Guidelines for writing a Field Change Proposal (Field Name Only)

For submission to the Graduate School

These guidelines are designed to help you address questions the grad school might have about changes in graduate academic programs. Proposals must be reviewed by the Associate Dean for Academic Affairs before being placed on the agenda of the grad school General Committee (GC) for discussion. Consequently, proposals must be received by the grad school at least three weeks before the GC meets. The GC meeting schedule for the current semester can be sent to you. Your proposal will be scheduled at the earliest possible time. Proposed changes cannot be advertised or included on the grad school on-line application unless they have been fully approved (i.e., GC, Faculty Senate, and Board of Trustees). Please return your proposal as an attached file to Kat Empson at kle6@cornell.edu.

Field: Immunology

Proposer/Contact Information

Name: **Theodore Clark**

Campus Address: **Veterinary Medical Center VMC C5-163, Box 5**

Phone: **253-4042**

Fax: **253-3384**

E-mail: **tgc3@cornell.edu**

Program Information

	Current	Proposed
Program Title (field, subject(s) and concentrations):	**Immunology**	**Immunology & Infectious Disease**
Award (e.g., degree; certificate):	**MS; PhD**	**No change**
HEGIS Code:		**No change**
Program [SED]Code:		**No change**

I Proposal Narrative

One of the traditional strengths of the Graduate Field of *Immunology* at Cornell has been its emphasis on host-pathogen interactions and the role of the immune response in combating infectious disease. At the same time, there is a sizable number of faculty on the Ithaca campus studying animal pathogens independent of the host immune response. To our knowledge, aside from the Field of *Plant Pathology and Plant-Microbe Biology*, there are no Graduate Fields that emphasize infection biology per se. Faculty members who study animal pathogens (viruses, bacteria and parasites) currently recruit graduate students from the Field of *Comparative Biomedical Sciences*, housed exclusively in the College of Veterinary Medicine, and the Field of *Microbiology*, which is centered in the Department of Microbiology, College of Arts and Life Sciences. Nevertheless, because the Department of Microbiology focuses primarily on environmental microbiology (rather than pathogenesis) and because infectious disease is one of many concentrations within the Field of *Comparative Biomedical Sciences*, recruiting students to laboratories that work on bacterial and viral pathogens is cumbersome at best. In order to give these laboratories more visibility in recruiting new students, and to broaden the existing Field of *Immunology*, we propose to change the current name of the Field of *Immunology* to the Field of *Immunology & Infectious Disease*.

We have the unanimous approval of the current faculty within the Field of *Immunology* along with enthusiastic support from 14 additional faculty members interested in joining the Field once the name is changed (see appendix below). We anticipate that changes will be made to the course requirements as well as Field concentrations. However, we request that the specifics of these changes be considered at a later time so that the new and current membership has the opportunity to discuss them as a group.

Based on conversations with interested faculty, I am confident that these changes will greatly strengthen the teaching efforts in both immunology and microbial pathogenesis, and that there is sufficient depth within the faculty to add new concentrations (tentatively *Virology* and *Bacterial Pathogenesis*, see below). Finally, the Fields of *Immunology*, *Comparative Biomedical Sciences*, and *Microbiology*, are all members of the larger Biological and Biomedical Sciences (BBS) Program within the College of Veterinary Medicine. As indicated in the attached letters, the requested change has the full support of the Dean of the College (Dr. Michael Kotlikoff), the Associate Dean for Academic Affairs (Dr. Judy Appleton) and the Associate Dean for Research and Graduate Education and administrator for the Biological & Biomedical Sciences Graduate Program (Dr. Robert F. Gilmour, Jr.).

II. Institutional Concerns

1. Comment on the University's institutional need for this change in, or addition to, the graduate curriculum. (If you are adding concentrations, give evidence that the faculty has sufficient depth -- i.e., numbers in the respective areas of specialization -- to warrant those additions.)

The Cornell community has given serious attention to graduate education and the current graduate field structure through various forums leading to a set of recommendations from the Graduate Education Planning Task Force in 2009. Two of those recommendations are particularly relevant to the current proposal, namely,

2. Retain the Graduate Field System, but reduce the number of very small doctoral fields using both quantitative and qualitative criteria for closure or mergers. The primary faculty of very small fields should identify other fields that might be potential partners, either for merging or for clustering. New graduate fields should be evaluated 5 years after the first cohort has entered, to assess long-term viability.

3. Consider establishing field clusters, particularly in areas where there are multiple small fields that cannot be merged appropriately with other larger fields. Clusters could facilitate improvements to

existing graduate programs, such as the development of common first-year curricula, could provide students entering small fields with a larger student cohort, and could allow for more effective and efficient student recruitment.

In keeping with recommendation #2 above, the current Graduate Field of *Immunology* is relatively small with 18 faculty members and wishes to expand its membership to create a more vibrant Field. We anticipate that the newly named Field of *Immunology & Infectious Disease* would nearly double the membership to 33-35. With regard to recommendation #3, the Graduate Fields centered in the College of Veterinary Medicine have already established themselves into a cluster entitled the Biological and Biomedical Sciences Program. The newly named Graduate Field would be a part of that larger cluster therefore satisfying this recommendation of the Task Force.

As indicated above, we anticipate that up to 2 concentrations will be added to the newly named Field. Tentatively, these will be "*Virology*" and "*Bacterial Pathogenesis*". With the new membership, there will be a minimum of 5-6 faculty associated with each of these concentrations. The current proposal addresses only the need for the change in the name of the Field; a proposal adding concentrations with be sent at a later date.

2. Describe the positive effects of this change on other fields or Cornell faculty.

With regard to the faculty, there is a natural synergism between individuals studying animal pathogens and those studying the immune response to those pathogens. That synergism is reflected in the many collaborations currently in place among the faculty working in these areas. The proposed name change will create a more visible graduate field for those working on infectious disease and will simply formalize what is already going on at the grass roots level. From the larger perspective of the Biological and Biomedical Sciences Program, a change to the name *Immunology & Infectious Disease* will likely increase the number of student applicants to the Program since the current concentration in infectious disease is subsumed within the Field of *Comparative Biomedical Sciences* and is relatively invisible. Time and again, we have heard from applicants interested in infectioius disease that they are confused about what Graduate Field to apply to. Often, they apply to the Field of *Microbiology* whose current emphasis is really environmental microbiology rather than pathogenesis. The name change should therefore be a powerful marketing tool for attracting these students and benefit not only the Field, but the BBS Program, the College and the University as a whole. At the same time it will help the Field of *Microbiology* identify the students they are most looking to recruit.

Finally, in its long-range strategic planning, the College of Veterinary Medicine has identified infectious disease research as one of four critical areas it intends to strengthen over the next decade. Included in this plan are efforts to enhance collaboration and multi-investigator projects that are expected to produce training grants and program grants. The name change will therefore bolster the mission of the College and make the Field a very visible partner in its efforts us to attract high-quality faculty and graduate students, spur collaborations, and drive research in the field towards important new discoveries.

3. Address the negative effects, if any, of this change on other fields or Cornell faculty and explain how those effects will be mitigated.

The proposed name change could have ramifications for other Fields interested in infectious disease research, principally *Plant Pathology and Plant-Microbe Biology* and the Field of *Comparative Biomedical Science*. With regard to *Plant Pathology and Plant-Microbe Biology*, rather than competing with this Field, we believe the newly named Field will be a natural partner to this plant-centered program. Indeed in some sense it already is. Many faculty members within the BBS program are currently members of the *Infection and Pathobiology* Program, a larger cluster of like-minded individuals that include plant scientists interested in infectious disease. To distinguish itself from *Plant Pathology and Plant-Microbe Biology,* the newly named Field of *Immunology & Infectious Disease* would limit its membership to those interested in <u>animal</u> pathogens and make this clear on its website and in its other

outside advertising. We trust that this distinction will prevent students interested in plant pathogens from applying to the wrong Field of Study at Cornell.

With regard to the Field of *Comparative Biomedical Sciences*, we believe the new Field membership will not detract from its primary mission to train clinician scientists in advanced research. A supporting letter from Dr. David Lin, DGS for *Comparative Biomedical Sciences* is appended to this proposal. .

4. In the event that your proposal does not receive approval, how else might you accomplish the goals it represents?

Rationally, the only alternative to this proposal would be the creation of an entirely new Field of *Infectious Disease* that might include individuals working on both animal and plant pathogens. Nevertheless, given the close association between scientists working on animal pathogens and people already associated with the Field of *Immunology* (not to mention the BBS Program within the College of Veterinary Medicine), we believe there is a more natural "fit" between people working on the animal side and the proposed Field of *Immunology & Infectious Disease* (in constrast with those working on plant side in the Field of *Plant Pathology and Plant-Microbe Biology* centered in the College of Agriculture and Life Science).

III. Attachments

5. Attach results of a faculty vote (all faculty with voting eligibility should be polled) and address the results including the thinking behind negative votes or abstentions.

At the Annual Field Meeting of the Field of Immunology, the eleven attendees unanimously voted to expand the Field to include faculty working on infectious disease agents. Two name changes were then considered by the full faculty of the Field; that is, *Immunology & Infectious Disease*; and, *Infectious Disease and Immunology*. The name *Immunology & Infectious Disease* received a clear majority of the vote (15 of 18 in the affirmative).

6. Attach a current and a revised **FIELD/Subject** and concentration list.

Current Field Subjects & Concentrations

Subjects: Immunology (M.S., Ph.D.)

Concentrations: cellular immunology; immunochemistry; immunogenetics; immunopathology; infection and immunity

Projected Field Subjects & Concentrations

Subjects: Immunology (M.S., Ph.D.)

Concentrations:

cellular immunology; immunochemistry; immunogenetics; immunopathology; infection and immunity

7. List the number of faculty associated with each current and proposed concentration. We anticipate that up to 2 concentrations will be added to the newly-named Field at a future date. Tentatively, these will be "*Virology*" and "*Bacterial Pathogenesis*". There will be a minimum of 5-6 faculty associated with each of these concentrations. These will be detailed in a future proposal.

Current Concentrations

Cellular Immunology:
- Douglas Antczak
- Judith Appleton
- Avery August
- Margaret Bynoe
- Eric Denkers
- Rodney Dietert
- Maria Julia Bevilaqua Felippe
- Jerrie Gavalchin
- David Holowka
- Karel Schat
- Bettina Wagner

Immunochemistry:
- Judith Appleton
- Margaret Bynoe
- Eric Denkers
- David Holowka
- Watt Webb

Immunogenetics:
- Douglas Antczak
- Avery August
- Theodore Clark
- Rodney Dietert

Immunopathology:
- Judith Appleton
- Avery August
- Margaret Bynoe
- Gerald Duhamel
- Jerrie Gavalchin
- Matthias Hesse
- Bettina Wagner

Infection & Immunity:
- Judith Appleton
- Avery August
- Margaret Bynoe
- Theodore Clark
- Eric Denkers
- Gerald Duhamel
- Maria Julia Bevilaqua Felippe
- Matthias Hesse
- Cynthia Leifer
- Susana Mendez
- David Russell
- Karel Schat
- Bettina Wagner

8. Attach updated copy text for eventual publication on the graduate school website and on-line application if changes are necessary.

There will be no changes except for the change in the name of the Field at this time. Changes that will address new/amended concentrations will be added later in a separate proposal.

9. Attach support letters from your college dean and other relevant academic staff.

Letters of support from College Dean and other relevant staff are attached as Appendix 2.

Appendix 1: List of Faculty Who Expressed Interest in Joining the Field of Immunology & Infectious Disease

- Joel Baines
- Dwight Bowman
- Yung-Fu Chang
- Robert Gilbert
- Hélène Marquis
- John Marsh
- Daryl Nydam
- John Parker
- Colin Parrish
- Marci Scidmore
- Kenneth Simpson
- Holger Sondermann
- Ynte Schukken
- Gary Whittaker

Appendix 2: Letters of Support from Administration and Faculty

- Dr. Robert F. Gilmour, Jr., Associate Dean for Research and Graduate Education
- Dr. Judith A. Appleton, Associate Dean for Academic Affairs
- Dean Michael I. Kotlikoff, Austin Hooey Dean of the College of Veterinary Medicine
- Dr. Dave Lin, Director of Graduate Studies, Field of Comparative Biomedical Sciences

Cornell University
College of Veterinary Medicine

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Ithaca, NY 14853-6401

Graduate Education t. (607)-253-3276
f. (607)-253-3756

Dean Barbara Knuth
Cornell University Graduate School
Caldwell Hall

May 4, 2011

Dear Dean Knuth,

The purpose of this letter is to lend my enthusiastic support to the proposal to change the name of the Field of Immunology to Immunology & Infectious Disease.

The faculty at the College, and specifically the faculty who are members of the Field of Immunology, have a strong background and interest in infectious disease. Moreover, programs in infectious disease are a strength of the College and, as such, are a key point of emphasis in the College's strategic plan for the coming decade. Achieving our goals in this area will involve targeted hiring, as well as support and encouragement for collaborative multi-investigator projects. The name change of the Field of Immunology not only corresponds with this mission, but will be supported by it.

I urge you to consider this proposal favorably.

Sincerely,

Robert F. Gilmour, Jr., PhD
Associate Dean for Research & Graduate Education

Cornell University
College of Veterinary Medicine

Michael I. Kotlikoff, V.M.D., Ph.D.
Austin O. Hooey Dean of Veterinary Medicine
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f. 607.253.3701
mik7@cornell.edu
www.vet.cornell.edu

May 4, 2011

Dean Barbara Knuth
Cornell University Graduate School
Caldwell Hall

Dear ~~Dean Knuth~~ Barbara,

I would like to express my enthusiastic support to the proposal to change the name of the Field of Immunology to Immunology & Infectious Disease. My sentiments echo those of Associate Dean Robert Gilmour. The College's recent strategic plan calls for building on infectious disease research currently being done by our faculty and the proposal to rename the Field includes many items that will both serve and be sustained by this mission.

I urge you to consider this proposal favorably.

Sincerely,

Michael I. Kotlikoff, V.M.D., Ph.D.
Austin O. Hooey Dean of Veterinary Medicine
Professor, Department of Biomedical Sciences

Cornell University
College of Veterinary Medicine

Judith A. Appleton, Ph.D.
Associate Dean for Academic Affairs
Alfred H. Caspary Professor of Immunology
Baker Institute for Animal Health

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May 3, 2011

Dr. Theodore Clark
Microbiology and Immunology
C5 163 Veterinary Medical Center

Dear Ted,

I am wholly and enthusiastically in support of changing the name of the Graduate Field of Immunology to the Graduate Field of Immunology and Infectious Disease. The new name will be a much more accurate reflection of the goals and activities of our field. Thanks for coordinating the effort to change the name.

Sincerely yours,

Judith A. Appleton, Ph.D.
Alfred H. Caspary Professor of Immunology
Associate Dean for Academic Affairs

Cornell University
College of Veterinary Medicine

Dean Barbara Knuth
Cornell University Graduate School
Caldwell Hall

May 4, 2011

Dear Dean Knuth,

I wish to lend my support to the proposal to change the name of the Field of Immunology to Immunology & Infectious Disease.

I am the Director of Graduate Studies of the Field of Comparative Biomedical Sciences (CBS) in the Veterinary College. Our Field has five concentrations, one of which is Infectious Disease. Despite this, I feel that changing the name of the Field of Immunology will not detract from our Field. As you know, the Fields in the College have aligned their interests to form the Biological & Biomedical Sciences (BBS) Graduate Program. The benefits of this consolidation help us to synergize our admissions and recruitment, and also promote interactions among graduate students. Changing the name of Immunology to Immunology & Infectious Disease will therefore also bolster the Field of CBS by enabling the BBS to recruit high-quality students interested in infectious disease research.

I hope you will consider this proposal favorably. Please feel free to contact me if you have any questions.

Sincerely,

Dave Lin, PhD
Director of Graduate Studies, Field of Comparative Biomedical Sciences

Appendix 3:
Current Immunology Web Pages &
Biological & Biomedical Sciences Graduate Student Program Web Pages

IN THIS SECTION:

Immunology Program Requirements
Immunology Graduate Faculty
Immunology Executive Committee
Faculty Membership Requirements

SEE ALSO :

BBS Graduate Student Program of Study
Graduate School Guide to Graduate Study

CVM GRADUATE FIELDS:

Comparative Biomedical Sciences
Genomics
Immunology
Molecular & Integrative Physiology
Pharmacology
Zoology & Wildlife Conservation

GRADUATE FIELD OF IMMUNOLOGY

The goal of the Field of Immunology is to provide students with broad training in both the underlying mechanisms responsible for vertebrate immunity, and the means by which to study the host's immune response. Faculty in the Field are members of various colleges and units of Cornell University.

In addition to its membership in the Biological & Biomedical Sciences Program, the Field of Immunology also participates in the inter-college graduate program Infection and Pathobiology, which was created in 2000 to facilitate interaction among scholars and students of different disciplines who share common interests in host-pathogen interactions.

ADMISSION

Since Immunology is a member of the Biological & Biomedical Sciences Graduate Program (BBS), applicants should follow the BBS application guidelines. Immunology requires two (2) letters of recommendation.

PROGRAM OF STUDY

Program requirements of the BBS should be followed by all graduate students in the Field of Immunology (with the exceptions of those in admitted through the Employee Degree Program). You should consult the BBS Program guidelines and the Graduate School Guide to Graduate Study to insure that you are compliant with all requirements. Consult the Office of Graduate Education with any questions you might have.

Requirements specific to the Field of Immunology are detailed below.

Concentrations: Faculty in the Field can represent one (or more) of following concentrations: cellular immunology; immunochemistry; immunogenetics; immunopathology; infection & immunity.

Special Committee: As a member of the BBS Program, the Field of Immunology requires three laboratory rotations during the first academic year. During this time, the Director of Graduate Studies serves as temporary Chair of your committee.

By the end of the rotation period, you should have a Special Committee Chair. By the end of your third semester of registration, you should have a full Special Committee and the Special Committee Selection & Change Form should be filed with the CVM Office of Graduate Education and the Graduate School.

The Field of Immunology requires three (3) members on a Special Committee:

Special Committee Chair: Faculty mentor in whose laboratory you are doing your research and who will represent your major concentration area on your committee.

Faculty Representing Two Minors: These faculty can represent an Immunology concentration other than the one represented by the Special Committee Chair or a different Graduate Field. You should feel free to add one or more additional faculty members to your Committee to provide special expertise in the area of your dissertation research and are encouraged to consult with any other faculty members as well.

The Field of Immunology does not appoint a Field-Appointed Member.

Course Requirements:

During your first year, your coursework is chosen in consultation with the Director of Graduate Studies (DGS), who serves as your Special Committee Chair until a permanent committee chair is selected at the end of your rotations. Subsequently, your Special Committee is the final arbiter of the courses in which you should enroll. Requirements for PhD in Immunology are as follows:

Majors:

Eight (8) credit hours of Immunology courses:

Basic Immunology, VETMI 3150/BIOG 3050 (3 credits)

Advanced Immunology, VETMI 7050/BIOMI 7050 (3 credits)

Immunology of Infectious Diseases, VETMI 7190/VIOMO 7060 (2 credits)

Seminars in Infection & Immunity, VETMI 7120 (1 credit) is required for each year of registration and attendance is mandatory.

Current Topics in Immunology, VETMI 7230 (1 credit) is required for each year of registration and attendance is mandatory.

Minors:

Six (6) credit hours of Immunology courses

Seminars in Infection & Immunity, VETMI 7120 (1 credit) is required for each year of registration and attendance is required.

Current Topics in Immunology, VETMI 7230 (1 credit) is required for each year of registration and attendance is required.

Teaching Experience: A one-semester teaching experience is required of all Immunology graduate students.

Seminars: As an Immunology PhD student, you are required to present a minimum of two seminars:

The first should be within 9 to 15 months of the beginning your dissertation research, comprising an initial review of the field of study with particular emphasis on current research and the approach that you will take to your project. This may be presented in the Immunology Journal Club forum.

The second seminar will be based on the thesis after all experimental procedures are complete. This will be given in the Field Seminar Series.

A-Exam: The format of your A-exam is determined by your Special Committee; it may be written or oral or a combination of both. You should consult with your Special Committee to determine the format and content of the exam well in advance of the proposed exam date. A Schedule of Exam Form must be filed with the CVM Office of Graduate Education 14 days prior to the exam. The Results of Exam Form must be filed within three (3) days of the exam date.

B-Exam/Dissertation: The B-exam is based on the contents of your dissertation and is an oral exam for defense of your dissertation. A preliminary draft must be distributed to all members of your Special Committee at least six weeks prior to the B-Exam and final copies, complete in all respects and editorially acceptable for final approval, must be distributed at least seven days in advance.

You are required to present a one-hour seminar on the results of your thesis research prior to the exam; this seminar is open to the College and University communities.

Your dissertation must follow the Graduate School guidelines.

External Examiner for the B-Exam/Dissertation: In order to enhance the quality and objectivity of your PhD examination, the Field of Immunology requires that an external examiner be added to the Committee that reviews your thesis using the following process:

The Executive Committee will select the outside examiner from a list of three (3) qualified candidates proposed by your Special Committee. This list should be submitted at least three (3) months in advance of the examination.

You must provide the external examiner with a complete but unbound copy of the thesis, allowing him/her at least three weeks for review of the thesis before the examination. The examiner will be invited to submit comments and recommendations for revision of the dissertation. Although his/her attendance at the examination is highly desirable, it is not required. Since they are not a member of your Special Committee, they are not required to sign the Results of Exam Form or officially approve the thesis.

Academics
Fields of Study
List of Fields
Catalog
Faculty
Graduate Degrees
Research and Scholarship
Learning Assessment

students & faculty
Requirements
Career Development
Policies
Forms
Thesis and Dissertation

fields of study
field concentration faculty
enter keyword
view list +

home > academics > fields of study > immunology print share

Immunology

Immunology

APPLYING DEGREES, SUBJECTS & CONCENTRATIONS DESCRIPTION

FACULTY

Douglas Antczak -- **Concentrations:** cellular immunology; immunogenetics; **Research interests:** pregnancy immunology; immunogenetics; equine immunology

Judith Appleton -- **Concentrations:** cellular immunology; immunochemistry; immunopathology; **Research interests:** immunity to nematode parasites colonizing mucosal sites

Avery August -- **Concentrations:** cellular immunology; immunopathology; infection and immunity; immunogenetics; **Research interests:** regulation of T-cell activation, development and function; regulation of T-cell differentiation; regulation of mast cell function; regulation of eosinophil

Margaret Bynoe -- **Concentrations:** cellular immunology; immunochemistry; immunopathology; infection and immunity; **Research interests:** cellular immunology; immunochemistry; immunopathology; infection and immunity; molecular basis of antigen-induced immune suppression and the modulation of the innate immune system response in autoimmune diseases and immunity against cancer.

Theodore Clark -- **Concentrations:** infection and immunity; immunogenetics; **Research interests:** molecular parasitology; fish immunology

Eric Denkers -- **Concentrations:** cellular immunology; immunochemistry; infection and immunity; **Research interests:** immunity to protozoan parasites

Rodney Dietert -- **Concentrations:** cellular immunology; immunogenetics; **Research interests:** genetic regulation of macrophage function; immunotoxicity

Gerald Duhamel -- **Concentrations:** immunopathology; infection and immunity; **Research interests:** mechanisms of infectious diseases with particular emphasis on molecular mechanisms of bacterial infections in animal models of human diseases, primarily understanding host-pathogen relationships

Maria Julia Bevilaqua Felippe -- **Concentrations:** cellular immunology; infection and immunity; **Research interests:** cellular and molecular mechanisms involved in B cell response; neonatal immunology and response to vaccination; immunomodulation using biologic response modifiers; cancer immunotherapy; characterization of primary and secondary immunodeficiencies

Jerrie Gavalchin -- **Concentrations:** cellular immunology; immunopathology; **Research interests:** pathogenetic mechanisms in autoimmunity

Matthias Hesse -- **Concentrations:** immunopathology; infection and immunity; **Research interests:** the study of immune-mediated pathology in a mouse model of schistosomiasis

David Holowka -- **Concentrations:** cellular immunology; immunochemistry; **Research interests:** molecular immunology; biophysical chemistry and cell biology

Cynthia Leifer -- **Concentrations:** infection and immunity; **Research interests:** understanding innate immunity from the inside out; toll-like receptors; signaling; dendritic cells; controlling microbial infection

Susana Mendez -- **Concentrations:** infection and immunity; **Research interests:** immunity to parasites and vaccine development; genetic and immunological components of resistance/susceptibility to protozoan diseases

David Russell -- **Concentrations:** infection and immunity; **Research interests:** the biology of intracellular infection, with emphasis on mycobacteria

Karel Schat -- **Concentrations:** cellular immunology; infection and immunity; **Research interests:** avian antiviral cell-mediated immunity; avian intestinal immunity; immune response to avian tumor viruses

Bettina Wagner -- **Concentrations:** cellular immunology; immunopathology; infection and immunity; immunogenetics; **Research interests:** antibody structure and functions; immune mechanisms of allergy; neonatal tolerance; immunogenetics; immune reagents for veterinary species

Watt Webb -- **Concentrations:** cellular immunology; immunochemistry; **Research interests:** biophysics of cell surfaces

contact information

Website | Email
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Ithaca, NY 14853-6401
607 253-3276

IN THIS SECTION:

Immunology Program Requirements
Immunology Graduate Faculty
Immunology Executive Committee
Faculty Membership Requirements

SEE ALSO :

BBS Graduate Student Program of Study
Graduate School Guide to Graduate Study

CVM GRADUATE FIELDS:

Comparative Biomedical Sciences
Genomics
Immunology
Molecular & Integrative Physiology
Pharmacology
Zoology & Wildlife Conservation

IMMUNOLOGY EXECUTIVE COMMITTEE

Dr. Ted Clark

Director of Graduate Studies

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Dr. Maria Julia Felippe

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Dr. Cynthia Leifer

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Dr. Susana Mendez

Baker Institute for Animal Health
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(607)-256-5624

Graduate Students

IN THIS SECTION:

SEE ALSO:

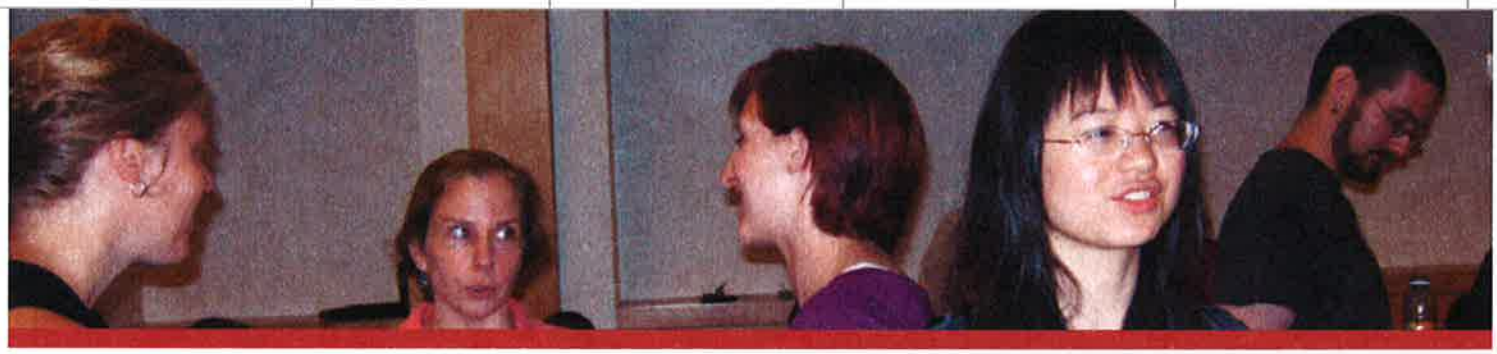
GRADUATE PROGRAM OF STUDY

The Graduate School has minimal requirements for the specifics of your program of study. As the College that will award your degree, the Graduate School monitors your progress toward your degree and records benchmarks in that progress.

The requirements of the Biological & Biomedical Sciences Graduate Program (BBS) and its member Graduate Fields have a more immediate effect on your program. Your rotations and teaching experience are requirements of the BBS Program and the rules guiding the make-up of your Special Committee and the format of your exams fall under the purview of the Graduate Fields of Study. On a day-to-day basis, your research project and academic progress will be most closely monitored and directed by your faculty mentor and your Special Committee.

In this section of our web site, we have attempted to condense the requirements of the University (the Graduate School) and the College (the BBS Program and the Graduate Fields of study administered here). It is our hope that by providing you with this guideline to your program, we will clearly explain the process of getting a PhD at Cornell and provide you with a resource that will allow you to spend more time concentrating on your research and academic pursuits.

If you have questions about your program of study, please do not hesitate to contact us.



IN THIS SECTION:

ROTATIONS

As an incoming graduate student, you will spend your first year rotating in three faculty labs. These rotations are designed to:

provide a range of research experiences that will give you a broad knowledge of methodologies and techniques;

provide you with the opportunity for more substantial contact with various faculty (and faculty with you) in order for both to make an informed decision about your thesis laboratory and Special Committee membership;

provide you with the opportunity to demonstrate your scientific abilities and enthusiasm for research to various faculty, with the ultimate goal of finding a mentor who is willing to accept you into the lab and provide your funding for the duration of your research project.

It is not necessary to have all three rotations set at the beginning of the academic year. Students generally set up the first rotation with the help of the Director of Graduate Studies during the Orientation period. Subsequent rotations may be set with the additional assistance of your current rotation supervisor. Be sure to keep the Office of Graduate Education informed about which laboratories you are rotating in and the time frame of each rotation.

The duration of the lab rotations are generally between one to four months; this is dependent on the rotation supervisor and the activities of the lab.

It is strongly suggested that you go over the expectations of each rotation supervisor prior to the rotation. The Rotation Evaluation Form can be used as a template for this conversation. A clear idea of what is expected in each faculty

SEE ALSO:

- Graduate School
- Student Service Center
- Graduate & Professional Student Association
- International Students & Scholars Office (ISSO)
- Gannett Health Services

laboratory will make your experience more rewarding for you and your rotation supervisor. Keep in mind that a rotation not only provides you with the opportunity to assess whether or not the lab is a good fit for you, but it is also an opportunity for the faculty mentor to assess whether you are a good fit for the lab. You should think of the rotation as an extended interview; your performance in the laboratory will be the basis of hte faculty's decision whether to accept you into the lab or not.

At the end of each rotation, faculty supervisors should go over the Rotation Evaluation Form with you before submitting it to the Office of Graduate Education. The purpose of this form is to provide you with constructive feedback which will help you to be a successful graduate student and researcher. It also provides a means by which the Director of Graduate Studies (DGS) can evaluate your performance in order to award Registration Units for each semester; these are the index of your progress towards your degree during your first year.

By the end of the third rotation, you should have identified a faculty mentor. (Additional rotations, if required, must be approved by the Director of Graduate Studies and completed by the twelve-month anniversity of your start date.) Once you have identified a mentor, you should fill out a Special Committee Selection Form, obtain the signature of your faculty mentor and the Director of Graduate Studies of your Field and bring it to the Office of Graduate Education.

Setting up Your Special Committee >>>

IN THIS SECTION:

SELECTING YOUR SPECIAL COMMITTEE

Your PhD program is developed and supervised by your Special Committee. You, with the advice and assistance of your faculty mentor, will choose the members of your Committee. Your full Special Committee must be formed by the end of your third semester of registration as a graduate student. It is to your advantage to establish your Committee as soon as possible after your rotations so that you can be informed of their expectations for your program. Once you have spoken to faculty who you want to include on your Special Committee, you should go to your Student Service Center and request committee or advisor changes from there.

The Graduate School requires that a PhD Committee be composed of at least three faculty, as detailed below. Some Fields also assign a Field-Appointed Member, chosen by the Director of Graduate Studies; please refer to the Field pages for Field-specific requirements.

Chair: Your Chairperson represents the concentration chosen as the major subject in the Field, usually directs your thesis research and is responsible for your funding.

Minors: You need at least two members representing one or two other minor concentrations. True to the spirit of Cornell's individualized program, these may be any graduate faculty from the more than 90 Graduate Fields in the University who you feel would contribute to your particular research project. You should refer to the Field pages to determine your Field rules about formation of a Special Committee.
You can include more than two minor members if you so choose. Remember, however, that all members of your committee will be required to participate in all exams and Committee meetings.

Field Appointed: A Field-Appointed Member is chosen by the Director of Graduate Studies and/or the Executive Committee of the Field soon after your Special Committee is formed. The Field-Appointed Member is a permanent member of your Committee and is charged with ensuring that

SEE ALSO:

- Graduate School
- Student Service Center
- Graduate & Professional Student Association
- International Students & Scholars Office (ISSO)
- Gannett Health Services

Field standards and requirements are upheld and serves as an advocate for you.

Changing your Special Committee: You can change the members of your Special Committee (with the exception of the Field-Appointed Member) if the circumstances warrant it. Any change you make in your Committee will require you your Student Service Center and request these changes. If you wish to make make a change in the Special Committee after the A-Exam (Admission to Candidacy), you will have to consult with the Office of Graduate Education and the Graduate School to obtain the necessary paperwork (a General Petition will be required).

Communication is Key: Since your Special Committee directs your program, decides whether you are making satisfactory progress toward your degree, conducts exams and approves your thesis, frequent communication is essential. Once you have chosen the members of your Special Committee, you should schedule a meeting with your entire Committee to create a plan for your research project and degree completion. This plan can be oral or written, depending on Field requirements. However, a written document would provide a concrete record of the plan and faculty expectations.

Many Fields require that you and your Special Committees meet on an annual basis (at the end of the Spring semester or early summer) and file an Annual Progress Report with the Office of Graduate Education. (Check Field pages to ensure that you follow particular Field requirements.) The purpose of these meetings is to make sure that everyone on your Committee is aware of what you have done during the year, help you problem-solve any issues that have arisen and give you input and direction for the coming year. You can also call additional meetings of your Special Committee at other times during the year as you feel it is necessary.

At your annual meeting, you should make sure that all members of your committee sign the Report, obtain the signature of the Director of Graduate Studies for your Field and bring the completed form to the Office of Graduate Education. The form will be placed in your permanent College file as evidence of progress in your program for that year.

Even if you are not required to turn in Annual Progress Reports, it is to your advantage to communicate frequently with all members of your Committee to ensure that they are aware of your progress and that you are aware of their expectations.

Registration & Enrollment >>>

IN THIS SECTION:

SEE ALSO:

ENROLLMENT & REGISTRATION

Registration: Registration takes place three times per year – in Fall, Spring and summer. Pre-enrollment for continuing students takes place in late spring for the following Fall and in mid-winter for the following Spring. Summer registration is required of all graduate students who expect to receive a stipend and/or use campus facilities such as libraries and laboratories during the summer months. Students who register for summer enroll in the Graduate School's Dissertation Research course (GRAD 9006).

Enrollment in courses takes place on-line at your Student Center (*log-in required*). Your Student Center also provides you on-line access to your academic information (i.e. class enrollment, registration status, and grades), financial information (bills and payments) and your personal information (home address and emergency contacts).

As a registered Cornell graduate student, you are automatically assumed to be a full-time student. The Graduate School sets limits on the number of hours that a graduate student can work, either on- or off-campus. The Office of Graduate Education discourages our graduate students from taking on additional responsibilities; since you are receiving funding in the form of tuition, health insurance and a stipend, you should not need to do other work which may hinder progress toward your degree. If you have a hardship or a specific need which requires you to work, you should consult with the Office of Graduate Education for assistance; this way you can be sure to be in compliance with Graduate School rules.

Registration Hold: A hold may be placed on your account which may prevent you from registering as the result of unpaid bills, unreturned library books, unmet academic or health requirements. Take care of any holds as soon as possible to prevent a gap in your registration. If you have a question about a Hold on your account, contact the Cornell University Bursar Office or the Office of Graduate Education.

International Students & Scholars Office (ISSO)

Gannett Health Services

Registration Units: Progress toward a graduate degree at Cornell is measured in Registration Units, or RUs. A Registration Unit represents satisfactory completion of one semester of full-time research and study. RUs are awarded for Fall and Spring; although registration is required for all students in the summer, no RUs are awarded.

If your progress has been less than satisfactory, you may be awarded a fraction of an RU (.75 or .5). Examples of unsatisfactory progress include such things as a GPA or grade in a course that falls below a B-, unsatisfactory work in the lab or in your teaching experience. It is important to communicate with your faculty mentor, the DGS of your Field and/or the Office of Graduate Education immediately if you are experiencing academic problems or problems that affect your academic performance or progress. All of these individuals are committed to your success and can offer assistance and, in some cases, solutions.

In order to get a PhD at Cornell, you must have at least six (6) RUs. Two of these have to be earned after your A-exam. RUs are awarded by your faculty advisor. During your first year, this role is filled by the Director of Graduate Studies (DGS). Once the Graduate School receives your Special Committee Selection & Change, the Chair of your Special Committee will award your RUs. RUs indicate progress toward graduation but also serve as the basis for benchmarks toward your graduation; you need to have at least two RUs before you can take your A-Exam and you have to earn two RUs between your A-Exam and B-Exam.

Although the minimum number of RUs is six, most graduate students do not graduate in three years. On average, graduate students in our program earn their PhD in five years. The longevity of your graduate student career is based on your research project.

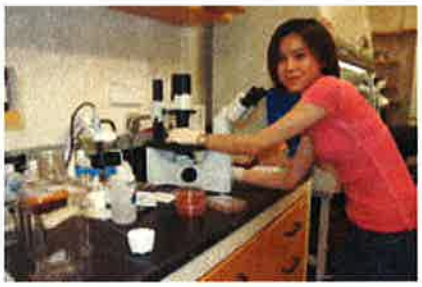
Courses >>>

IN THIS SECTION:

SEE ALSO:

GRADUATE STUDENT COURSES

In keeping with Cornell's philosophy of independent and individual research projects as the basis for graduate education, the Graduate School does not require any coursework. Graduate Fields may require courses which serve to further your basic knowledge of the Field and maintain the integrity of the graduate degree.



Your courses are chosen by you and your Special Committee. These choices should be designed to not only give you a basic knowledge of scientific research in your area, but also to give you the knowledge and tools that you will need to complete your research project and become a successful scientist or academician. You should consult with the Field pages and also the faculty person on your Committee who represents each Field to make sure that you complete all course requirements. Keep in mind that some courses are only offered every-other year; you should plan accordingly.

All graduate students must course enroll. It does not matter how many credit hours of courses you enroll in, as a registered Cornell graduate student you are automatically considered to be a full-time student. If you are done with all your coursework, you are required to register in Dissertation Research in order to maintain you registration status (Fall & Spring: GRAD 9001 (PhD), GRAD 9002 (MS); Summer: Grad 9006).

As a Cornell graduate student, you are entitled to enroll in any course given at Cornell University. If a course you would like to take does not relate to your research project, you should first talk to your faculty mentor about it. Some courses, such as Physical Education classes, have fees in addition to tuition that you will be personally responsible to pay.

Teaching Experience >>>

IN THIS SECTION:

TEACHING EXPERIENCE

All graduate students are required to complete a one-semester teaching experience. You should do this in your second or third year. Each year the Office of Graduate Education contacts the instructors in the College to determine the number and nature of teaching experiences available. This list is distributed to all students who need to fulfill this requirement; students choose the teaching experience that best suits their experience, expertise and area of interest.

The teaching experience is designed to give you practice in aspects of teaching at a College level. Your faculty advisor will release you from the lab to fulfill this teaching commitment. Your responsibilities for the exercise will be no more than 10-15 hours per week.

In order to have this experience appear on your transcript, you should register for it as a course, VTBMS 7100 – Biological and Biomedical Sciences Graduate Program Teaching Experience. The course is graded on the basis of "Satisfactory" or "Unsatisfactory." The Chairperson of the Biological & Biomedical Sciences Oversight Committee serves as the instructor for this course and will provide a grade based on the assessment of the instructor of your teaching experience.

Waiver: If you have had extensive teaching experience at previous institution(s), you may have the teaching experience waived. In order to do this, you will have to request a waiver from the Biological & Biomedical Sciences Program detailing your previous experience and indicating why an additional experience should be unnecessary. Your request should be submitted to the Office of Graduate Education. The BBS Oversight Committee will approve or deny your request.

Additional Teaching Experiences: If you would like additional teaching experiences, you should discuss this with your faculty advisor and the Office of Graduate Education.

If you would like to learn more about teaching at a college level, Cornell University's Center for Teaching Excellence is a great resource. They offer programs for

SEE ALSO:

- Graduate School
- Student Service Center
- Graduate & Professional Student Association
- International Students & Scholars Office (ISSO)
- Gannett Health Services

Teaching Assistants, as well as certificate programs for graduate students which will give you more instruction and experience in college-level teaching. If academia is your career goal, you should consider participating in their programs.

Student Statuses >>>

IN THIS SECTION:

STUDENT STATUSES

Other than regular student registration, there are two options for graduate students who will not be on the Cornell campus. If special circumstances arise and you will have to leave the Ithaca area, consult promptly with your Special Committee Chair and the Office of Graduate Education to determine which status works best for your particular situation.

In Absentia: If you are going to be leaving the Ithaca area for a lengthy period of time in order to do research or pursue other training opportunities related to your dissertation, "In Absentia " (IA) status is most likely your best choice.

You ***must be*** leaving Ithaca and the surrounding area to do research or work related to your dissertation. The Graduate School will require you to submit the In Absentia form as well as an outline of the work that you will be doing and a plan for accomplishing it.

In Absentia status allows you to retain your student status and thus,

- have remote access to facilities such as the Cornell Library system
- continue to be paid as a graduate student (this should be negotiated with your Special Committee Chair with the assistance of the Office of Graduate Education)
- retain student health insurance
- receive Registration Units for the work that you do while In Absentia (You cannot earn more than two RUs toward the six required RUs during In Absentia status.)

A $200/semester charge will apply for each semester of IA.

Leave of Absence: If health or other personal matters require that you be away from your studies for a period of time during which you will not be engaging in

SEE ALSO:

- Graduate School
- Student Service Center
- Graduate & Professional Student Association
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- Gannett Health Services

academic pursuits, a Leave of Absence is probably appropriate. Medical leave is regulated by different rules than those regulating personal leave. It is important to inform the Office of Graduate Education and your Special Committee Chair promptly as situations arise that may require you to take a Leave. This way, a means for your return can be negotiated in order to make your transition from the Leave to regular student status a smooth one.

During a Leave (LOA), you will not retain student status.

LOA status is only awarded one year at a time; if you will be away longer, you must file a LOA form each year or you will be considered to have withdrawn from the program.

You may be on personal Leave of Absence for a maximum of four years.

Withdraw: Should you decide that you do not wish to continue in your program, you can voluntarily Withdraw from the program. Please note that the Graduate School considers that any interruption of registration is a "withdraw".

If you withdraw and later decide to return, you would have to apply for re-admission.

Exams & Dissertation >>>

IN THIS SECTION:

EXAMS & DISSERTATION

The Cornell Graduate School requires all PhD candidates to take two exams. Passing the A-exam admits you to doctoral candidacy; the B-exam is a defense of your dissertation. The timing of these exams is legislated by the Graduate School.

These exams must be announced to all Field faculty. (In theory, all Field faculty are invited to exams, but it is rare for anyone other than your Special Committee to attend). Scheduling requirements are:

A completed Schedule of Exam Form must be brought to the Office of Graduate Education 14 days (two weeks) prior to the date of the exam. Notice of the exam will be placed on the Achievements & Accolades page an announcement and flyer will be sent out a week prior to the exam.

You must turn in the completed Results of Exam within three days after the exam.

If you do not adhere to these deadlines, your exam may be invalidated and you will have to retake it..

A-Exam >>>

IN THIS SECTION:

YOUR ADMISSION TO CANDIDACY: THE A-EXAM

The "Admission to Candidacy Exam" is called the A-Exam. The Graduate School requires that a student take the exam between the end of your first year and the end of your third year (after receiving 2 RUs and before your seventh semester of study). Most students take the exam at the end of their second year or beginning of the third. As with time to degree, the timing depends on the requirements of your Special Committee and the rate at which your research project progresses.

As with every other part of your program, communication is the key. You can greatly decrease your stress level by planning ahead. It takes about a semester to prepare for your A-exam. Additionally, there must be one year (two RUs) between your A-exam and your B-exam. The following tips on preparation and exam were compiled based on the input of one our former graduate students (who is now a PhD).

Scheduling & Format of the A-Exam

Hold a Special Committee meeting at the beginning of your last semester of coursework to discuss format and date of the exam. This way, you will not have to scramble at the last minute because of a scheduling conflict or miss taking a course that one of your faculty advisors wants you to complete before the exam.

ALL members of your Special Committee (including the Field-appointed member) must be present at your exam. If it is impossible for one of your minor members to be there, they can appoint a proxy from the same Field and concentration to attend the exam for them.

Give the Committee a couple of dates and times to see which fits everyone the best. You will need to schedule a 3 hour block of time.

It is very important to finalize the format of your exam at this meeting.; There are no Graduate School regulations that control the format of the A-exam. The format and content of the exam are up to the Graduate Field to which you belong and, ultimately, to your Special Committee. The format of your exam will impact what you do for months leading up to the exam.

SEE ALSO:

- Graduate School
- Student Service Center
- Graduate & Professional Student Association
- International Students & Scholars Office (ISSO)
- Gannett Health Services

Studying and Preparing for the A-Exam

It will take at least 2-3 months of solid work to prepare for your A-exam. Planning and preparation will help you make the best use of this time.

Meet individually with the members of your Special Committee (including the Field-appointed member if you have one) to find out what they expect you to know for the exam.

Draw up a list of review topics based on the advice of your Special Committee members, topics you feel are important and the material that will be covered in your thesis proposal (if this proposal will serve as the format of the exam).

Know in great detail all the techniques you work on and how they function, as well as other techniques commonly used in the Field.

Get a solid background knowledge of your research area.

Use textbooks to get general information on your major and minor areas of study and to explore concepts that you are unclear about.

Do a literature search on topics and read papers that are seminal to research in the Field and relevant to your research project.

Know your Committee.

It is a good idea to have at least a basic knowledge of what all your Committee members are researching; this may help you anticipate the type of questions they will ask you. Read review articles that they have written.

Know your faculty advisor's papers in detail.

Review all your coursework to ensure that you have a good basic understanding of what was covered. This is especially important if you have taken a course with a member of your Committee.

Talk to other graduate students in the Field to get their input on their exams. Your colleagues are an important source of support, which is particularly important if you have common committee members.

Two to Three Months Before Your A-exam

Contact the person in your Department who is in charge of room schedules. Reserve a room that will comfortably seat your Committee. Reserve the room for at least four (4) hours, allowing for set-up, the exam and the clean-up afterwards.

If you need projectors or computer equipment, be sure to reserve them.

Make sure to back-up any files that you need for your presentation.

Fill out a Schedule of Exam Form, obtain the necessary signatures and bring it to the Office of Graduate Education. This must be done 14 days prior to the exam.

It is a good idea to send a few e-mail reminders to your Committee, especially the day before the exam, to remind them of the date, time and location.

The Day of the Exam

Get a good night's sleep the night before the exam.

Arrive at the room early, in order to make sure it is set up and all your equipment is working.

Bring a glass of water because you will be talking for 2-3 hours. (Some people bring refreshments for their Committee. This is not necessary, but is a nice touch if you have the time and motivation to do so).

The duration of the exam as well as the type of questions you can expect varies with every exam. You should expect specific questions about the techniques you use and also alternate approaches to your research. Some faculty ask theoretical questions or philosophical questions about unsolved mysteries in the area. You should expect questions about the design of your experiment as well as problem solving questions.

You will be asked questions that you may not know the answer to. It is important to admit that you don't know something when you don't know it. **Do not** try to bluff your way out of a question or make something up. Many faculty want to see how you react to a question when you do not know the answer; they may be unforgiving if you try to fake your way through it. "I don't know" or "I am not sure but it may be similar to [something that you know]" are perfectly valid responses and are essential if you simply do not know. In addition, attempting to manufacture an answer saps energy that is best used on questions that you do know the answers to.

Make sure that your entire Special Committee signs the Results of Exam Form before they leave the room. There is nothing worse than being done with an exam and having to track down faculty for their signature. This form must be turned in within three (3) days after your exam. Take it to the Office of Graduate Education.

Outcomes of the Exam

Pass: The vast majority of graduate students pass their A-exam on the first try. In this case, you move on to do your experiments, write your thesis, take your B-exam and graduate.

Conditional Pass: If you are awarded a "Conditional Pass," you will have to meet some stipulations put forward by your Committee; usually this involves an area in which they thought you needed more knowledge. The conditions must be written on the form and a time-line for meeting them should also be indicated. Make sure that you and your Special Committee members are all clear on what the conditions are and when the conditions should be met by before you leave the room.
Once you have met the requirements of your Committee and the Office of Graduate Education is informed, your "Conditional Pass" will be changed to a "Pass."

Fail: This is the rarest of outcomes. If you fail your A-exam, chances are that you knew you would before you stepped into the room or you completely panicked and were unable to recuperate. If your Special Committee agrees, you can retake the test in three months. If your Special Committee does not allow re-examination, you will not be able to continue your program at Cornell.

B-Exam & Dissertation >>>

IN THIS SECTION:

YOUR B-EXAM & DISSERTATION

The B-exam is also known as the Dissertation Defense. The Graduate School requirements for the B-exam are that it be taken two Registration Units (essentially two semesters) after the A-exam, but no earlier than one month before the completion of the minimum Registration Unit requirement. The B-exam usually follows the Thesis Seminar, which is public and open to the College Community. It is an oral examination based on your dissertation.

According to one of our former graduate students, "The best advice about writing your thesis is: Start early and get help. There are two sets of people that have to OK your dissertation: the Graduate School Thesis Advisor and your Special Committee. Both look for very different things. The Committee looks for content while the Thesis Advisor is concerned mainly about format. Make sure you know **exactly** what both groups expect to see in the final result of your thesis."

Preparation for the B-Exam

It cannot be said enough: communication is key. You should discuss with your Special Committee, particularly the Chair, the timing of your B-exam and what is expected of you in order to be considered ready to schedule and take the exam. You should also go to one of the Dissertation Seminars which are held a couple times a year by the Thesis Advisor of the Graduate School. The Thesis Advisor also has a web page that will tell you what you need to do in order to get your dissertation approved, including the formatting guide.

As with the A-exam, it would be a good idea to hold a Special Committee meeting as soon as possible after you and your Chair decide the time is appropriate for you to take the B-exam. This way, your entire Committee can be on the same page in regard to your progress and projections for finishing your graduate career.

SEE ALSO:

- Graduate School
- Student Service Center
- Graduate & Professional Student Association
- International Students & Scholars Office (ISSO)
- Gannett Health Services

ALL members of your Special Committee (including the Field-appointed member) must be present at your exam. If it is impossible for one of your minor members to be there, they can appoint a proxy from the same Field and concentration to attend the exam for them.

Give the Committee a couple of dates and times to see which fits everyone the best. You will need a block of 2-3 hours for the exam and one hour for the seminar.

Reserve venues for your seminar and your exam; also reserve any computer equipment that either would require. You should also get the name(s) and phone number(s) of the people in charge of the equipment in the facilities so you know who to call if there is a problem on the day of the seminar/exam.

Your seminar will be open to the Cornell Community and will be the topic of your dissertation research. This seminar usually lasts one hour and is held in a Lecture Hall or Auditorium.

Your B-Exam usually takes place immediately after the seminar. It is held in a smaller room, which makes the exam more personal but also gives you the chance for a short walk between your seminar and your defense.

Fill out the Schedule of Exam Form, obtain the necessary signatures and take it to the Office of Graduate Education at least two weeks before the exam. The OGE will announce your seminar and exam to the CVM Graduate Community.

At least six weeks prior to the exam, unless your Special Committee decides otherwise, you must submit a complete draft of your dissertation to all members of your Special Committee. They will edit it and provide their input to you.

At least five days before your B-exam, you should give each member of your Special Committee a copy of your dissertation that is "complete in all respects and editorially acceptable for final approval."

The Day of the B-Exam

You should feel more comfortable at this stage than you did before your A-Exam. At least one former graduate student characterized his thesis seminar and B-Exam as "fun." However, you should not be complacent so that you are not well-prepared.

Make sure that you get a good night's sleep the night before your seminar and exam.

Get to the seminar room early to set up and make sure all needed equipment is there and working.

Bring a bottle of water to the seminar and the exam.

Have your entire Special Committee sign the Results of Exam Form before they leave the room.

Immediately after obtaining the signature of the Director of Graduate Studies for your Field, bring the form to the Office of Graduate Education. The signature of the Graduate Field Coordinator is also required on the form. This form must be at the Graduate School within business three days of your exam.

Once your B-exam is over and your Results form turned in, you can concentrate on editing your dissertation to comply with your Special Committee's direction and formatting it according the University's specifications. Consult the Thesis Manager web site for further requirements and commencement information.