

**SIU School of Medicine/Springfield**  
**Department of Medical Microbiology/Immunology**

**POLICIES CONCERNING GRADUATE STUDENTS**

as of July 2004

**Academic activities**

1. Graduate students are expected to attend all seminars scheduled by the department and the MBMB program, and to make at least one scientific presentation each year.
2. Graduate students are expected to participate in a journal club when available. Current schedules are available from the graduate advisor.
3. It is a responsibility of each student to periodically check the course requirement toward completion of his/her degree. The checklists for both MS and Ph.D are available through the graduate adviser who will help you to meet the requirement.
4. Ph.D students have an option to do a rotation during the first year. The rotation will be registered as "Research". A student can choose up to 3 laboratories and participate in the research activities in each lab for 5 weeks.
5. Each MS and Ph.D. student needs to form a thesis/dissertation committee with a consultation of his/her major advisor during the first year. A thesis and a dissertation committee consist of 3 and 5 graduate faculty members, respectively. The dissertation committee members must include at least one graduate faculty member from outside of the Department. The committee should meet at least once a year.
6. A Ph.D. candidate is expected to publish or submit at least 2 manuscripts as a first author to scientific journals to complete his/her degree requirement.

**Student duty**

1. Graduate students are required to assist faculty members in delivering curriculum to both sophomore medical and graduate students.

**Assistantship and fringe benefit**

1. Twelve-month graduate assistant appointment will be provided, if available.
2. The maximum durations for the assistantship are 2 years for Master's and 5 years for Ph.D.'s course.
3. Tuition, fees and registration are the responsibility of the student. However, students receiving assistantship are waived for tuition.
4. A student health care plan provides for primary care services through the SIU Center for Family Medicine. These physicians are your primary care physicians and are your first contacts when seeking medical care. A referral is required for professional services outside of the Center. For emergency purpose, you must use St. John's hospital to minimize your out of pocket expense. The current plan requires you to pay 20% of the charge and your maximum out-of-pocket expense is \$400/year.

**Absence request**

1. All students who are absent, for other than on ordinary SIU-Springfield holidays, must fill out an “Absence Request” form. This form must be approved and signed by the student’s supervisor/major professor, prior to the initiation of the absence. These forms may be obtained from Risa Kirkpatrick. A student who will be absent for an extended period of time (greater than 3 days) should first consult his/her supervisor/major professor and obtain an approval. For extended absences, the “Absence Request” form must be signed by the supervisor/major professor and submitted to the department chair for final approval. During extended absences, the student’s stipend may be suspended. If a student has questions about a disapproved request, he/she can discuss the issue with the department chair.

**Grievance**

1. If a student wishes to change a major advisor during the course, he/she is allowed to do so. However, for the benefit of both the students and the faculty, they should make every effort to solve the problem. If the both parties cannot come to an agreement, the graduate advisor should be consulted. If the problem still persists, then the thesis/dissertation committee will be called for a meeting. The committee’s decision is considered as final.

**Others**

1. Each student must be individually and financially responsible for producing all drafts and final form typescripts of their thesis or dissertation.
2. Additional policies are left to the discretion of the individual’s advisor.