



Yale University

**Graduate Program in Translational Biomedicine**

Handbook for Graduate Students and Participating Faculty

2024-2025

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## Yale Graduate Program in Translational Biomedicine

<https://medicine.yale.edu/ptb/>

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Associate Director: Richard Kibbey, MD/PhD

Co-Directors of Graduate Studies: Megan King & Richard Kibbey

Director of Graduate Admissions: Jonathan Bogan, MD

Program Administrator and Registrar: Kristen Coughlin

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## Fields of Study

Cancer Biology: cancer cell growth control, genome integrity, head and neck cancer, immune checkpoint therapy, kidney cancer, leukemogenesis, metastasis, radiotherapy.

Cell Biology: cytoskeleton, nuclear structure and dynamics, protein glycosylation, cilia.

Cell Signaling: kinases, phosphatases, growth signaling.

Computational Biology: genetic basis of disease, personalized medicine, statistical genetics.

Diagnostics and therapeutics: engineered biologics, cancer diagnostics.

Epithelial cell biology: epithelial patterning, skin development and disease.

Immunology: innate and adaptive immunity, autoimmune disease, immunotherapy, systems biology.

Genetics: disease etiology, rare diseases, birth defects, small RNA, epigenetics.

Lung function: cystic fibrosis, lung disease, idiopathic lung fibrosis.

Maternal-Fetal Medicine:

Metabolism: signaling and systems biology, diabetes.

Neuroscience: pathogenesis of brain disease, neurogenomics, genetic basis of behavioral disorders.

Organ homeostasis and injury: pancreatitis, kidney injury, macular degeneration, skin diseases including rare genetic conditions and scleroderma, vascular disease, osteoporosis, nonalcoholic fatty liver disease.

Physiology: kidney structure and function, polycystic kidney disease, kidney transplant.

## Admissions Requirements

Students seeking admission into the PhD program in Translational Biomedicine (PTB) apply to the Translational, Molecular Medicine, Pharmacology, and Physiology (TMMPP) track within the interdepartmental graduate program in Biological and Biomedical Sciences (BBS), <https://medicine.yale.edu/bbs/molmed/>.

In addition to meeting general BBS requirements, applicants should have a strong background in the biological, chemical, and/or physical sciences. Courses in biology, biochemistry, organic and physical chemistry, and mathematics at least through elementary calculus are recommended. The Graduate Record Examination (GRE) General Test is neither required nor is it accepted as part of the application.

For more information regarding general BBS entrance requirements, please [view the BBS Admission Requirements](#).

## Special Requirements for the Ph.D. Degree

The primary mission of the PTB is to prepare the next generation of translational scientists to be forward-thinking leaders in academic research, medicine, education, industry and society. To achieve this mission, the PTB leverages its interdepartmental structure to break down silos between disciplines and to foster a collaborative community comprised of laboratories from across all the departments at the Yale School of Medicine. The PTB program emphasizes a flexible curriculum, personalized professional development, and a supportive environment in which all participants can reach their full potential.

The first 3 to 4 terms of graduate study are spent in formal course work, independent reading, laboratory rotations and early thesis work. Each student's program of study is designed in consultation with the TMMPP Track Director during the first year and with the PTB Directors of Graduate Studies once the student affiliates with the PTB, typically in the spring of the first year of study and/or fall of the second year of study. The goal is to provide both flexibility, rigor and breadth while ensuring that students are well prepared to meet the PTB course requirements and to have a strong foundation for their thesis research. Students also participate in at least three laboratory rotations during the first two terms.

PTB coursework will include at least five graduate-level courses for a grade that will typically be taken over the first four terms. Students must meet the Graduate School requirement of a grade of Honors in 2 courses, if necessary taking additional courses to fulfill this requirement. The Graduate School requires this requirement be met by the end of the second year.

The year-long graduate seminar course in the TMMPP Track (PTB629a, PTB630b) is required. PTB students are expected to take at least one of the following: PTB550a, PTB690a and/or PTB504a (offered in the fall). Our core course, PTB604b, is offered in the spring and is required. PTB students are also required to take one course in biostatistics (see more below on the range of options). In the second year PTB students are required to take 4 modules (1 year) of the Mentored Clinical Experience (MCE) and the PTB Grant Writing Course, which is taken in the Spring of the second year from January through April.

A qualifying examination is completed during the second year of study, typically in the fall for PhD students and spring for MD/PhD students, and consists of a written research proposal based on the proposed thesis project followed by an oral exam. The qualifying exam in PTB is primarily an intellectual exercise and does not



require preliminary data generated by the student. Within one year after a successful qualifying exam the student schedules the first thesis committee meeting and provides an updated summary of the thesis project (in the form of a revised Specific Aims page and an NIH-style "Introduction" to the revised Aims). At this meeting the student is considered for advancement to candidacy, which must occur prior to the end of Year 3. In addition to all other requirements, students must successfully complete the Responsible Conduct in Research course (PTB650/PHAR 580/C&MP 650/PATH 660) prior to the end of their first year of study. In their fourth year of study, all students must successfully complete B&BS 503, the RCR Refresher for Senior BBS Students.

## MD/PhD Students

MD/PhD students who affiliate with the PhD program in Translational Biomedicine follow a different course than other incoming graduate students, resulting in some modifications of the academic requirements for the PhD portion of the MD/PhD degree. Typically, one or more research rotations are done during the first two years of medical school (in many cases, several rotations are done during the summer between Years 1 and Year 2). No set number of research rotations is required. MD/PhD students officially affiliate with the PhD program in Translational Biomedicine after selecting a thesis adviser and consulting with the Director(s) of Graduate Studies (DGS). MD/PhD students interested in affiliating with the PTB are encouraged to consult with the DGS as early as possible to determine an appropriate set of courses tailored to the student's background and interests.

The courses, rotations, and teaching requirements for MD/PhD students entering the PTB may be modified from the normal requirements for Ph.D. students with permission of the DGS. Although five graduate level courses taken for a grade are required, typically several courses from the first two years of MD/PhD coursework can count towards this total. Below are medical curriculum/MSTP courses that each count as **one** graduate level course:

CBIO 501/502 (Molecules to Systems)

CBIO 600/601 (Science at the Frontiers of Medicine)

MB&B 800 (Advanced Topics in Molecular Medicine)

If you chose alternative or additional courses please contact the DGSs to investigate whether they can contribute to the graduate school requirement.

MD/PhD students must also meet the Graduate School requirement of a grade of Honors in two courses, if necessary, taking additional courses beyond the five required in the department to fulfill this requirement. Students must also maintain an average grade of High Pass in all courses.

The following requirements are waived for MD/PhD students: PTB604 (Organ Systems), PTB600/601 (Mentored Clinical Experience), and the statistics requirement, all of which we have judged to be redundant with the medical school curriculum.

You will be required to enroll in the PTB605 (Grantsmanship and Preparing for Training Award Applications), which is a SAT/UNSAT workshop that should be taken in the spring of your first year in the program (year 3 of the MD/PhD program).

Last, only one term of teaching is required for MD/PhD students.

MD/PhD students will be admitted to candidacy once they have completed their course work, obtained two Honors grades, passed their qualifying exam, and had their dissertation prospectus accepted by their thesis committee.

## Master's Degrees

**M.Phil.** See Degree Requirements under Policies and Regulations.

**M.S.** Students are not admitted for this degree. They may receive this recognition if they leave Yale without completing the qualifying exam but have satisfied the course requirements as described above, as well as the Graduate School's Honors requirement. Students who are eligible for (or who have already received) the M.Phil. will not be awarded the M.S.

## Courses

### Graded Courses

**One of the following cross-listed courses:**

PHAR 504a / PTB 504a, Molecular Mechanisms of Drug Actions;

PHAR 550a / C&MP 550a / ENAS 550a / MCDB 550a / PTB 550a, Physiological Systems; and/or

PATH 690a / PTB690a, Molecular Mechanisms of Disease

**PTB629a / PTB630b, Topics in Translational Molecular Medicine, Pharmacology and Physiology**

PTB coordinators: Christopher Bunick and Megan King (fall) / Emanuela Bruscia (spring)

This course, for all TMMPP track students, is led by track faculty who assign papers from their own group and field for a weekly discussion. Students rotate through taking responsibility for leading the weekly discussion while all students produce a Specific Aims page each week that builds on the assigned literature.

**PTB 604b, Physiologic Function and Cellular Structure of Organ Systems**

Jonathan Bogan

This course is an introduction to the organization and function of cells within complex multicellular systems as encountered in the human body. You will cover major tissues and organs as well as the cardiovascular, immune, and nervous systems, with special emphasis on the molecular and cellular bases of developmental processes and human diseases. Each week the lectures are supplemented with an active learning session including clinical correlations and student presentations.

**Biostatistics:** This requirement can be met by one of numerous courses at YSM and Yale University that best aligns with the individual student's research focus including as examples a two-week general summer intensive course (**IMED 645**) or Introduction to Health Informatics (**BIS560**). Other options should be discussed with your DGS.

### Satisfactory/Unsatisfactory Courses (equivalent to Pass/Fail)

**PTB 605b, Grantsmanship and Preparing Training Award Applications**

### **(SAT/UNSAT – one class per week January through April)**

Megan King and Patrick Lusk

*Objective:* This course seeks to develop skills in scientific writing, preparation of grant proposals, setting training goals, and building a support network for PhD students.

*Approach:* This course is designed to further refine an existing draft of a research and training proposal in the structure of an NIH F31 application in preparation for submission by the April deadline. In addition to providing peer and mentored feedback on the scientific proposal, this course will focus on the preparations of other materials required for the F31 application, including development of a statement of training goals. While student's ineligible (or not intending) to apply for an F31 are welcome to participate (and indeed transferable skills in scientific writing and goal setting will benefit all PhD students), the course will be structured to prepare a full F31 application that can be submitted.

### **PTB610a/PTB611a, Mentored Clinical Experience**

#### **(SAT/UNSAT – two modules per semester, each 4-5 sessions)**

Liza Konnikova and Ric Pierce

This course provides students with a deep understanding of (and appreciation for) the interface between basic biomedical research and its application to clinical practice. The MCE is intended to integrate basic and translational research with direct exposure to clinical medicine and patients afflicted with the diseases or conditions under discussion. As such, the course provides a foundation and a critically important forum for class discussion because each module stimulates students to explore a disease process in depth over four 1½-hour sessions led by expert clinician-scientists. The structure incorporates four perspectives to introduce the students to a particular disease or condition and then encourages them to probe areas that are not understood or fully resolved so they can appreciate the value and challenge inherent in using basic science to enhance clinical medicine.

## **Joining a Lab for the Dissertation Research**

The single most important decision made by a graduate student is the selection of a dissertation advisor and laboratory. Students are encouraged to use the rotations to learn about potential GSAS appointed advisors holistically, taking into account variables such as scientific focus, mentorship style, laboratory resources, and the past training record of the potential advisor. Please note that there are “affiliated” faculty of the PTB who do not hold GSAS appointments. These faculty cannot host rotation students unless a co-sponsor with a GSAS appointment is engaged. Other useful sources of information for potential PIs are prior trainees of the advisor, the Director of Graduate Studies and other faculty. The DGS must approve the selection of a laboratory, which requires commitment on the part of the advisor and their primary department. The selection of a lab marks the assignment of a student from a track to the PTB.

## **Qualifying Examination**

*Format:* The qualifying exam will consist of 1) a written research proposal based on the prospective thesis project and 2) an oral exam in which the student defends the research proposal before a qualifying exam committee.

*Timeframe:* PTB students are expected to prepare for and complete the qualifying exam in the fall semester of the second year. Students needing extra time to prepare for the exam (for example, a student who carried out

additional lab rotations or transferred between labs) may be allowed to have an extension of the deadline or to take the exam in the following spring term, but only with approval from the thesis advisor and the DGS. All students are required to complete the qualifying exam within one year of joining the program.

*Qualifying exam committee (QEC):* The student will assemble a qualifying exam committee of three faculty members (excluding the thesis advisor) in consultation with their advisor and the DGS, who must approve the committee. Students must complete the QEC form to be signed by student, committee members, PI, and DGS. The chair of the committee must have an appointment as a PTB trainer.

*Preparation for the qualifying exam:* The student should develop a one-page outline draft of their proposal in the form of an NIH “Specific Aims” page that will be shared with their committee members in the early fall of their second year (late fall for MD/PhD students), typically two months prior to the exam. The student is encouraged to meet with qualifying exam committee members for advice and guidance in reading the literature.

*Preparation and submission of the written research proposal:* The written proposal should include a single Specific Aims page (Arial 11 pt font, 0.5 inch margins, single spaced) and be in the format of an NIH F31 grant: 6 pages, Arial 11 pt font, 0.5 inch margins, single spaced including figures. The proposal should include a Significance (Introduction) section, Research Strategy section, and References; References do not count towards the page limit. The written proposal should be provided to the committee *at least a week prior to the oral exam date*. Should the proposal be submitted in less than a week’s time, there may be a need to reschedule the defense at the discretion of the qualifying exam committee.

*Oral exam:* The student will prepare an oral presentation that covers the background and topic of their proposal (maximum of ~20 slides). The committee will ask questions both conceptual and technical in nature on topics related to the content of the proposal. At the conclusion of the exam the committee will consider the written proposal and oral defense and unanimously agree on a Pass, Fail, Conditional Pass outcome. In the case of a conditional pass, specific guidance and a timeline will be provided to the student including possible rewriting of the proposal and/or second oral defense. In all cases, students must successfully complete the qualifying exam by the end of their sixth term.

## **Fellowships**

*The NSF GRFP:* There is an annual competition for the NSF funded Graduate Research Fellowship. [Here](#) is the announcement for this year.

Deadline: Oct. 16, 2024

We highly recommend applying for this award in your second year if you are eligible. We will carry out a series of workshops mid-September through the due date to help you prepare. If you are unsure whether your project is appropriate for NSF funding, please attend the first workshop where this will be discussed.

*The NIH F30/31:* The NIH F awards fund students for up to 5 years depending on your specific prior funding and year of study. While you can apply for the F award throughout your graduate school career, we highly encourage you to apply for the spring (April) deadline in your second year. The required grant writing course PTB 605b is designed to help you prepare for this application cycle and will run from January – early April. The course also helps students prepare for alternate grant mechanisms (see below) and, even if you do not apply

for an external fellowship, its focus on defining your training goals and building a support network to help you achieve them will be valuable for all students.

*Other fellowships:* There are numerous other, often more focused, opportunities such as the American Heart Association (<https://professional.heart.org/en/research-programs/aha-funding-opportunities/predoctoral-fellowship> - next deadline September 4, 2024) and the Soros (<https://www.pdsoros.org/> - deadline October 31, 2024). Some involve an internal nomination process, such as the HHMI Gilliam Fellows Program (<https://www.hhmi.org/science-education/programs/gilliam-fellows-program>). The GSAS frequently sends out announcements about opportunities.

## **Prospectus & Thesis Committee**

*Prospectus and Thesis Committee:* Upon completing the qualifying exam and moving towards engaging in full-time research, a thesis/prospectus committee will be formed that will consist of the student's thesis advisor and a minimum of three additional faculty members. Generally, members of the qualifying exam committee will continue on members of the prospectus and thesis committee, but as the thesis project evolves it may make sense to replace committee members as the project focus evolves. This committee will be selected by the student, but each committee must have a Chair who is a PTB-affiliated trainer.

*Timeframe:* The committee must be convened and hold its first meeting (the prospectus meeting) within a year after the qualifying exam, typically prior to the end of the fifth term. Once the student's Prospectus is approved and they are admitted to candidacy, which must occur by the end of the sixth term, the thesis committee will meet at least every six months until the time of degree.

*Format and Prospectus Approval:* One week prior to the prospectus (first thesis committee) meeting, the student will provide the committee with 1) a Specific Aims page that the student has updated from the materials included as part of the qualifying exam; and 2) an "Introduction to revision" page that describes the changes made to the Specific Aims over the first year as the student has engaged in the research project. These documents and the oral presentation by the student will be the basis on which the committee will recommend approval of the prospectus to the PTB DGS, who in concert with the Registrar will oversee the submission of the Prospectus materials and their approval to the GSAS registrar.

*Individual Professional Development Plan (IDP):* Prior to the prospectus meeting (and all subsequent thesis committee meetings) the student is expected to complete an IDP and discuss it with their mentor. For example, use the resource: [myidp.sciencecareers.org](http://myidp.sciencecareers.org) or another similar mechanism. This is a valuable time to step back and assess your accomplishments and future goals and to ensure that your PhD training is preparing you for future success.

*External examiner visit:* Prior to or immediately after admission to candidacy, students are asked to work with their advisor to identify a faculty member from outside Yale who will ultimately serve on their dissertation committee. This individual will be invited as part of the Translational Science Seminar Series in the student's third or fourth year of study to visit Yale, during which the student will have a dedicated hour to present and discuss their thesis research. After the student has prepared the thesis, the external examiner will read the thesis and make suggestions for edits. The external examiner is then invited back to campus (or may participate virtually) in the thesis defense of the student.

## Responsible Conduct of Research

At the start of their first year of study, all master's and Ph.D. students are required to attend sessions on professional ethics, including academic integrity, prevention of sexual misconduct, and discrimination and harassment reporting. Students must also complete an approved online training module in professional ethics before they can register for the spring term of their first year.

## Dissertation

When the student is prepared to ask for permission to write their dissertation, they will convene a meeting of the thesis committee. The student should provide the committee with a written outline of the thesis prior to the meeting. If the progress of the student is deemed sufficient and the thesis outline is approved, the student will be given permission to proceed with writing the thesis and scheduling their defense. Approval of the committee at this stage will be contingent on the student either having a first-author publication (including in press) or having generated a prepared first-author manuscript for submission for publication that is provided to the committee; in most cases this is expected to be available online as a preprint. A complete draft of the dissertation must be distributed to the committee members (including the external examiner) no later than two weeks before the defense is to take place. The thesis defense consists of two parts: 1) An open seminar to which all members of the academic community will be invited; and 2) An oral defense of the thesis, which will include only the student and the thesis committee. When the defense has been completed, the committee will discuss acceptance of the thesis (with or without revisions). Once all changes have been made to the satisfaction of the committee, the student can submit the dissertation and all required paperwork to the GSAS. The dissertation should normally be submitted no later than March of year six.

## Teaching Requirements

All PTB students are required to teach the equivalent of two courses at the TF-10 level (10 hours per week) or one course at the TF-20 level (20 hours per week). These can be chosen from numerous lecture, laboratory and seminar courses offered at the undergraduate, graduate or medical school levels. Students generally teach in the 3rd year but may also begin teaching during the spring of their 2nd year with permission of the thesis advisor and the PTB DGS. MD/PhD students are only required to TA one course at the TF-10 level.

Prior to the first semester of teaching, each PTB student must attend the Teaching @ Yale Day Orientation. Students are also encouraged to take one or more of the short teaching courses and workshops offered by the Poorvu Center for Teaching and Learning.

## Leave of Absence

Students who wish or need to interrupt their study temporarily may request a leave of absence. There are three types of leave—personal, medical, and parental.

General policies, as well as specific requirements for any type of leave may be found at: <http://catalog.yale.edu/gsas/policies-regulations/academic-regulations/#leavesofabsence>

## **Appendix 1: Typical Coursework Timeline**

### ***Term 1 – Year 1, Fall Semester***

One of the following:

Physiological Systems (PHAR 550a / C&MP 550a / ENAS 550a / MCDB 550a / PTB 550a)

Molecular Mechanisms of Disease (PATH 690a / PTB690a)

Molecular Mechanisms of Drug Actions (Phar 504a)

Seminar Course (PTB 629a): Topics in Translational Molecular Medicine, Pharmacology and Physiology

Biostats option 1: Introduction to Health Informatics (BIS560),

Laboratory Rotations

### ***Term 2 – Year 1, Spring Semester***

Physiologic function and cellular structure of organ systems (CBIO 604b / PTB 604b)

Seminar Course (PTB 630b): Topics in Translational Molecular Medicine, Pharmacology and Physiology

Responsible Conduct in Research (“Ethics in Science” PTB 650b)

Laboratory rotation(s)

Biostats option 2: MCDB 452/752 “Biomedical Data Science, Mining and Modeling” (with or without coding) or ENAS 549 “Biomedical Data Analysis”.

### ***Summer Term between Year 1 and Year 2***

Biostats option 3: IMED645 “Introduction to Biostatistics in Clinical Investigation” (two weeks – 10 classes total – daily course that meets during July)

### ***Term 3 – Year 2, Fall Semester***

Medical Research Scholars Program: Mentored Clinical Experience (PTB 610/C&MP 610)(SAT/UNSAT)

Additional electives (if needed or desired)

### ***Term 4 – Year 2, Spring Semester***

Medical Research Scholars Program: Mentored Clinical Experience (PTB 611/C&MP 611)(SAT/UNSAT)

Grantsmanship and Preparing Training Award Applications (PTB 605b)(SAT/UNSAT)

Additional electives (if needed or desired)

**Note:** Students who participate in the Medical Research Scholars Program, which currently serves students in all tracks and PhD programs of the BBS, would participate in an additional year of the Mentored Clinical Experience in Year 3.



## Appendix 2: Schedule of Academic Dates and Deadlines

### Fall Term 2024

#### Date Day Description

Aug. 19	M	New student orientation week begins (mandatory)
Aug. 26	M	Add/drop period opens, 8 a.m.
Aug. 28	W	Fall-term classes begin
Aug. 30	F	Monday classes meet on Friday Due date to notify department of intention to submit dissertation for award of the Ph.D. in December Final day to file petition for M.A., M.S., and M.Phil. degrees to be awarded in December
Sept. 2	M	Labor Day. Classes do not meet
Sept. 10	T	Add/drop period ends, 5 p.m. Final day for registration. A fee of \$50 is assessed for course schedules accepted after this date Final day to apply for a fall-term personal leave of absence. The entire fall-term tuition charge or continuous registration fee (CRF) will be canceled for students who withdraw from the graduate school on or before this date, or who are granted a leave of absence effective on or before this date
Sept. 11	W	Final day to apply for a fall-term personal leave of absence The entire fall-term tuition charge or continuous registration fee (CRF) will be cancelled for students who withdraw from the graduate school on or before this date or who are granted a leave of absence effective on or before this date
Sept. 21	SA	One-half of the fall-term full tuition charge will be canceled for students who withdraw from the graduate school on or before this date, or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated
Oct. 1	T	Due date for dissertations to be considered by the Degree Committee for award of the Ph.D. in December Final date for the faculty to submit grades to replace grades of Temporary Incomplete (TI) awarded during the previous academic year
Oct. 15	T	October recess begins after last academic obligation
Oct. 21	M	Classes resume
Oct. 25	F	Midterm Final day to change enrollment in a fall-term course from Credit to Audit or from Audit to Credit Final day to withdraw from a fall-term course One-quarter of the fall-term full tuition charge will be canceled for students who withdraw from the graduate school on or before this date, or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated
Oct. 31	TH	Readers' Reports are due for dissertations to be considered by the Degree Committee for award of the Ph.D. in December
Nov. 6	W	Final day to withdraw a degree petition for degrees to be awarded in December
Nov. 8	F	Deadline for departments to return Degree Recommendation Forms for December degrees to registrar

## **Date Day Description**

Nov. 15	F	Registration for spring term 2025 opens, 8 a.m.
Nov. 22	F	November recess begins after last academic obligation
Dec. 2	M	Classes resume
Dec. 4	W	Final day to submit petitions for extended registration and Dissertation Completion Status for the spring term
Dec. 12	TH	Classes end Final examinations begin
Dec. 18	W	Examinations end Winter recess begins after last academic obligation
Dec. 19	TH	Registration for spring term 2025 closes, 5 p.m. Date of December degree award

## **Spring Term 2025**

### **Date Day Description**

Jan. 3	F	Final grades for fall-term courses due Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete
Jan. 6	M	Add/drop period opens, 8 a.m.
Jan. 13	M	Spring-term classes begin
Jan. 20	M	Martin Luther King, Jr. Day. Administrative offices are closed. Classes do not meet
Jan. 22	W	Add/drop period closes, 5 p.m. A fee of \$50 is assessed for course schedules accepted after this date
Jan. 24	F	Monday classes meet
Jan. 27	M	Final day to apply for a spring-term personal leave of absence The entire spring-term tuition charge or continuous registration fee (CRF) will be canceled for students who withdraw from the graduate school on or before this date, or who are granted a leave of absence effective on or before this date
Feb. 6	TH	One-half of the spring-term full tuition charge will be canceled for students who withdraw from the graduate school on or before this date, or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated
Feb. 14	F	Due date to notify department of intention to submit dissertation for award of the Ph.D. in May Final day to file petitions for M.A., M.S., and M.Phil. degrees to be awarded in May
Mar. 7	F	Midterm Spring recess begins after last academic obligation Final day to change enrollment in a spring-term course from Credit to Audit or from Audit to Credit Final day to withdraw from a spring-term course One-quarter of the spring-term full tuition charge will be canceled for students who withdraw

**Date Day Description**

		from the graduate school on or before this date, or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated
Mar. 15	SA	Due date for dissertations to be uploaded to DPRS for consideration by the Degree Committee for award of the Ph.D. in May
Mar. 24	M	Classes resume
Apr. 11	F	Registration for fall term 2025 opens, 8 a.m.
Apr. 15	T	Readers' Reports are due for dissertations to be considered by the Degree Committee for award of the Ph.D. in May
Apr. 17	TH	Deadline for departments to return Degree Recommendation Forms for May degrees to registrar Final day to withdraw a degree petition for degrees to be awarded in May
Apr. 18	F	Good Friday. Administrative offices closed. Classes meet
May 1	TH	Classes end Final examinations begin
May 7	W	Final examinations end
May 9	F	Final grades for spring-term courses are due for candidates for terminal M.A. and M.S. degrees to be awarded at Commencement
May 16	F	Registration for fall term 2025 closes, 5 p.m.
May 18	SU	Graduate School Convocation
May 19	M	University Commencement Date of May degree award
May 28	W	Final grades for spring-term and full-year courses due Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete
June 4	W	Final day to submit petitions for extended registration and Dissertation Completion Status for the fall term