

# Petition to Defend Form



**A Petition to Defend form should be submitted by a graduate student who wishes to petition to defend his/her dissertation before a committee.**

## Instructions:

1. Please type or print clearly into each field.
2. Read and understand Part II to IV, satisfying all University and Program requirements.
3. Complete Part I and V. An incomplete form will not be accepted.
4. Obtain appropriate signatures and submit a copy of the completed form to Lina Hansen ([lhansen@stanford.edu](mailto:lhansen@stanford.edu)). Keep the hard copy for your records.

## Part I: Student Information

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Last Name	First Name	Middle Name	Stanford ID#
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Phone #	E-mail
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Faculty Advisor

## Part II: University Timing and Requirements

- a. Students must be in good academic standing with a GPA of 3.0 or higher.
- b. Must be full time graduate students registered at either 10 units or TGR status.
- c. All university milestones must be met: 1) Qualifying examination process (which for Immunology includes the rotation presentations, and the General Orals and Qualifying Thesis Proposal Examination before the end of 2<sup>nd</sup> year); 2) PhD thesis committee meetings
- d. Complete and submit the following forms: Petition for PhD Candidacy (2<sup>nd</sup> year), Doctoral Dissertation Reading Committee (2<sup>nd</sup> year); and Orals Committee (5<sup>th</sup> year)
- e. Meet with your thesis committee twice in both your 4<sup>th</sup> and 5<sup>th</sup> years
- f. Complete the Center for Teaching and Learning TA orientation as mandated by the University's Academic Senate

## Part III: PhD Immunology Program Timing and Requirements

- a. All coursework must be completed by the 5<sup>th</sup> year
- b. Two TAsip requirement must be completed in the 2<sup>nd</sup> to 4<sup>th</sup> years
- c. The Asilomar poster and talk requirement must be completed in the 2<sup>nd</sup> to 5<sup>th</sup> years
- d. One Science-in-Progress presentation in 3<sup>rd</sup> to 5<sup>th</sup> years
- e. A first author manuscript must be submitted to a journal, and the journal's email acknowledgment of submission must be emailed to the Director of the Immunology Graduate Program Committee. Upon receipt of the journal acknowledgment of submission, the Petition to Defend form can be signed by both the Program Director and the student's PhD thesis advisor.

## Part IV: Dissertation Defense Timeline

**At least two months prior to defense**

- Meet with the PhD thesis advisor and members of the Dissertation Reading Committee and obtain approval to defend; meet twice in the defending year if necessary
- Request your PhD Thesis Advisor to choose the Orals Chair (note: the University has mandated that this is the advisor's, not the student's, responsibility)
- Confirm completion of both university and programmatic requirements
- Submit first author manuscript to a scientific journal, provide email confirmation to Director of the Immunology Graduate Program
- Submit the Petition to Defend to the Director of the Immunology Graduate Program; The defense can't be officially scheduled, and a room can't be reserved until the Petition has been approved by the Director
- Reserve Defense room; if you need assistance, contact the Program Administration Office
- Confirm registration and if necessary, apply to graduate in the defending quarter
- If submitting the thesis to the registrar in the next quarter, complete the Petition for the Winter Quarter

### At least two weeks prior to defense

- Deliver thesis to PhD orals committee
- Email abstract and flyer to Program Administration Office; the orals form will be completed by the Program Administration Office
- Practice presentation; only one slide (and 2-3 minutes of comments) for acknowledgements
- Check audiovisual setup for the defense room
- Post flyers
- Send email announcement of defense

### After the Defense

- Completed and signed orals form should be returned to the Immunology Program Administration Office
- Finish thesis, obtain reading committee members' signatures, and submit to the Registrar. Instructions may be found on: <https://registrar.stanford.edu/students/dissertation-and-thesis-submission>

## Part V: Petition to Defend

I am requesting to defend in the following quarter: \_\_\_\_\_  
*(Quarter and MM/DD/YYYY)*

I have completed the following requirements:

\_\_\_\_\_ University Graduate Forms for Milestones (Petition for PhD Candidacy, Doctoral Dissertation Reading Committee Form, Thesis Committee forms for Years 3 and beyond)

\_\_\_\_\_ TA orientation

\_\_\_\_\_ Teaching Assistantships (2)

\_\_\_\_\_ Asilomar Poster and Presentation

\_\_\_\_\_ Met twice with my Dissertation Reading Committee in my 4<sup>th</sup> and 5<sup>th</sup> years

\_\_\_\_\_ Completion of all required coursework (including 50% attendance at the Immunology Seminar Series, 2<sup>nd</sup> year until quarter before dissertation defense)

\_\_\_\_\_ Med 255, Responsible Conduct

\_\_\_\_\_ Science-in-Progress presentation

\_\_\_\_\_ Submission of First Author Publication and email receipt from Journal

**Permission granted:**

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PhD Thesis Advisor Name

Signature

Date

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Director, Immunology Graduate Program Name

Signature

Date

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Chair, Track 2, Computational and Systems Immunology Name  
*(required for Track 2, CSI graduate students)*

Signature

Date

**For Office Use Only:**

**09/2020**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_