Supplement to Guidelines for Graduate Study  
(5/24/2016)  
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 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. The Physiology Graduate Program Director should be notified of the SAC members once selected and when any changes in membership occur.

Make up of the SAC/Dissertation Committee: The mentor serves as the chair of the committee. **At least two members must be tenure-track faculty with a primary appointment in the Molecular and Integrative Physiology Department.** These members are referred to as the Departmental Representatives. One of the Departmental Representatives may be the student’s mentor. **At least one other member must be a tenure-track faculty member at KUMC with a 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 September 15 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 to discuss the student’s progress and area of research. The student then returns and the committee will discuss pertinent areas with the student.