

Graduate Seminar Policy

- 1) Graduate Seminar will be held weekly in combination with the department seminar at a fixed time (e.g., early Friday afternoon).
- 2) One credit hour seminar course. The Instructor of Record will be assigned by the SBME Director to run the seminar course.
- 3) PhD students are required to enroll in the graduate seminar course for three times within the first two years.
- 4) Enrolled students are allowed one absence without excuses per semester.
- 5) MS students are required to participate in the graduate seminar course at least for one semester and recommended for two semesters; no enrollment is required since no credit hours can be counted toward their credit hours for the degree; their attendance will be checked by sign-in sheets; allow one absence without excuses per semester.
- 6) Senior Thesis students will be required (course schedules permitting) to attend external speaker seminars.
- 7) Graduate students close to graduation will be invited to make comprehensive research presentations. Other students can be recommended by their advisors to make research presentations there as well.
- 8) Responsibilities
 - a. SBME department office coordinates travel arrangements, schedules external speaker itineraries, processes external speaker reimbursements, handles advertising, does scheduling of grad student speakers, provides refreshments, and takes attendance at seminars.
 - b. Faculty assigned by Director as Seminar Committee are responsible for identifying, inviting, and assigning dates for external speakers, and for coordinating/communicating with SBME staff.
 - c. Instructor of Record is responsible for identifying and inviting graduate student speakers, for ensuring attendance is collected, and for assigning grades.