasing your cap and gown.
 - b) Hotel rooms tend to be booked three months in advance for commencement. When you make reservations, please be sure to ask for the Stanford discount.
 - c) Most importantly, ask if your faculty advisor will be on hand during the commencement ceremony to hood you. If not, a substitute will be found.