

MMI Graduate Student Attendance Policy

All time away is to be approved by the student's major advisor. Additionally, if time away is taking place when a student is registered (or supposed to be registered) for any courses such as Current Topics, Journal Club, Advanced Immunology or Advanced Microbiology, the student is to obtain approval from each course director and/or journal club moderator as applicable ("applicable faculty"). Make up work may be assigned.

Holiday and vacation time: Second year graduate students and above are entitled normal employee university holidays, as well as 15 days of paid vacation time per academic year. However, students are only allowed to miss one class/per course/per semester. Therefore, students are encouraged to take their vacation days in the months of late December/early January, June, or July when course activities are minimal. Vacation days must be pre-approved at least one week in advance by all applicable faculty. If a student needs to use more than one vacation day per class/per course/per semester, time away must be approved by all applicable faculty and the department chair.

Work-related absences: (Examples: attending a conference, busy with large experiment, etc...) Student needs to email applicable faculty at least one week before the planned time away.

Unexcused absences: (Examples: sick, transportation issue, etc...) Unforeseen time away will be approved if the student emails all applicable faculty as soon as possible following the absence. Illnesses lasting longer than one week will require a note from your physician. When unexcused absences are granted, students are still required to complete assigned work. Unexcused absences not approved (e.g., no email sent by student) may result in course failure.

Current Topics/Journal Club Attendance Policy

Students are required to attend all seminars and journal clubs. If you will miss a seminar or journal club, please see the "MMI Graduate Student Attendance Policy" for details on excused and unexcused absences. Students absent due to planned time away, such as vacation, attending conferences, etc..., are required to submit written evaluations of papers prior to their absence or within one week of journal club. Students with unexpected time away need to submit written evaluations within one week of the missed journal club.