



Arizona's First University.

College of Medicine Tucson
Department of Immunobiology
Dual Degree Master's Degree
with Amrita Vishwa Vidyapeetham

STUDENT HANDBOOK

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INTRODUCTION AND OBJECTIVES

Welcome to the Immunobiology Dual Degree Master's Program (IMMUMS) at the University of Arizona (U of A) in collaboration with Amrita Vishwa Vidyapeetham. This unique multidisciplinary program encompasses basic and clinical immunology, basic and clinical infectious diseases, mechanisms of vaccines, molecular medicine, and pathophysiology of immunologic and infectious diseases. The primary goal of this training program is to educate and train students in immunobiology at the graduate level, so they are prepared to go into careers that meet the future demands of healthcare needs of the growing and aging population worldwide.

This handbook summarizes the requirements of IMMUMS and the Graduate College of the University of Arizona for obtaining a master's degree. Graduate students are responsible for knowing and fulfilling graduate requirements of both the Graduate College and IMMUMS. This handbook details University of Arizona academic and graduation policies and procedures only. Please consult with Amrita staff to confirm such policies for Amrita Vishwa Vidyapeetham.

ADMINISTRATION

The IMB Master's Advisory Committee, with the approval of the Department Head, administers all aspects of the graduate program including establishment of policies, student advisement, and other matters relevant to graduate education. The Office of International Education at Arizona International is also dedicated to supporting this program and its students. The administrative contacts for the program are given below:

Title	Name	Office	Phone	Email
Program Director	Nafees Ahmad	MRB217A	(520) 626-4790	nafees@arizona.edu
Graduate Program Coordinator	Polly Haffner	MRB 240	(520) 626-0710	phaffner@arizona.edu
Arizona International	Office of International Education	USB 322	N/A	microcampus@arizona.edu

PREREQUISITES

Students entering the IMMUMS Program should have a bachelor's degree in biological/biomedical sciences with at least 6 units of course work in the area of immunology, immunobiology, microbiology, bacteriology, or virology, and a minimum 3.0 GPA. Additional courses in the areas of molecular biology and/or biochemistry would be helpful in evaluation of the applications.

APPLICATION

Students interested in pursuing an MS in Immunobiology must apply through [GradApp](#), the Graduate College Admissions Application website. They should be prepared to submit the following materials:

- Transcripts of all college and university work.
- A two-page (maximum) personal statement outlining their research experience, professional and personal goals they expect to achieve as a result of their graduate work, and why they have chosen to apply to the Immunobiology MS program.
- CV/Resume.
- Skills Statement (200 words or less).
- List of courses enrolled in at Amrita Vishwa Vidyapeetham
- Two letters of recommendation written by faculty, an instructor, or an employer that can speak about their academic and research ability and potential for graduate studies.
- Acceptable English Proficiency credentials, if needed.* A list of the acceptable credentials can be found [here](#).

* Please review the list of countries from the Graduate College website where English Proficiency credentials are required as some countries are exempted from this requirement: <https://grad.arizona.edu/catalog/intladmissionsreqs/>

COURSEWORK

The master's degree in Immunobiology requires a minimum of 30 credits of coursework. *Students must maintain a GPA of 3.0 or higher each semester to meet the degree requirements.*

Core Requirements – 9 units	Credits
IMB 501 Medical Microbiology and Immunology	4
IMB 502 Medical Microbiology Basics	1
IMB 504 Medical Virology Basics	1
IMB 506 Human Immunology	3
Electives – 6 units	Credits
MIC 528R Microbial Genetics	3
IMB 580 Human Medical Virology	3
Transfer Coursework – 15 units	

STUDY PLAN

The following table demonstrates the prescribed study plan for this program. Courses are only offered once per year. Failure to follow the study plan exactly may result in graduation deferral.

Semester 1 - Fall	Credits
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Amrita Coursework Apply to the U of A	N/A
Semester 2 - Spring	Credits
IMB 502 Medical Microbiology Basics	1
IMB 504 Medical Virology Basics	1
IMB 506 Human Immunology	3
Amrita Coursework	N/A
Semester 3 - Fall	Credits
IMB 501 Medical Microbiology and Immunology	4
MIC 528R Microbial Genetics	3
Amrita Coursework	N/A
Semester 4 - Spring	Credits
IMB 580 Human Medical Virology or other available electives	3 N/A
Amrita Coursework	N/A
Graduation Paperwork (GradPath)	

ADVISING

Each student in the IMMUMS program will be assigned a primary academic advisor when they accept admission into our program.

GRADPATH

GradPath is the system used by the U of A Graduate College to track student milestones and progress over the course of their graduate career. For MS students, there are four forms that must be submitted by the students after the end of their final semester in the program. Degrees will not be posted, and diplomas will not be printed, until all these forms are complete:

1. Transfer Credit Form
2. The Responsible Conduct of Research Statement
3. Plan of Study
4. Master's/Specialist Committee Appointment Form (students without a committee will confirm that the advisor reported on the Plan of Study is still accurate)

Please visit <https://grad.arizona.edu/gsas/gradpath> for more information on each form and how to access GradPath.

TRANSFER CREDIT GRADE CONVERSION

To earn their U of A degree, students must transfer at least 15 credits from Amrita. For credits to transfer into the U of A, the Graduate College requires a “B” grade equivalent. The grade conversion from the Indian to the U.S. grading scale will be calculated as follows (see table below). Therefore, for the Amrita credits required for the U of A degree to transfer in, students must earn at least a “B” grade in those credits.

India Grading Scale:	U.S. Equivalence:
O, A+, A, B+	A
B	B
C, P	C
F, Ab	F

STUDENT ROLES IN PROGRAM GOVERNANCE

Student input and feedback are invaluable to building and maintaining a strong training program. Multiple mechanisms are available for students to shape the direction of the program:

First, students meet with the members of Advisory Committee on an annual basis. During these student progress meetings, students can alert the Committee to any issues within the program and can provide constructive feedback and ideas on different elements of the program.

Second, students are encouraged *at any time* to meet with members of the Advisory Committee or the Program Director if they have concerns or ideas regarding the program. Additionally, the Graduate Program Coordinator is available for students to talk to when issues arise.

SATISFACTORY ACADEMIC PROGRESS AND STUDENT APPEALS

Academic Progress. Students are required to demonstrate satisfactory academic progress toward degree completion. Beyond maintaining a minimum 3.00 grade-point average, students are assessed for their progress in many ways. In addition to informal feedback from the student’s advisor, course instructors, and advisory committee, students are formally evaluated by their advisor on an annual basis using assessment tools that are used for specific activities during program courses.

Failure to make satisfactory academic progress is grounds for dismissal by the Dean of the Graduate College. The Graduate College will apply the IMMUMS criteria for satisfactory progress if the program requests a student disqualification. Should the student’s advisor and/or the advisory committee determine that the student is not making satisfactory progress, the

student will be notified in writing, with a copy of this document also sent to the Graduate College. The written notification will include steps for remediation and a timetable in which to complete the steps; these will be determined by the advisor in consultation with the advisory committee.

Incomplete Policy. If a grade of “incomplete” is assigned to a student in any course, it is the student’s responsibility, in conjunction with the Director for that course, to complete this [Report of Incomplete Grade](#). Instructions can be found on the form; they include the development of a plan for timely completion of the requirements for the course. Failure to complete the requirements as stated on the form may constitute a failure to make satisfactory academic progress. In this event, the steps outlined above will be followed. Students have up to one year following the granting of an ‘I’ grade to resolve this issue, otherwise the grade converts to a failing grade.

Student Appeals. Students may appeal or rebut program decisions regarding satisfactory progress. Students should respond to the notification of unsatisfactory progress in writing, through a letter to the Graduate Studies Committee. This will be followed by a meeting with the Committee. The student may also appeal to the Graduate College to determine whether the program followed the established program policies.

Graduate College policies for how to appeal program decisions can be found at the link below, along with information on how to deal with other types of potential grievances by graduate students:

<http://grad.arizona.edu/policies/academic-policies/grievance-policy>

FINANCIAL SUPPORT

The IMMUMS program does not provide financial aid. Students are responsible for all expenses related to completion of the degree requirements, including tuition, mandatory fees, program fees, and course fees where applicable. These expenses are paid through the student's Bursar’s account in UAccess.

ENROLLMENT AND WITHDRAWAL PROCEDURES

If students need to show enrollment verification for any reason, a verification document can be obtained through UAccess. Instructions on how to obtain this document can be found at: <https://arizona.app.box.com/s/v6sci8lyeo95g9tcme6z39h1fcyolgvy>

Alternatively, the instruction document can be directly accessed at: <https://registrar.arizona.edu/records-enrollment/transcripts-verifications/verifications>

Students should not process any U of A enrollment activity. Arizona International will enroll and withdraw students as necessary each term. If students need to withdraw from a class or the entire term, they must inform their Amrita Vishwa Vidyapeetham and University of Arizona

coordinators immediately. Staff will share with students any consequences of withdrawing including any tuition fees still due or adjustments to their study plan. Each U of A course is only offered once per year, so withdrawing from a U of A course or the entire term may result in a deferral of one's graduation term.

Please note that the date for *withdrawing* from a U of A class without penalty depends upon the specific course. Withdrawing after the tuition refund deadline means U of A will request payment for enrollment in the course.

Please note if the course is 9 weeks or less, students will only have one (1) week to withdraw from a course before incurring tuition charges. If the course is 9 weeks or more, it is still recommended to request withdrawal in the first week of class, but students will have two (2) weeks to withdraw from a course before incurring tuition charges.

To review the drop/add policies for the U of A, please visit: <https://registrar.arizona.edu/dates-and-deadlines>

ADDITIONAL INFORMATION

Classroom Behavior Policy:

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.). Students are asked to refrain from disruptive conversations with people sitting around them during lectures. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

Threatening Behavior Policy:

Required language: The U of A Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Accessibility and Accommodations:

Please visit the Disability Resource Center website at: <http://drc.arizona.edu/instructors/syllabus-statement>.

Code of Academic Integrity:

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the U of A Code of Academic Integrity as described in the U of A General Catalog, <https://deanofstudents.arizona.edu/policies/code-academic-integrity>

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://new.library.arizona.edu/research/citing/plagiarism>.

U of A Nondiscrimination and Anti-harassment Policy:

The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

Recommended language: Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students:

U of A Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

Links to information on academic, professional, and personal resources available to graduate students can be found here: <http://grad.arizona.edu/new-and-current-students>

The [U of A Library](#), [IT Support Center](#), and [UAccess Student Center Help Guides](#) are also great resources for student success.