

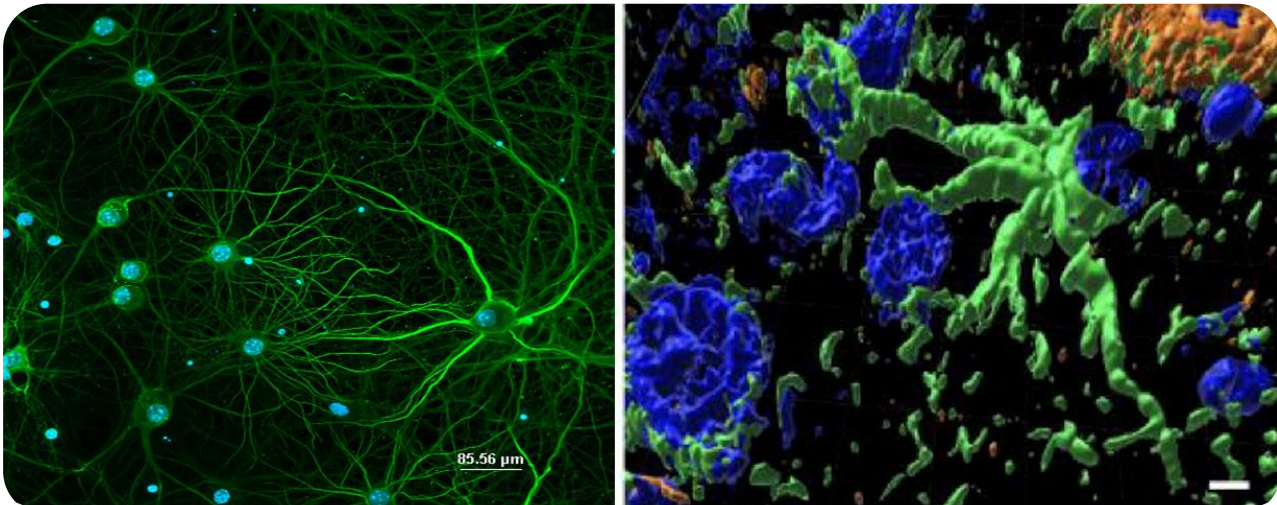
Graduate Student Handbook

Ph.D. Program in Experimental Pathology

Department of Pathology and Laboratory Medicine

Academic Year

September 23, 2024, to June 13, 2025



The left image shows neurons differentiated from CRISPRi-i3N iPSCs containing a doxycycline-inducible Neurogenin 2 (Ngn2) expression which is sufficient to induce the differentiation of embryonic stem cells into mature neurons. Immunocytochemistry was used to stain for MAP2 (microtubule-associated protein 2) as shown in green and the nucleus is in blue (DAPI). The image was made using laser confocal microscopy at 20x with a 2.1 zoom (Martha Madhy Garcia Gacia/A. La Spada Lab).

The right image shows aquaporin-4 (AQP4) in Down syndrome with Alzheimer's Disease. This confocal z-stack image, processed with IMARIS 3D rendering, illustrates beta-amyloid (orange), AQP4 (green), and DAPI (blue). Here, AQP4, a water channel expressed by astrocytes, is distributed across the cell body rather than its typical perivascular localization. This altered distribution has been associated with impaired amyloid- β clearance. The image was captured at 40x magnification as a 10 μ m thick z-stack, with a 3D-rendered scale bar of 5 μ m. (Cherie Stringer/ E. Head Lab).

Foreword

This handbook is designed for graduate students who are performing their Ph.D. thesis research in the Experimental Pathology Graduate Program (EPGP), one of the educational opportunities in the Department of Pathology & Laboratory Medicine. The EPGP originated in 2004 and has successfully produced 23 graduates and currently has 24 students enrolled. Typically, students enter Experimental Pathology following the completion of one of two Charlie Dunlop School of Biological Sciences gateway programs, Cellular and Molecular Biosciences (CMB) or the Interdepartmental Neurosciences Program (INP). Another option is “Direct Admission,” which is usually reserved for students who are nominated by a faculty mentor/advisor for the student to join their lab directly instead of following the completion of a gateway program first. The Experimental Pathology mentors are comprised of faculty who hold a primary appointment in Pathology and faculty who hold primary appointments in other UCI departments with a joint appointment in Pathology (so-called joint appointees). Potential Mentors of direct admit candidates can reach out to Dr. Elizabeth Head for more guidance.

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This handbook is intended to provide you with practical information to guide your research and academic endeavors. Our goal is to make the graduate program one that will enhance your UCI research experience in a way that will have a long-term, positive impact on your scientific careers. For those of you just joining the Department, welcome and we wish you a rewarding scientific experience with us!

Contact Us!

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General Information – Pathology & Laboratory Medicine

The Experimental Pathology Graduate Program office is in room D-440 in the Medical Sciences D building on the western side of the SOM campus where you will find Zahra Daryaei, the Graduate Student Coordinator.

Please work with your PI to arrange mail delivery and to obtain keys to their building and your lab space. Your UCInet ID will allow you access to the California Digital Library, and with it, you will have online access to the majority of scientific journals you will need.

People that you may interact with and their responsibilities include:

Zahra Daryaei, Graduate Student Coordinator	zdaryaei@hs.uci.edu
Rick Koser, HR contact, Purchase Orders	rkoser@uci.edu
Theresa Tran, Purchase Orders, Reimbursements	theret4@uci.edu
Annette Oh, Grants Administrator	annette.oh@uci.edu
Leif Thomas, Purchase Orders	karllt@uci.edu

Parking and Transportation Services provides an escort service from 6:00 a.m. to 1:00 a.m. from one place to another on campus. After 1:00 a.m., the UCI Police will then provide the escort service. The number is ext. 4-7233 (949-824-7233). While crime on campus is low, the escort service should be used if you are leaving your laboratory late at night. Be safe and aware of your surroundings.

General Information – School of Medicine (SOM), PhD Program

The Experimental Pathology Graduate Program is one of five programs in the UCI School of Medicine offering a PhD degree in Biomedical Sciences. The Associate Dean who leads the SOM programs is Dr. Francesco Tombola (ftombola@uci.edu), and the SOM Graduate Studies Director is Leora Fellus (lfellus@uci.edu), whose office is located in the Medical Education Bldg., room 3111.

Insurance, Travel Support and Emergency Loans

The Student Health Insurance Plan (SHIP) is a comprehensive healthcare package available for graduate students (GSHIP). Students are automatically enrolled in GSHIP; however, students have the option to waive coverage, i.e., they have coverage on a different health insurance. In addition to GSHIP, UCI offers various health and wellness programs (please see next section for Health and Wellness Information). For more information, go to: <https://shc.uci.edu/insurance>.

Support for Travel to Conferences. Currently, \$500 per academic year per student is available to attend a relevant scientific conference. Students must have submitted an abstract and be scheduled for a poster or oral presentation to be eligible for the award. If you meet these criteria, submit a request to the SOM Graduate Studies Director (Leora Fellus – lfellus@uci.edu) or Associate Dean Tombola (ftombola@uci.edu).

Emergency loans are available through Financial Aid. The phone number for the Office of Financial Aid and Scholarship is (949) 824-6261.

Health and Wellness

UCI is committed to supporting graduate student wellness through multiple programs and resources. The [Graduate Division's Well-Being Program](#) offers counseling services, wellness workshops, and support groups specifically designed for graduate students. The [Student Wellness & Health Promotion](#) office provides comprehensive health education, mental health support, and wellness programming including stress management workshops, nutrition counseling, and mindfulness sessions. Through the UCI Susan Samueli Integrative Health Institute, students can access evidence-based [integrative health practices and educational resources](#) to support their physical and mental well-being. For concerns related to diversity, equity, and inclusion, the [Graduate Division's Office of Inclusive Excellence](#) offers various support services and programs designed to create an inclusive academic environment.

For a comprehensive overview of available resources, students can access UCI's electronic [Resource Guide for Graduate Student and Postdoctoral Scholar Well-Being](#). Please contact Dr. Hannah Lui Park, Pathology Wellbeing Officer, for more information (hlpark@hs.uci.edu).

Code of Conduct

UCI School of Medicine Statement of Professional Conduct: Graduate Students

Graduate students, as members of the scholarly community, are expected to uphold exemplary standards of professional conduct. Adherence to our principles of conduct, together with solid academic performance, are the pillars of a student's "good standing", which is paramount to student success.

As a community of scholars, we respect the dignity, individuality, and freedom of each member. We seek to enable all members of our community to pursue their educational, scholarly, and career interests in an environment that recognizes both the distinctiveness of each person's experience and the common humanity that unites us all and permits us to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here. We are unwavering in our commitment to a community inclusive of diversity, civility and tolerance in a context of academic excellence.

In all activities, each graduate student is expected to be respectful of the rights and interests of the community and to be personally honest. All students are expected to conduct themselves in a manner compatible with the University's function as an educational institution. Through professional conduct, graduate students are expected to contribute to a School climate in which all community members feel personally safe, heard, valued, fairly-treated and respected.

The key principles of professional conduct include:

Professional Competence and Responsibility: Members of the UCI academic community are committed to engage in the highest levels of competence in teaching, learning, research, and community service and to assist one another nurturing a professional and collegial atmosphere. This

includes communicating in a manner that in no way discriminates against or harasses others, and treats the ideas, scholarship, and interests of colleagues with respect.

Integrity: UCI is an institution of learning, research, and scholarship that stands on integrity. Students must subscribe to the practice of academic integrity and accept individual responsibility for their work and actions. Violations of academic integrity are unacceptable and will not be tolerated because they devalue the teaching and learning experience for the entire community. Observing basic honesty in one's work, words, ideas, and actions is a foundational and fundamental principle all members of the community must uphold.

Respect for Rights and Dignity of All: Essential to the spirit of our academic community is a campus atmosphere conducive to scholarly pursuits and respect for the rights of all individuals. Intimidating, threatening or hostile actions to individuals are therefore regarded as serious offenses. Free speech and peaceful assembly are basic requirements of the University as a center of free inquiry and the search of knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors.

Respect for Diversity: UCI seeks to promote full inclusion of all members and groups in every aspect of University life. Diversity on the basis of race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, veteran status, marital or domestic partnership status, affective or sexual orientation, socio-economic background, and other protected characteristics is a source of strength for the School. We do not tolerate any discriminatory and/or harassing behavior, and will investigate and take immediate action to end, prevent recurrence, and remedy the effects of any hostile environment on affected members of our community.

Appropriate Sexual Conduct: UCI does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. Graduate students undergo mandatory sexual harassment compliance and VAWA training.

Appropriate Use of Electronic Media: When acting as representatives of the School or interacting on official UCI platforms, student responsibility extends to the use of personal computers and social media, which must not violate our professional and academic standards.

Accountability

The School acts on complaints involving professional conduct of graduate students through the Associate Dean or the Office of Graduate Studies.

Observance of University Policies

The School reserves the right to find that conduct not specified herein or in UCI policies constitutes a violation of good academic or professional standing. Department Faculty Graduate Advisors, Chairs, Office of Graduate Studies, or the Associate Dean should be consulted in such instances.

The UCI Student Code of Conduct defines behavior expected of all UCI students. It is each student's responsibility to know and comply. In addition, the violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual to disciplinary action.

On-Campus Housing

UC Irvine offers *guaranteed* on-campus housing to all new doctoral students who are admitted before the housing application deadline of March 1, 2025, for Fall 2025 entry. Eligibility for housing extends for a minimum of three years, with the possibility of lease renewal thereafter. In addition to PhD training

for MSTP students, the on-campus housing guarantee covers clinical training periods. For more information, go to: <https://www.housing.uci.edu/grad/> or contact MSTP administration for additional details.

Graduate & Postdoctoral Scholar Resource Center

The Graduate & Postdoctoral Scholar Resource Center (GPSCR) (<https://grad.uci.edu/services/gpsrc/index.php>) exists to enrich the experiences of the UCI graduate and postdoc community by providing coordinated services, events, programs, information, and support. This includes workshops and tutorials on a wide variety of topics related to personal and professional development (e.g., scientific writing). The GPSRC also serves as a meeting place for students to relax, interact, plan events, share ideas, and network. The GPSRC is located on the third floor of the Gateway Study Center - in between the Langson Library and the Cross-Cultural Center, directly across from Aldrich Hall. The main entrance is located at the rear of the building (facing Aldrich Park). Hours of operation: 9:00 a.m. to 5:00 p.m., Monday through Friday. Phone: (949) 824-3849. Email: gpsrc@uci.edu.

UC Irvine GPS-STEM

Graduate Professional Success for STEM (GPS-STEM) PhDs and Postdocs is a career and professional development program for PhD students and Postdoctoral fellows in STEM. For more information see <https://gps.bio.uci.edu/>. We strongly encourage you to become a member of UCI-GPS as the program offers many seminars and workshops that will help you navigate and prepare for your future career goals.

Fellowship and Training Grant Information

Although applying for graduate fellowships is not formally required, you are highly encouraged to do so. Fellowship/grant writing is particularly valuable for focusing your ideas and research, and if successful, for providing financial support and building your resume/curriculum vita (CV). Information on several federal and private fellowships available to graduate students can be found via the Grad Division website at the following link: <https://www.grad.uci.edu/funding/index.php>. The School of Medicine offers a variety of Fellowships summarized at: <https://medschool.uci.edu/education/graduate-studies/graduate-studies-financial-support>. Your PI/mentor may also know of private foundations that offer graduate fellowships in your research area. Also note that the *Research Insider* – shared weekly from the SOM Dean's office – also provides announcements for fellowships or trainee awards. We encourage you to sign up for and read these emails. Dan Mercola (dmercola@uci.edu) maintains a current list of opportunities.

Your PI/mentor may also have access to training grants (e.g. NIH T32 grants), which can provide stipend and tuition/fee support. Because access to such training grants is very PI-specific, you should inquire with your PI/mentor about these. Be aware that most fellowships and training grants (but not all) require US citizenship or permanent residency (i.e., a green card). A current listing of training grant support can be found at: <https://grad.uci.edu/funding/training-grants.php>. Please note the information we provide about additional curriculum requirements if you are placed on a T32 grant. Training grants and other grants may have course requirements that overlap with the course requirements (see Section

Students Awarded a T32 Training Grant Position) of the EPGP. Contact Dan Merola (dmercoal@uci.edu) who will assist with a resolution.

Direct Admit Graduate Students – Your First Year

Candidates nominated for direct admission by an EPGP faculty member will first submit a graduate school application through the SOM, which will be transferred to the Experimental Pathology Program. Once received, the applicant will be invited by the Experimental Pathology Graduate Program Director, Elizabeth Head, to meet with the EPGP Direct Admissions Committee (currently Elizabeth Head, Hannah Park, Farah Rahmatpanah, and Dan Mercola, Chair). The Committee will provide a letter of support to the Associate Dean with a recommendation for further processing of the application within the department and within the School of Medicine.

For successful candidates, during the first year in the EPGP, direct admissions students are expected to take 3 courses from or courses equivalent to those required for first-year students in the CMB (<https://cmb.uci.edu/cmb-curriculum/>) or INP (<https://inp.uci.edu/curriculum/core-courses/>) Gateway Programs. In some cases, you may have taken these courses or an equivalent, please reach out to the EPGP Director, Graduate Advisor, or Dan Mercola if you have questions. Substitute courses you may take can be determined in discussion with your PI/mentor. Substitute graduate courses of other departments that are recommended are listed on page 12.

Registration and Enrollment

Each academic quarter you are required to register for classes and enroll in a minimum of 12 units for full-time study. Registration is through UCI WebReg (<https://webreg1.reg.uci.edu/cgi-bin/wramia?page=login?call=0014>).

You are responsible for enrolling in the required courses/units prior to the Registrar's deadline each quarter (see **Graduate Courses**, below). You must sign up for the following courses every quarter unless you are in the last year of your dissertation writing phase: PATH 200ABC, PATH203ABC, PATH204ABC, and PATH227. (See below for further description of these courses). Please note that T32 awardees do not need to enroll in PATH 227 (Journal Club) – see section on T32 trainees as these training grants require participation in their own journal review seminar series.

If you do not register on time, you:

- will have to pay late fees.
- will not meet the IRS FICA exemption and thus will be subject to federal deductions from your paycheck.
- must use the online Add/Drop/Change procedure for late registration, including justification for registering late.

IMPORTANT: You must be enrolled in classes and pay any late fees by the end of the 3rd week of the given quarter; otherwise, you will lose your student status and will need to reapply to the program! For US citizens and permanent residents who are non-residents of California during the first year, you should become legal California residents by the beginning of the second year. California residency will eliminate “Nonresident Supplement Tuition” of \$5,034 per quarter for Academic Year (<https://www.reg.uci.edu/fees/2023-2024/graduate.html>).

A petition for California Resident Classification must be submitted by the deadline prior to the quarter for which you will be enrolling. For more information regarding California residency, see the Office of the Registrar's Residency website: <http://www.reg.uci.edu/navigation/residency.html>.

For foreign or international students, non-resident tuition is waived for a period of nine academic quarters (3 years) and reduced to the California resident rate AFTER advancement to candidacy. This reduction in student expenses is substantial. Therefore, advancement to candidacy is recommended by the end of the third year, if not earlier, and completion of the dissertation within nine academic quarters. Fees increase to non-resident levels after the nine academic quarters (so-called "Doc2A" status). For more on the "Doc2A" status and international student requirements see <https://grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>.

When your address or phone number changes, please notify both the Registrar's Office and the grad coordinator in the Experimental Pathology Graduate Program Office.

Preliminary Exams

The EPGP does not require preliminary examinations. Students transferring from CMB Gateway Program, however, will have completed a preliminary examination at the end of this Program and preceding entry into EPGP. Requirements for a preliminary examination for Direct Admissions students may change over time.

Required Graduate Courses

You must enroll in a minimum of 12 units per quarter for full-time study. Every student is required to enroll every quarter in the following courses:

- PATH 200 A, B, C** - Laboratory Research credit (Graded, based on performance). 2-12 units. Your PI will provide your letter grade online.
- PATH 203 A, B, C** - Organized Group Study credit based on readings, discussions, and presentations at lab meetings given within each lab group (S/U, 1 unit). Your PI will provide your grade.
- PATH 204 A, B, C** - **Departmental Seminar Series** credit for attending the departmental Seminar series given by graduate students (Research in Progress, RIP talks, organizer, Dan Mercola), postdoctoral fellows, faculty, and invited speakers (S/U, 1 unit). Student attendance for the seminar series including the Q&A sessions with the invited speakers is mandatory. Guest speaker sessions are often followed by a lunchtime Q&A session with the students (Grading is based on the Q&A session attendance and the RIP presentation) (Invited speakers are organized by Dr. Hannah Park). If you cannot attend a seminar, please let Dr. Dan Mercola (dmercola@uci.edu) and/or Zahra Daryaei (zdaryaei@hs.uci.edu) know, and Zahra can provide the zoom link to attend seminar remotely. (S/U), 1 unit. Missed RIP talks or missed invited speaker meetings may be made-up by reviewing the seminar recording on the *Canvas course website* (<https://canvas.eee.uci.edu/>) and providing to Dan Mercola a short paragraph stating the goal of the presentation. The instructor of record will collect the RIP grades from Dan Mercola and will combine these with the attendance record for the Invited Speaker Series to derive

grades for the course overall.

PATH 227 - Journal Club, offered every fall, winter, and spring terms (organized by Dan Mercola) (S/U, 1 unit). The instructor of record will provide a grade. Enrollment in Path 227 may be waived if the student is currently participating on a T32, which requires attendance in a journal club component.

The instructions for choosing papers for presentation and the guidance for providing the presentation or for developing questions prior to attendance are summarized in **Appendix A**).

The following course is available for students in their final year of study:

PATH 299 - Dissertation in Experimental Pathology. The instructor of record will provide a grade (2-12 units). This course is provided for the preparation and completion of the dissertation required for the Ph.D. degree.

Students that are in their final year should enroll in PATH 299. Students enrolled in PATH 299 do NOT have to continue with journal club PATH 227 or the research courses, PATH 200 & PATH 203. Participation in the seminar series is still required (PATH 204).

From your second through fourth years, you are required to take at least one didactic course per year. A partial list of approved elective courses is provided below. If you and/or your advisor identify a course not on this list, please get approval from the graduate director (Elizabeth Head), co-director (Dan Mercola), or graduate advisor (Edwin Monuki).

Partial List of Approved Elective Courses

PATH 225/M&MG 225	Molecular Mechanisms of Human Disease is currently under revision and may be offered in 2026 (3 units).
PATH 240:	Neuropathology (organizer, Dan Mercola), 3 units.
DEV BIO 210.	Developmental Genetics and Genomics.
DEV BIO 203B:	Developmental and Cell Biology, Graduate tutorial, 4 units.
DEV BIO 231B:	Cell Biology, 4 units.
DEV BIO 245:	Stem Cell Biology, 5 units.
MOL BIO 205:	Molecular Virology, 4 units.
MOL BIO 217A:	Principles of Cancer Biology I
MOL BIO 217B:	Principles of Cancer Biology II
MOL BIO 218:	Clinical Cancer, 3 units.
MOL BIO 399/DC 399:	University Teaching, 4 units. Limited to Teaching Assistants (TAs).
M&MG 206	Regulation of Gene Expression, 4 units.
M&MG 215:	Integrative Immunology, 4 units.
M&MG 222:	Molecular Pathogenesis of Microbial Infections, 4 units.
NB 208A/AN 210A	Systems Neuroscience, 5 units.
NB 207	Cellular Neuroscience, 5 units.
NB 209	Behavioral Neuroscience, 5 units.
NB 232	Physiology of Ion Channels, 5 units.
NB 217	Foundations in Neuroimmunology II, 4 units.
NB 220	Neural Coding, Computation, and Dynamics, 4 units.
NB 227	Bioinformatics and Systems Biology, 4 units.
NEUROBIO 206:	Molecular Neurosciences, 5 units.

Teaching Assistantships and TAPDP Training

Students in the Experimental Pathology Graduate Program are not required to be Teaching Assistants (TAs); however, TA training (TAPDP – Teaching Assistant Professional Development Program) is required once and offered every fall quarter. Although not required, a TA position can be a valuable component of your doctoral training, as many of you will go on to careers that involve teaching and public speaking. SOM Graduate Studies will inquire during the summer for students interested in TA positions for the upcoming academic year and share the names of interested students to the School of Biological Sciences. The School of Biological Sciences will not accept inquiries from students directly. For the fall training session, the Graduate Coordinator will provide the list of names of incoming students who have not participated in TAPDP training previously to either SOM Graduate Studies or the Division of Teaching Excellence and Innovation (DETI), who provide the TAPDP training workshop. (<https://dtei.uci.edu/opportunities/grads-postdocs/ta-professional-development-program/>).

If English is not your first language, you must demonstrate proficiency in spoken English before you can be appointed a TA position. For this purpose, you must take and pass the Test of Spoken English (TSE) or the TOEP (<https://grad.uci.edu/funding/teaching-assistantships/>). Exceptions to this requirement will not be granted. A minimum score of 50 is required for a TA appointment. The TSE is given six times per year at TOEFL test centers. Once you have been appointed as a TA, you should enroll in either Mol Bio 399 or Dev Bio 399 - “University Teaching” and contact the Graduate Coordinator.

More intensive training experiences in teaching are also available. If interested and acceptable to your PI, please contact SOM Graduate Studies (Leora Fellus) for additional information about these programs. Updated additional details of Teaching Assistantships at UCI and aligned with the current Collective Bargaining Agreement are at <https://grad.uci.edu/funding/teaching-assistantships/>.

Having Other Employment Appointments at UCI

Graduate students may have served as paid tutors or have had other jobs outside of UCI during their undergraduate tenure. We ask that you inform your PI/mentor and the Program Director (Elizabeth Head) of these external activities. If you are engaged in an additional employment activity (for example, tutoring) and you wish to continue in this activity, your PI/mentor will need to consider any impact this additional activity may have on your research studies. If your PI/mentor approves of this additional activity, the department will submit to Grad Division a request for exception to policy for your employment beyond 50% for their approval.

Updated additional details for academic student employees at UCI and aligned with the current Collective Bargaining Agreement are at <https://ap.uci.edu/ase/>.

Students Awarded a T32 Training Grant Position

The Department of Pathology & Laboratory Medicine supports training grant awardees and recognizes there are additional journal club requirements for most T32 training grants. Thus, if you are awarded a T32 training grant that requires participation in its own journal club component, you are not required to enroll in Path 227 (Journal Club) while receiving a T32 award. Please email Dan Mercola (course director) and cc the Graduate Student Coordinator with this information.

Pathology Seminar Series

The Department of Pathology & Laboratory Medicine sponsors an Experimental Pathology Research Conferences Series, course “**Path 204**,” which is given by faculty (both invited UCI and non-UCI speakers). Additional sessions will be provided by graduate students, termed Research in Progress (RIP) talks. Currently, the presentations by invited speakers occur on the 4th Monday of every month from 11:00 a.m. to 12:00 p.m. throughout the academic year and the RiP Talks are interspersed between the invited speakers’ dates. Presentations are currently held in-person in Plumwood House/Showa Denko, room 166 and via Zoom. The itinerary for invited speakers includes a one-hour Q&A session with the Experimental Pathology graduate students immediately following the seminar over lunch. Student attendance for this seminar series including the Q&A sessions with the speakers is mandatory. Note: grading for this course is based on seminar and Q&A attendance. Be sure to record your attendance on the seminar sign-in sheets. We solicit suggestions for speakers from graduate students, which serves as a wonderful networking opportunity for students to meet a possible future postdoctoral mentors or collaborators.

Hosting. For each invited speaker, a graduate student will serve as a **student host** (determined by a rota to be provided or hosted by the student who recommended the speaker). Each graduate student will be asked to provide 2-3 invited speaker names each year to Hannah Park, the instructor of record for Path 204, along with several sentences about their research area and why the student would like this person to give a seminar. Speaker suggestions can include investigators in a similar area of study to that of the student (knowledge) and/or the student may have an interest in a postdoctoral training or employment opportunity with that speaker (networking). Dr. Park will send the official invitation to the speaker. When accepted, the student who nominated the speaker will become the student host for that speaker’s visit. **Appendix B** provides further instructions on the expectations for a student host.

RIP talks. Graduate students in the program will present in the seminar series, course **Path 204**, Research-in-Progress (RIP) talks, at least once a year as per the rota organized by Dan Mercola. These oral presentations are an important part of graduate training. The senior students are expected to give longer talks than newly enrolled students. First year students typically give a 15-minute talk toward the end of the academic year often in shared sessions. Second- and third-year students typically give a 30-minute RIP talk. In the fourth year and beyond, students will present their research as formal one-hour seminars. Guidance for the preparation of an RIP talk is in **Appendix C**. Following advancement to candidacy (see below), students are encouraged to coordinate their required yearly meetings with their doctoral committee in conjunction with their yearly **Path 204** RIP talk.

A current 2024-2025 Rota of student RIP presentations and the invited speakers of the Pathology Research Seminars is available from Hannah Park (hpark@hs.uci.edu), Dan Mercola (dmercola@uci.edu) or Zahra Daryaee (zdaryaee@hs.usi.edu).

Independent Development Plans (IDPs)

Students are required to submit a completed IDP to the program director on an annual basis. These forms are to be filled out collaboratively with your PI to clearly establish career development goals as an overview of the previous year and for the upcoming year. An example of the form is attached to this handbook (**Appendix D**). Please note, the program director will use these forms to monitor your progress and aid in giving you opportunities to meet your training/independence goals. IDPs cover the previous year from fall to summer and are due at the end of the Fall quarter. To reduce duplication,

students in the MSTP (MD/PhD dual degree) program are not required to complete an IDP for Experimental Pathology; however, a copy of the completed MSTP IDP should be sent to the Graduate Coordinator in place of their Experimental Pathology IDP.

Quarterly Research Units Work Expectation Document

Each quarter, the graduate student and the mentor will meet to discuss the expectations for the upcoming quarter and complete the “Quarterly Research Unit Work Expectation Document”. This is a relatively brief form that ensures that expectations for the student and the mentor remain aligned. The Graduate Coordinator will remind you by email and provide the form for you and your mentor to sign. Please see **Appendix E**.

Annual Committee Meetings

Students are encouraged to discuss the membership of their advancement/dissertation committee with their PI near the end of second year or early in the third year of EPGP training. This committee will serve as your advancement committee and later, all or some of these committee members will serve as your dissertation committee. The initial/advancement committee will include five members – at least three from the Experimental Pathology Graduate Program (primary or joint-appointed faculty) and at least one “outside” member (i.e., NOT faculty in Pathology). Students select and invite the members of their committee (obtain and retain written acceptances such as emails). Your PI/mentor will serve as Chair of the committee and counts as one of the five members. All members must be Academic Senate faculty (Professor, Professor-in-Residence, or Clinical X Professor series). Academic Senate faculty from other UC campuses may serve as outside members. Exceptions that include non-Academic Senate members (e.g., faculty in the Adjunct Professor, Visiting Professor, Clinical Professor, and Researcher series) may be granted by the Graduate Division Interim Dean Jaymi Lee Smith. Larger committees are acceptable, but it is important to emphasize that the *majority* of committee members must be Experimental Pathology faculty. Once identified, graduate students are expected to meet with their committee annually.

Advancement to Candidacy Committee and Exam

The next step in progress towards the doctoral degree is Advancement to Candidacy (aka the “advancement”). The purpose of this process is to ensure that students have selected an appropriate topic for their dissertation and that completed and planned experimental work is scientifically rigorous and likely to be completed successfully within the “normative” period for graduate study (5 years).

The Advancement to Candidacy exam should be taken **by the end of the summer of the third year of graduate study** (i.e., by the end of the second year in the Experimental Pathology Graduate Program in most cases). Students are encouraged to advance even earlier, if ready. See **Appendix D** for guidelines in arranging your advancement meeting. Students or their PI/mentor may request the student’s portfolio (includes grades) in advance to share with their committee members. Please reach out to the Graduate Coordinator for this information.

In the event that students cannot arrange to have all their faculty committee members present at an advancement meeting, students may set up two smaller meetings to accommodate scheduling challenges. For the final dissertation committee meeting, however, it will be critical that all of the

committee members are present (preferably in person).

Prior to the exam, a written research proposal modeled after an NIH grant application must be submitted to the committee members at least one week before the oral presentation. It should include an introduction, specific aims, background and significance, progress to date (preliminary data), research plan, and literature cited. The general organization of such a proposal can be found on the NIH Website: <http://grants1.nih.gov/grants/funding/phs398/phs398.html>. The proposal should be no more than 15 pages, excluding references and figures. Students will meet with their committee for an oral examination of their proposed thesis plans. We suggest scheduling a 2 hour meeting.

During the exam, students should be aware that they will be asked to leave the room before the presentation, and that extensive questioning and interruptions will likely occur during the presentation. Following or during the presentation, the committee will discuss the proposal with the student. The committee will then excuse the student again from the room for an internal discussion. Immediately after this discussion, the committee will inform the student of their recommendations.

Upon completion of the exam, the committee chair should contact the Graduate Coordinator with the meeting outcome. A PhD Form I is required involving the grad student providing to the Graduate Coordinator the names and email addresses of their committee members, their expected quarter and year of degree completion, and the names of their Doctoral Committee members (note – this can be modified- see the next section). The Graduate Coordinator will submit the PhD Form I via DocuSign (<https://grad.uci.edu/current-students/student-forms/>); this form is not to be submitted by the grad student. Graduate Division will not accept paper forms. The student will also need to pay the Advancement to Candidacy fee (currently \$90) to the Cashier's Office and upload the receipt to the PhD Form I in DocuSign.

Doctoral Committee

After successfully advancing to candidacy, the student will form a Doctoral (or Dissertation) Committee. This committee is composed of at least three members. They may be members from your Advancement to Candidacy Committee (this includes your PI/mentor and two other members of your committee). Should the committee composition change, please let the Graduate Coordinator know and we will draft a letter on the student's behalf from the EPGP program director and addressed to the Dean of Graduate Division for their review. Associate Dean Tombola's team will send the letter to Graduate Division for review and approval. The doctoral committee chair and a majority of members must be Experimental Pathology faculty (either primary or joint appointees), but unlike your advancement committee, there is no requirement to include an outside faculty member. You can also retain more than three members for your Doctoral Committee if you so choose. The committee shall meet with the student no less than once a year to evaluate the student's progress and plans for future work. See **Appendix G** for a copy of Annual Committee Meeting Form. To document that the student has convened a yearly committee meeting, a form obtained from the Graduate Coordinator must be signed by all committee members using DocuSign. This form is included in the student's file. A convenient time to have your yearly committee meeting is at the time of your yearly seminar in the RIP talks of the Pathology seminar series (Path 204). Since RIP dates are fixed in the course rota, associated meetings can be organized well in advance. Additional meetings may be called, as necessary, by request of the student or the advisor. For final dissertation, however, it will be critical that all of the committee members are present (preferably in person).

A "green light" meeting - i.e., a meeting with your doctoral committee **within six months** of your anticipated defense date - is strongly recommended to ensure a successful defense.

Dissertation (Thesis) Preparation and Defense

Written and oral presentations of a student's Dissertation are the criteria for receiving the Ph.D. degree. Prior to scheduling the oral presentation (aka thesis defense), the student should communicate with their Doctoral Committee members and receive approval to schedule the defense. Many graduate students benefit from an additional committee meeting prior to the final public defense (e.g. predefense meeting). For additional guidance, also go to <https://grad.uci.edu/academics/degree-completion/electronic-submission.php>. Among useful links is the UCI Thesis and Dissertation Manual: <https://etd.lib.uci.edu/>. The Archives at the Main Library also have dissertation packets listing all the requirements for your thesis preparation.

The written dissertation should be given to the doctoral committee members at least two weeks before your defense. You will present your dissertation as a public seminar – the oral thesis defense – followed by a question-and-answer period with the audience and then attend a closed-door session with your doctoral committee. After a final private question session, the defense committee will make their final decision on whether the PhD should be granted. Upon completion of the exam, the committee chair should contact the Graduate Coordinator with the meeting outcome. The Graduate Coordinator will submit via DocuSign the PhD Form II – Dissertation Checklist/final degree paperwork packet for the committees' approval and signatures (https://grad.uci.edu/wp-content/uploads/2021/10/PhD_Form_II_DocuSign_Policy.pdf).

The UCs allow for modifications to the dissertation as developed by the student with the committee prior to or soon after the final defense. Recommended modifications to the written Dissertation document may be extensive. Thus, the student should schedule ample time for revisions to the final Dissertation prior to its submission to the Library Archives. Once graduate requirements are completed, students may participate in the UCI graduation ceremony. Exceptions to this policy (i.e., attending the ceremony before completing all graduation requirements) require prior approval. Cap and gown may be rented in advance from the UCI Alumni Association (<https://capandgown.uci.edu/>).

The “normative time to degree” – i.e., the expected length of Ph.D. training – is five years. This period includes both the first year in the Gateway program and the time spent in the Experimental Pathology Graduate Program. The “maximum time to degree” is seven years. Both the mentor and the student should be vigilant regarding the maximum time to complete the degree. Any training beyond the seven-year maximum requires exceptions from Associate Dean Francesco Tombola and the Interim Dean of Graduate Division, Jaymi Lee Smith, and are not routinely approved. We note that the EPGP Director may reach out if there appears to be delays in your timeline to provide guidance and support.

Filing the Dissertation is expected to be submitted and approved by the deadline in the quarter in which the degree is to be conferred. It is required that students be enrolled, and fees current at the time the Dissertation is submitted, including submissions during summer session. The regular degree deadlines are published on the Graduate Division website (<https://grad.uci.edu/current-students/filing-deadlines/>) for each quarter for the advancement to candidacy and final degree paperwork.

A detailed summary of the electronic submission process is the “UCI Thesis and Dissertation Manual, Preparation and Procedures for Electronic (ETD) Submission, Master's Theses and Ph.D. Dissertations, 2024” (most recent) Prepared by: University Archives, the UC Irvine Libraries, University of California, Irvine (<https://grad.uci.edu/current-students/thesisdissertationelectronicsubmission/>).

Modifications for Medical Scientist Training Program (MSTP)

Given the national and local expectations for shorter PhD training for MSTP trainees (four rather than five years), the following modifications of Experimental Pathology Graduate Program guidelines apply to MSTP trainees. All other graduate requirements are as described in this document:

1. Additional coverage of stipends and other training expenses during PhD training may be provided by the MSTP. Please contact MSTP administration for additional details.
2. In addition to PhD training, the on-campus housing guarantee covers clinical training periods; please contact MSTP administration for additional details.
3. There are additional expectations of PI/mentors of MSTP trainees. If your PI/mentor is unaware of these expectations, please refer them to MSTP administration.
4. The first-year PhD coursework requirement is waived. However, consultations with your PI, advancement committee, and/or individual committee members about coursework that would be beneficial to your thesis work are strongly advised.
5. The Experimental Pathology IDP requirement is waived (and covered by the annual MSTP IDP requirement).
6. Employment as a paid tutor for medical students or for other paid activities should be coordinated with MSTP administration.
7. To meet the four-year normative PhD goal for MSTP trainees, advancement to candidacy should occur **by the end of the summer of the second year of graduate study**.
8. Due to the "fixed" clinical re-entry requirements, MSTP trainees should plan on defending and submitting their thesis by the end of April of their re-entry year. If delayed, at a minimum, all *experimental* work for the thesis must be completed by the end of April of their re-entry year.

Year-by-Year Checklist of Requirements for Exp Path PhD

Year 2

- ☐ Sign up for PATH 200, 203, 204, and 227 every quarter
- ☐ Take at least one didactic course
- ☐ Attend seminars (PATH 204)
- ☐ Attend Journal Club (PATH 227)
- ☐ Present RIP Talk in PATH 204
- ☐ Complete TAPDAP training (one time only)
- ☐ Complete annual IDP form by end of Fall Quarter but no later than December 30
- ☐ Complete quarterly Faculty/Student Research Units Work Expectation Document due by end of the first week of every quarter – 4 times
- ☐ Set up Advancement to Candidacy Committee
- ☐ Consider applying for fellowships

Year 3

- ☐ Sign up for PATH 200, 203, 204, and 227 every quarter
- ☐ Take at least one didactic course
- ☐ Attend seminars (PATH 204)
- ☐ Attend Journal Club (PATH 227)
- ☐ Present research seminar in PATH 204
- ☐ Complete annual IDP form by end of Fall quarter but no later than December 30
- ☐ Complete quarterly Faculty/Student Research Units Work Expectation Document due by end of the first week of every quarter – 4 times
- ☐ Consider applying for fellowships
- ☐ Consider attending and presenting at a scientific meeting (in discussion with your PI)
- ☐ Take Advancement to Candidacy Exam (by end of 3rd year)
 - Submit proposal in NIH format (approx. 10-15 pages) to Committee members at least a week in advance
 - Meet with committee members
 - Contact Graduate Coordinator to initiate PhD Form I for committee signatures

Year 4

- ☐ Sign up for PATH 200, 203, 204, and 227 every quarter
- ☐ Take at least one didactic course
- ☐ Attend seminars (PATH 204)
- ☐ Attend Journal Club (PATH 227)
- ☐ Present research seminar in PATH 204
- ☐ Complete annual IDP form by end of Fall Quarter but no later than December 30
- ☐ Complete quarterly Faculty/Student Research Units Work Expectation Document due by end of the first week of every quarter – 4 times
- ☐ Consider attending and presenting at a relevant scientific meeting.
- ☐ Organize and meet with Doctoral Committee (ideally in conjunction with your PATH 204 seminar)
 - Contact Graduate Coordinator for Annual Committee Meeting form for signatures
- ☐ Consider postdoctoral plans

Year 5 and beyond

- ☐ Sign up for PATH 299 every quarter

- ☐ Attend seminars (PATH 204)
- ☐ Present research seminar in PATH 204
- ☐ Complete annual IDP form by end of Fall Quarter but no later than December 30
- ☐ Complete quarterly Faculty/Student Research Units Work Expectation Document due by end of the first week of every quarter
- ☐ Consider attending and presenting at a relevant scientific meeting
- ☐ Meet with Doctoral Committee
 - Get yearly meeting form signed
- ☐ Solidify postdoctoral plans
- ☐ Arrange for your thesis defense after 'green light' meeting
 - Submit written dissertation to Committee members at least two weeks prior to defense
 - Schedule dissertation defense and meet with Committee
 - Contact Graduate Coordinator to initiate PhD Form II for committee signatures
 - Celebrate
- ☐ Submit your dissertation
 - Attend graduation (optional)
 - Celebrate

Current Graduate Students

Daniella Bota

Javier Lepe
Dahlia Ordaz

Dongbao Chen

Alejandra Garcia Salmeron
Olamide Fategbe

Wendy Cozen

Esther Lam

Elizabeth Head

Jeremy Rouanet
Elizabeth Andrews
Cherie Stringer
Jacob Robert Dohl
Justine Aiko Silva
Zoe Julianne Treadwell
Nazek Queder

Al La Spada

Nima Shajarian
Madhy Garcia Garcia
David Luong
Nolan Huck
Sneha Menon
Byeonggu Cha
Kevin Sanchez
Michael Colwin

Shahrdad Lotfipour

Roshae Roberts

Haik Mkhikian

Blake Willaim Krisko

Ed Monuki

Viky Espericueta

Matt Rose

Sarai Santos

Alumni

EL FIKY, ASHRAF	2006
CORNFORTH, ANDREW NIMITZ	2006
GARCIA, ANGIE EVA	2008
FIGUEREDO, SHAREL MENEZES	2010
YANG, JIA-YING JOHN	2010
CROSBY, DAVID CHARLES	2010
KAMDAR, KARISHMA	2010
LLENADO, R. ALAN	2011
DAVIS, JENNIFER SARAH	2011
ESMAILPOUR, TARANEH (Angeloni)	2012
PIO, REBECCA LYNN	2012
BISWAS, MADHURIMA	2012
VERDE, SHAWN	2012
FUNG, ERNEST SIU YIN	2014
LECHUGA, THOMAS JOE	2015
SCHNEIDER, KEVIN	2016
HERNANDEZ, MICHAEL	2017
LOMELI, NAOMI	2019
DOLINKO, ANDREW	2021
DOUGLAS, CHRISTOPHER RYAN	2022
CALDWELL, THOMAS	2023
DEYELL, JACOB	2024
NEEL, MICHAEL	2024

APPENDIX A. Guidance for Journal Paper Presentations.

Basics. All EPGP students enrolled in PATH 227 will provide at least one presentation of a paper from the literature during the first 3 quarters of the 2024-2025 year. A Rota of the dates for each student will be provided. First-year students do not have to make any presentations during the fall quarter. Your assigned dates for presentation are determined by random draw, and the condition that first-year students are exempt from presentation during the first quarter. There are no presentations required on the first Wednesday of each term. The presenter for the second week should circulate the selected paper for presentation on or before the first week in order to provide a week of term time for preparation by everyone.

Journal Club is mandatory except for summer quarter hiatus. Those who seek an exemption from Journal Club to attend a Journal Club associated with a Training Grant, please let Dan Mercola know.

Participation. Participation by non-presenters is not passive. All students should read the assigned paper and prepare at least two questions based on their reading of the paper that will be brought up by you during the discussion of the presentation if not completely clarified by the presentation. Please send your 2 questions to Dan Mercola prior to the date of the presentation. The papers should be read by everyone “critically”, that is logical mistakes by the authors, unjustified conclusions including overstatements, inadequate or omitted controls, etc. should be identified and used for question formation or, for presenter, be made clear in your presentation. The failure of detecting weaknesses or caveats of the paper by presenters or readers should be regarded as being as much their responsibility as for the authors. Presenters should provide critiques within the presentation at the point where the weakness occurs and not just in a table at the end although summary tables are welcome. Please invite comments from the audience.

Paper selection. For your own presentation you may select papers of interest that relate to major areas of pathology research (e.g., Neoplasia; Inflammation; Hematopathology; Genetic Diseases, etc.). The selected papers should be of sufficient quality to have the potential to significantly advance the field. Selected papers may be in the area of your interest but not be hyper focused and should have clear general relevance to a broader area of pathology. Select three candidate papers and forward them to Dan Mercola for final selection at least two weeks before presentation.

If you have a conflict with an assigned date, let Dan Mercola know ASAP. You are free to organize trades of dates with other presenters.

“PowerPoint” is the most common mode of presentation of results material. Additional use of a black/white board is fine. A white board is available in Plumwood auditorium, our venue.

Papers with potential significant impact on a field may suggest authors for invitation for our PATH 204 Research Seminar series. If so, let Drs. Hannah Park and Dan Mercola know.

APPENDIX B. Hosting a Seminar Speaker

Here are some suggestions to help you with your first time serving as a student host for an invited speaker (PATH 204A.B.C) or as a refresher if you have done this already. All of these activities will need to be coordinated with Dr. Hannah Park.

- As the student host, you are responsible for developing a short agenda or itinerary.
- If this will be a zoom speaker, it is reasonable to ask our speaker to dedicate a minimum of 1.5 to 2 hours for the virtual visit. One hour will be for the seminar (Graduate Coordinator will help arrange, she will get the speaker title and have them fill out CEU paperwork) followed by one hour for each meeting. Make sure to save 30 minutes for a graduate student group meeting.
- If the speaker is in person, they will be invited to stay for a full day (arrive the day before and leave the day after). A full day agenda will be developed in collaboration with Dr. Park. A one-hour seminar is priority followed by lunch with the graduate students. For the remainder of the visit, the speaker will meet with faculty or lab teams. Typically a dinner is also provided the evening before or the evening prior to their departure. It can be helpful to ask the speaker if there are faculty they would like to meet, consult with your PI, or you can talk with Drs. Park, Head, Monuki, or Mercola.

For arranging the itinerary, be mindful that UCI faculty have densely booked calendars, and it is important to contact faculty and inviting them to participate in the itinerary should be done as soon as a speaker has accepted the invitation from Hannah Park, usually several months before the actual presentation date.

- You are responsible for an introduction of the speaker – please stay within a 5-minute period (practice is a good idea) – highlighting their research area, accomplishments, and publications. Ask Hannah Park or the Graduate Coordinator for a copy of the speaker's C.V. (to be requested from the speaker upon their acceptance of the invitation).
 - Who are they, what position do they hold and where are they?
 - What is their educational background?
 - Any awards you can highlight?
 - Describe publication record (e.g., how many papers, examples of high impact journals) and mention funding (i.e., funded by the NIH, foundations etc.)
 - Why you invited them to talk?
 - Read out the talk title and thank them for giving the seminar.
 - Remind the audience that they can write questions in the chat or save them for the end.
- When the speaker finishes, you “take the floor” again and ask attendees if they have any questions. Sometimes that may include reading submitted questions from the Zoom chat if they are there. Also – be prepared to ask the speaker a question yourself in case no one else has questions to stimulate discussion. Although our group is pretty good about asking questions.
- When the time comes, close the presentation at the top of the hour (or 5 or so minutes past), you will thank the speaker and attendees and close the seminar.
- Usually at the end of the seminar, a noon meeting of the speaker with the EPGP graduate students takes place, commonly in the Hewitt Hall Conference Room and the remaining appointments of the itinerary follow. Dan Mercola will provide a sign-up sheet for the students at the meeting. The speaker will need to be escorted to the offices etc. of the itinerary meetings.

APPENDIX C. Guidance for Research-In-Progress (RIP).

There will be RIP (Research in Progress) talks planned and provided as a Rota for the academic year 30 weeks over the three quarters). New students do not have to provide a RIP presentation in the first quarter and are scheduled in the last 2 weeks of the third quarter. For new students these are abbreviated presentations and so shared with one other, i.e. two presentations per session.

Please provide draft titles to Dan Mercola ASAP especially if you are scheduled for presentation in the fall quarter. These titles can be changed up to a week before your presentation so please provide draft titles now.

The goal of the RIP is to present a clear explanation of your experimental objective and methods so avoid jargon – shoot for the 5th grader and for clarity. If you get questions, please repeat the question for the audience and the recording (the microphone for the recordings is very insensitive to audience remarks).

Grading (S/U) is based on providing a presentation and on attendance for the whole RIP Rota. A signup sheet will be provided.

There will be light refreshments for all sessions. RIP talks are an excellent and fun way to learn what colleagues are doing.

Participation in the RIP sessions is a required in-person activity of the EPGP. A Zoom link will be available for those who have a conflict or other issues and request the link from Zahra Daryaei.

Some RIP dates occur in “final week” of a quarter usually reserved for preparation for final exams which are rare for graduate courses. If you are taking a course that actually has a final exam in finals week of any quarter, please let Dan Merola know.

APPENDIX D. Independent Development Plan (IDP) Form

Academic Year	Year in Program	Date
---------------	-----------------	------

Name	
Program	
NTTA (Normative Time to Advancement)	
NTTD (Normative Time to Degree)	
Advisor	
Mentor	

Instructions: The student should complete the IDP in preparation for a scheduled meeting with his/her mentor and advisor. The IDP is designed to foster communication in a variety of areas to ensure the student is receiving comprehensive feedback about both his/her progress to date and future expectations. Accomplishments, challenges, and goals should be addressed as well as any performance/progress issues so that both the student and the mentor/advisor have a clear understanding of the student's progress toward the degree.

Academic Course Planning
In order to fulfill my academic goals and maintain NTTD progress, I plan to enroll in these courses.
Annual Goals:
Long Term Plans:

Mentor/Advisor Comments:

Research Planning

I will make progress on my research agenda through the following: (include collaborations, research theories that you've developed, and studies/projects that you've been involved with.)

Annual Goals:

Long Term Plans:

Mentor/Advisor Comments:

Conference/Publications Planning

I plan to attend the following conferences. The professional papers I plan to submit (include publications and submittal deadlines).

Annual Goals:

Long Term Plans:

Mentor/Advisor Comments:

Career Planning

My long and short-term career goals. Skills and competencies I expect to develop and workshops I plan to attend.

Annual Goals:

Long Term Plans:

Mentor/Advisor Comments:

Funding Planning

My plans for securing funding each year of my graduate program. (Include Dept. Funding, External Grants/Fellowships and Summer Internships)

Annual Goals:

Long Term Plans (including funding for dissertations and research projects):

Mentor/Advisor Comments:

Health and Wellness Planning

This section highlights the importance of maintaining work-life balance to increase wellness and decrease risk for work burnout. Examples of health and wellness activities include participating in moderate to vigorous exercise 3 times a week, meditation, time management, eating balanced meals, getting appropriate hours of sleep, and having supportive social relationships.

I will prioritize my health and wellness by regularly engaging in the following personal and/or professional activities:

Weekly:

Monthly:

Mentor/Advisor Comments:

Leadership Development Planning

My leadership skills and competencies are being developed through the following (include positions held, activities and projects, civic engagement activities etc.). My professional leadership aspirations include the following activities:

Annual Goals:

Long Term Plans:

Mentor/Advisor Comments:

Dissertation Progress Planning

I am aware of and am following the Department degree progress expectations through the following steps: (Include plans for committee membership, advancement deadlines and writing schedules).

Annual Goals:

Long Term Plans:

Mentor/Advisor Comments:

Graduate Student Signature

Date

Mentor Signature

Date

- d. Handbook appendices B and C are examples of Departmental forms which may vary in detail from current forms and are provided here for convenience. For UCI Graduate Division forms, note that Graduate Division has transitioned all their forms to online DocuSign forms (<https://grad.uci.edu/academics/DocuSignForms.php>), which are initiated by the grad coordinator, not the student, and electronically circulated to those who must approve by signing. Graduate Division will not accept paper forms.

APPENDIX E. Research Units Work Expectation Form

Quarter/Academic Year (units)	Year in Program	Date
-------------------------------	-----------------	------

Instructor Name	
Student Name	
Department/Program	
Thesis Advisor	

Instructions: Faculty must provide written expectations for all graduate research units. This may be a syllabus, or a brief outline of work expected to be completed within the quarter. Implementation of this new policy will ensure that both the faculty member and graduate student have a clear understanding of expectations of work to be completed within a given quarter. **Faculty and graduate students must hold individual meetings during the first instructional week of each quarter to discuss research work expectations. A signed outline of the work expectations must be submitted to the departmental graduate coordinator by the end of the first instructional week.**

Research Units Work Expectations
Quarterly Goals:

Student Comments:

APPENDIX F. Preparing for Advancement to Candidacy

1. Your PI/mentor agrees that you are ready to advance.
2. You will need a five-member committee of which your PI/mentor is the committee chair. The majority of the members are from pathology, which includes primary and joint appointed faculty, and at least one from an external department, i.e. outside pathology. This will be a discussion with your PI/mentor to determine committee members.
3. Extend invitations to the committee members offering them an opportunity to meet with you for 30 minutes to discuss your overall thesis concept (this helps them to orient).
4. Prepare your advancement document in an NIH fellowship format (e.g., F31/F32). It should include an introduction, specific aims, background and significance, progress to date (preliminary data), research plan, and literature cited. The general organization of such a proposal can be found on the NIH Website:
<http://grants1.nih.gov/grants/funding/phs398/phs398.html>. Arrange a two-hour meeting time with your committee. Remember – this may take several months to organize!
5. One week prior to advancement – share your advancement document with committee members.
6. Preparation of slides for your advancement should include:
 - a. Two-three slides on the courses you have completed and then plan to complete.
 - b. Describe achievements (abstracts, publications, awards, posters, outreach activities)
 - c. Your overarching goal of the dissertation (i.e., overall hypothesis)
 - d. Statement of Aims, rationale, design, methods, preliminary or completed data for each Aim.
 - e. Provide opportunity for feedback (aim for a 45 min talk in total)
7. The advancement will follow the format of greeting your committee, leaving the room for 10 min so that your PI/mentor can discuss progress or concerns with your committee in private. You will return and give your talk. At the end, the committee will ask you to leave again for 10 minutes to discuss approval or suggestions for an update.
8. If requested, the student can also arrange to meet privately with any member of the advancement committee (arrange in advance).
9. If your advancement is approved, either you or your PI/mentor will contact the Graduate Coordinator to initiate via DocuSign the PhD Form I - Advancement to Candidacy for your committee's signatures. Since SOM Graduate Studies requires this form to be submitted by the Graduate Coordinator, you will need to provide to the Graduate Coordinator the names of your Advancement to Candidacy committee members and their email addresses, expected quarter and year of degree completion, and the names of your Doctoral Committee members.
10. Sometimes it's nice to bring a small snack or beverages to your advancement – that is up to your discretion, and we encourage the PI/mentor to cover the costs.

APPENDIX G. Annual Committee Meeting Form

EXPERIMENTAL PATHOLOGY ANNUAL THESIS COMMITTEE MEETING REPORT

NAME: _____

DATE: _____

Quarter and year student entered graduate school _____

Date of advancement to candidacy _____

Projected quarter and year of thesis defense F W S S _____

Date of previous committee meeting _____

Comments from Thesis Advisor:

Comments from committee members:

Comments from the student:

COMMITTEE MEMBERS AND STUDENT SIGNATURES

Name:	Signature:	Satisfactory Progress?
Thesis Advisor: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student signature: _____

APPENDIX H. Timelines for Exp Path PhD program

Yearly Summary of Requirements for Exp Path PhD Students (Table format for students to check off goals as they go)

	Year 1 (direct admits only)	Year 2	Year 3	Year 4	Year 5 and beyond
Enroll in Path 200, 203, 204, and 227 every quarter					
Take at least one didactic course					
Attend seminars and RiP Talks every quarter (Path 204)					
Attend Journal Club every quarter (Path 227)					
Present RiP Talk in Path 204					
Complete Annual IDP Form by end of Fall quarter					
Complete Quarterly Research Units Work Expectation every quarter					
Consider applying for fellowships					
Set-up Advancement to Candidacy Committee					
Annual Committee Meetings					
Consider attending and presenting at a scientific meeting					
Take Advancement to Candidacy Exam					
Organize and meet yearly with Doctoral Committee					
Enroll in Path299					
Make post-doctoral plans					
Arrange for your thesis defense					
Submit your dissertation					