

**SIU School of Medicine/Springfield**  
**Department of Medical Microbiology/Immunology and Cell Biology**

**POLICIES CONCERNING GRADUATE STUDENTS**

**August 2012**

**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 will be given at the beginning of the semester.
3. It is a responsibility of each student to periodically check the course requirements 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 requirements.
4. All students, except those who are in non-thesis option program, need to form his/her research committee by the **end of the first year**. A student in the MS program needs to choose 3 faculty members including his/her direct mentor, and a student in the Ph.D. program should select 5 graduate faculty members including at least one member from outside the department. The committee will meet either at the end of the first semester or in the beginning of the second semester and discuss the student's overall academic performance. Thereafter, the committee should meet at least once a year immediately after the student presents his/her own research topic at the research seminar which is usually held in the spring semester.
5. 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.
6. Students who received below a 3.00 GPA for two consecutive semesters will lose their stipends and tuition waiver.
7. Attendance at all classes is mandatory.

**Student duty**

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 appointments will be provided, if available.
2. The maximum durations for the assistantship are 2 years for Master's and 6 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 purposes, 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**

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 Cindy Scott or Theresa Casson. 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. The signature of the Journal Club and Friday Seminar coordinators must also be obtained. 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. You must submit your request at least two weeks prior to your date of departure in order to obtain all necessary signatures and approvals.

### **Grievance**

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.