Procedures for ANAT885 Seminar

- 1 hour credit
- Enrollment is required for all Anatomy and Cell Biology (ACB) graduate students with the exception of their final (defending) semester.
- Seminars are held on Thursday afternoons from 3:30-4:30pm in Lied Auditorium. The seminar schedule will be made available to the enrolled students at the beginning of the semester.
- Attendance will be recorded by a sign-in sheet available at the seminar location.
- Students enrolled in the course will be required to attend 80% of the seminars scheduled at the beginning of the semester. Students should notify the course director of unforeseen absences prior to the seminar start time. Sudden illness or emergency-related absences can be acknowledged at a later date.
- A seminar exchange will be accepted for each seminar missed by a student that exceeds the 80% required attendance; however, this cannot exceed 60% of the scheduled seminars. For this to occur, the student must provide proof of attendance at another seminar to the course director. Accepted proof of attendance includes photocopy of notes taken during seminar, photographic evidence of attendance, verification by an ACB graduate committee member also in attendance. Attendance at a conference or societal meeting will be accepted as one substitution.
  
  **Example of acceptable attendance:**
  
  10 scheduled seminars
  Attend 6 ACB seminars
  Attend Society for Neuroscience meeting (provide proof of meeting attendance)
  Attend Institute for Reproductive Health and Regenerative Medicine seminar (submit photocopy of notes taken during seminar)

- Failure to attend 80% of the departmental seminars, with a 60% substitution rate, will result in an “Incomplete” grade. One incomplete grade can be overcome by enrolling in ANAT885 during the semester in which the student will defend (normally waived). Further incomplete grades will require meeting with the course director and ACB graduate director to determine an assignment that will meet the objectives of the course.
- Despite the 80% required attendance (and 60% substitution rate), **it is strongly recommended that all students attend every ACB seminar during the semester.**
- Leaves of absence will be considered by the course director on an as needed basis.