Supplement to Guidelines for Graduate Study  
(9/1/2011)  
Department of Molecular and Integrative Physiology

This document provides supplemental information to the Departmental Guidelines for Graduate Study. Students can also find additional information in the <Graduate School Catalog> and at <KUMC Graduate Studies> and <Department of Molecular and Integrative Physiology> websites regarding KU regulations: general information, admission rules and procedures, description of degrees, University requirements for degrees, comprehensive oral exams, candidacy, dissertations, and final oral exams.

**Selection of a Student Advisory Committee (SAC).** Following a discussion with the mentor, the graduate student should then contact the mutually agreed upon committee members via email/phone requesting their participation. The committee must consist of at least five members of the KU graduate faculty including the mentor, more than five members is acceptable, however, scheduling of meetings becomes more difficult. The Physiology Graduate Program Director should be notified of the SAC committee members once selected and when changes in membership occur.

Make up of the SAC/Dissertation Committee: The mentor serves as the chair of the committee. At least one member must be a tenure-track faculty member with a primary appointment in the Molecular and Integrative Physiology Department. This member is referred to as the Departmental Representative. The Dept. Representative may be the mentor (chair) or another member of the SAC. At least one member must be a tenure-track faculty member at KUMC with primary appointment in a basic science department other than Molecular and Integrative Physiology. This member is referred to as the Graduate Studies Representative. The remaining members must be members of the <KU Graduate faculty>. Graduate faculty membership can be extended to any qualified individual regardless of institutional affiliation. SAC membership is subject to approval by the Director of Graduate Affairs.

**1st SAC meeting** will take place by October 1st of joining the lab, it is preferable to do it earlier before the Fall Semester enrollment deadline. At the first meeting, the Departmental Representative discusses the responsibilities of committee members, and process of the comprehensive exam. The student then presents a short synopsis of their background, course work, future course work, and the area of contemplated research including background and planned experiments. The student, mentor and committee members then address the following issues:

a. Review completed course work and decide what additional course work is appropriate.

b. Discuss the contemplated area of research, appropriateness for a Ph.D., feasibility, etc.

c. Determine a tentative date for the next SAC meeting.

At the completion of the SAC and subsequent Dissertation Committee meetings, the Committee will briefly meet in the absence of the student, where the Committee fills out a <Graduate Student Progress Report>. The student then returns and the committee discusses the report with the student. The student receives a copy of the report and the mentor provides a copy to the Committee and Graduate Program Director.