DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY
PHD 2024 DEGREE CHECKLIST

Student Name & PS #: _____   **Advisor**: _____

REQUIRED CREDITS

☐ 72 credits total *(Total credits from required courses/electives: 37 course credits plus 1-15 variable thesis credits (IDM 2021). Up to 15 IDM credits can be used within a semester tolfill any gaps after required courses are accounted for.*

☐ 15 credits in Fall and Spring semesters, 6 credits in Summer semesters within the first 2 years of the program.
   Note: PhD students cannot register for more than 15 credits in a semester *(summer: no more than 6)*

REQUIRED COURSES *(consult [student handbook](#) for the suggested sequence of courses)*
All courses must be passed with at least a "B" (3.0 GPA) or satisfactory. If a lower grade is received, you **must** retake the course.

	Degree Requirements for PhD in Infectious Disease and Microbiology			
	Course number	Course name	Credit	Grade
	IDM 2001	Molecular Biology of Microbial Pathogens	3	
	IDM 2002	Molecular Virology	3	
	IDM 2003	Host Response to Microbial Infection	2	
	IDM 2004	Viral Pathogenesis	2	
	IDM 2014	Functional Genomics of Microbial Pathogens	3	
	IDM 2021 (6 terms)	Special Studies in Microbiology	1-15	
	IDM 2021 (6 terms)	Special Studies in Microbiology	1-15	
	IDM 2021 (6 terms)	Special Studies in Microbiology	1-15	
	IDM 2021 (6 terms)	Special Studies in Microbiology	1-15	
	IDM 2021 (6 terms)	Special Studies in Microbiology	1-15	
	IDM 2021 (6 terms)	Special Studies in Microbiology	1-15	
	IDM 2024	Microbiology Laboratory	2	
	IDM 2025 (4 terms)	Microbiology Seminar	1	
	IDM 2025 (4 terms)	Microbiology Seminar	1	
	IDM 2025 (4 terms)	Microbiology Seminar	1	
	IDM 2025 (4 terms)	Microbiology Seminar	1	
	IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3	
	IDM 2041	Research Ethics and Scientific Communication	1	
	IDM 3440	Vaccines and Immunity	2	
	BIOST 2041	Introduction to Statistical Methods	3	
	EPIDEM 2110	Principles of Epidemiology	3	
	EPIDEM 2161	Methods Infectious Disease Epidemiology	1	
	PUBHLT 2011	Essentials of Public Health	3	
	PUBHLT 2022 (2 terms)	The Dean's Public Health Grand Rounds	0	
	PUBHLT 2022 (2 terms)	The Dean's Public Health Grand Rounds	0	
	PhD Research/Elective Credits		variable	

ELECTIVES (6 credits required)

COURSE # _____   Course Title _____   Credits ____   Grade ____

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REQUIRED EVENTS

Poster presentation at Fall IDM Research Day

All except 1st year student

☐ Year 2

☐ Year 3

☐ Year 4

☐ Year 5

☐ Year 6 – if applicable

PRELIMINARY EXAMINATION *(consult [student handbook](#) for exam requirements)*

Exam usually taken in May or June after first academic year and within 4 weeks after paper distribution

☐ Ensure 3.0 GPA or above

☐ Faculty Prelim Exam Coordinator, Graduate Programs Director, and IDM Academic & Student Affairs Administrator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.

☐ Prepare for exam (4 weeks to prepare)

☐ Pass exam - **Note**: Your advisor cannot be on the examination committee or attend

COMPREHENSIVE EXAMINATION *(consult [student handbook](#) for exam requirements)*

Exam usually taken in June or July after second academic year.

☐ Complete all the required IDM and School courses with a 3.0 GPA or above

☐ Faculty Comp Exam Coordinator, Graduate Programs Director, and IDM Academic & Student Affairs Administrator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.

☐ Attend informal and instructional meeting prior to scheduled exam – follow timeline outlined at this meeting – multiple deadlines

☐ Write abstract and (7 pg.) proposal and have committee chair approve both **before** oral exam

☐ Pass oral exam

SEMINAR PRESENTATIONS

☐ Present at IDM Seminar when scheduled (2nd and 3rd year – 30 minutes, 4th year and beyond – 1 hour)

☐ Will receive evaluations from attendees, and these will be factored into yearly doctoral evaluation

PUBLISHED PAPERS

Required to publish 1 first author paper (invited reviews are excluded from this criterion):

☐ First-Author Publication – Title

F31 GRANT WRITING *(highly encouraged, not required) - consult [student handbook](#) for more information*

After passing the Comprehensive exam and in full-time dissertation research, students who are eligible (US citizen and permanent resident) are strongly encouraged to submit an F31 grant.

- **Sample application**: http://www.nigms.nih.gov/training/indivpredoc/pages/predoctoral-f31-sample-applications.aspx
- **NIH announcement**: http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html
- **Application guide**: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerC.pdf
- **General Tips:** http://www.pitt.edu/~gsiegle/Siegle-f31hints-BehaviorTherapist10_fordistrib.pdf

DISSERTATION *(consult [dissertation guidelines](#) for dissertation requirements)*

Committee Meetings

☐ Establish dissertation committee members with advisor after Comprehensive Exam is passed
Adhere to SPH [committee composition rules](#)

☐ Send dissertation committee to IDM Academic & Student Affairs Administrator for official approval 2 weeks before the 1ˢᵗ committee meeting

☐ Notify IDM Academic & Student Affairs Administrator the date/time of first committee meeting to schedule a room and complete paperwork

Must have a committee meeting every 12 months and no less than 3 committee meetings before graduation

First committee meeting usually held in December post passed comp. exam

☐ **Committee Meeting 1** (Graduation Milestones satisfied: dissertation overview approved, research requirement fulfilled, admit to candidacy)

    ☐ Submit project proposal to all committee members 2 weeks before scheduled meeting

    ☐ Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator

☐ **Committee Meeting 2**

    ☐ Submit project progress report to all committee members 2 weeks before scheduled meeting

    ☐ Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator

☐ **Committee Meeting 3**

    ☐ Submit project progress report to all committee members 2 weeks before scheduled meeting

    ☐ Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator

☐ **Committee Meeting 4 (if needed)**

    ☐ Submit project progress report to all committee members 2 weeks before scheduled meeting

    ☐ Submit Committee Meeting Summary Report to IDM Academic & Student Affairs Administrator

DISSERTATION DEFENSE *(consult [student handbook](#) for dissertation requirements)*

☐ Organize a date/time all committee members can meet

☐ Schedule a room with the IDM Academic & Student Affairs Administrator for the agreed date/time

☐ [Announce defense](#) according to the rules.

☐ Submit dissertation draft to advisor and one other committee member to approve for submission to the entire dissertation committee

☐ Submit dissertation to committee at least two weeks prior to the defense date

☐ Pass Defense

DISSERTATION SUBMISSION *(consult [student handbook](#) to view submission requirements)*

☐ Submit dissertation electronically through [D-Scholarship](#)

☐ [Submit all other paperwork and satisfy requirements by deadlines](#)

☐ Submit 1 hard copy of the approved final bound dissertation to advisor (I don't think anyone does this)

GRADUATION REQUIREMENTS (*follow requirements on the [Graduation webpage](#)*)

☐ Upload and submit draft of dissertation by date detailed on above webpage

☐ Meet with Joanne Pegher to review dissertation formatting by date detailed on above webpage

☐ Turn in required paperwork to Student Affairs by the date detailed on above webpage

☐ Complete Pitt Public Health [exit survey](#)

☐ Complete IDM exit survey – link provided at the time of graduation

☐ Schedule an exit interview with the Graduate Programs Director through the IDM Academic & Student Affairs Administrator