Policies for the Integrative Pathobiology Graduate Group:

A. Student Advising:

Goals:
1. To create a stronger student advising system
2. To minimize the number of students who are lost to follow up
3. To facilitate early recognition of students with significant delays in their program (e.g. time to QE, time to graduate)
4. To promote early intervention with student/mentor relationships that have failed or resulted in loss of funding or multiple filing fee extensions
5. To develop a stronger base of information that will lead to an outstanding system to track students, track student outcomes and develop predictors of graduate student success

I. Advisers:

At the beginning of each Academic year (by September 15th), the Master Adviser will send out to each adviser a current working list of advisees. The adviser to advisee ratio should be from 1:10 to 1:15 –not to exceed 15 advisees at any time.

There will be 2 meetings with the adviser groups each year. The administrator will work with the Master Adviser to schedule these meetings:

1. Adviser orientation: The first meeting will be an adviser orientation at the beginning of each year (around October 1st). This orientation will be led by the Master Adviser and attended by the Chair of the Graduate Group and all advisers. This meeting will outline the phases of graduate education, provide a forum to update advisers on policy changes and serve as a question/answer period.

2. Advisers review of student progress reports: The second meeting will occur in the early summer (by July 1st) and will be a roundtable review of the progress reports for all students in the group. Staff will provide a spreadsheet with all current student information. Progress reports will be matched up with students in the program to assure that all students are accounted for and progressing satisfactorily. If a progress report has not been filed or if students are identified that are no longer in touch with their advisers, staff and advisers will investigate to determine the root of the problem. The advisers will attempt to contact both the student and their major professor at least twice via phone and email. All correspondences will be copied to the program coordinator for documentation. If contact attempts fail, the student will be considered having withdrawn from the program. If problems are identified, the student, Master Adviser and Chair of the Graduate Group will work to fix the problem.

II. Annual Adviser/Student meeting:
Advisers will meet with students preferably every 6 months but at least once/year to go over their progress and sign the annual progress report. This meeting will occur by June 15th of the year.

Student responsibility: the student will bring a copy of their current transcript (if the student is prior to their QE) and a copy of their progress report from the previous year.

This meeting will include a review of student progress in all areas of the program:

a. Calculations: how long in program, time to QE, time to graduation etc.
c. Review of transcripts if the student is early in program. Are the students successfully passing their coursework? Is the coursework complete and adequate? Are additional courses needed?
d. Discussion should also cover progress in research lab, any personal issues that come up, mentorship, etc. as appropriate.
e. At the end of the 2nd year, a thesis committee should be formed. A progress report will not be signed by the adviser or considered “satisfactory” if a thesis committee is not formed by June 15th of their 2nd year in the program. The adviser should have the student work with their major professor to form this committee.

Post Meeting Actions:

1. Any urgent concerns should be brought to the attention of the Master Adviser or Chair of the Graduate Group. A letter should also be sent to the major professor as necessary.

2. If the QE is not taken by the end of the 3rd year, the student will need to meet with the Chair of the Graduate Group.

3. If the thesis is not filed by the end of the 5th year, the student will need to meet with the Chair of the Graduate Group.

4. If student is on filing fee, then the student will meet with the advisor quarterly. If the student is off site this meeting can be held by telephone. If an extension to filing fee is requested (greater than 2 quarters on this status), then the student will meet with the advisor and Master advisor quarterly until the thesis is filed. The major professor will also be contacted and requested to provide a plan to expedite the completion of the degree.

B. Qualifying Exam (QE):

A. The student should ideally take their QE by the end of their 2nd year in the program.
B. The student will fill out the standard graduate studies form for approval to sit the QE.
C. In addition to this form, the Comparative Pathology Graduate Group has a paragraph that needs to be signed by the Major Professor to assure student readiness and Major Professor awareness of the upcoming QE. This form is available from Jennifer Gouine, your adviser or online.
C. Exit Seminar:

I. An exit seminar is a requirement of this graduate group. The program coordinator (Jennifer Gouine) should be contacted a minimum of 2 weeks prior to student program completion in order to schedule an exit seminar. The student should send to Jennifer an abstract of their thesis which includes the thesis title and title of the seminar (if different). This abstract will be kept on file and also used to advertise the seminar.