

**DEPARTMENT OF
MICROBIOLOGY, IMMUNOLOGY, AND CELL BIOLOGY**

WEST VIRGINIA UNIVERSITY HEALTH SCIENCES CENTER

*Doctor of Philosophy
in Immunology and Microbial Pathogenesis*

After completion of rotations in the first year of residence in the graduate program, graduate students will select **an area of research** and **appropriate graduate advisor**.

Advisory Committees

Graduate students, in consultation with their graduate advisor, select a graduate advisory committee made up of at least 5 members. The majority of the members of the graduate advisory committee (to include the graduate advisor) must be **regular members** of the graduate faculty and no more than one member without WVU graduate faculty status may be included. Three of the members of this committee are required to be members of the faculty of the Graduate Program in Immunology and Microbial Pathogenesis at West Virginia University.

In compliance with the WVU Graduate Catalog (page 34) at least one member of the committee must be from a Program other than the one in which the student is seeking a degree. The graduate advisory committee will monitor the student's progress throughout the graduate program, certify admission to candidacy, and evaluate the final oral examination (defense of dissertation). The Scholarship Committee and the Chair of the Department of Microbiology, Immunology, and Cell Biology must approve all exceptions to the above.

Scholarship Committee

The departmental chair will annually appoint a three-member committee to oversee the progress of all students in the graduate program and administer the written preliminary examination. This committee will represent, as best possible, the disciplines of Microbiology, Immunology, and Microbial Pathogenesis. The Scholarship Committee will formulate and administer the written preliminary examination described below. Results of the preliminary examination will be forwarded to the student, the departmental graduate advisor, and the departmental chair.

Progress Assessment

Progress in the graduate program will be assessed by the Scholarship Committee twice a year and by regular meetings of the graduate advisory committee.

The Scholarship Committee will give a formal report on the progress of all students twice a year. The reports will be done at the regular faculty meeting in December after the Fall semester and at the end of the Spring semester, usually at the annual faculty retreat. All students will receive a letter from the Scholarship Committee informing them of their status and of any deficiencies in their file.

Regular meetings of the graduate advisory committee will assess progress in the graduate program. The graduate advisory committee will meet regularly and *at least* once every 12 months to review the academic and research progress of each graduate student. The 12-month period will begin when the student has chosen an advisor and officially enters a laboratory. The advisor will send a written report of these meetings to the Scholarship Committee, the Chair, and the student. A copy of these reports will be kept in the student's permanent file. Students who fail to have a graduate advisory committee meeting at least once every 12 months will have their tuition waiver withheld until a meeting is held. Exceptions to the 12-month deadline must be approved at least one month prior to the 12-month deadline by the chair, the Scholarship Committee, and the graduate advisory committee.

Time limit

According to University guidelines (pg. 33) doctoral candidates must complete the remaining degree requirements within five years of achieving candidacy. The student's graduate committee must approve extensions of the time limit and the student will be required to repeat the candidacy examination.