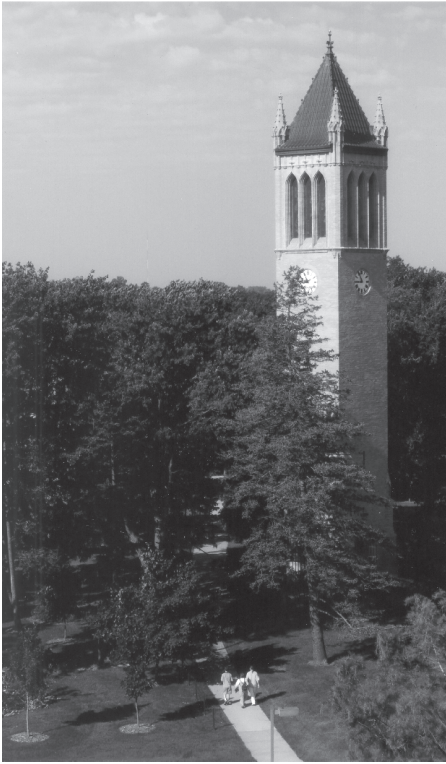


Iowa State University ***Courses and Programs Catalog 2003 - 2005***



The Iowa State University Catalog

The Iowa State University Catalog is a two-year publication which lists all academic policies, and procedures. In addition, it includes information for fees, curriculum requirements and first-year courses of study for over 100 undergraduate majors, course descriptions for nearly 5000 undergraduate and graduate courses, and a listing of faculty members at Iowa State University.

New courses developed and offered since catalog publication can be found on the Web at www.iastate.edu/~catalog/exp/.

Every effort has been made to make the catalog accurate as of the date of publication, however, all policies, procedures, fees, and charges are subject to change at any time by appropriate action of the faculty, the university administration, or the Board of Regents, State of Iowa.

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Academic Calendar 2003 - 2005

Fall Semester 2003

Classwork begins
Monday, August 25

University holiday, offices closed
Monday, September 1

Thanksgiving break, classes recessed,
Monday through Friday, November 24-28

University holidays, offices closed
Thursday and Friday, November 27-28

Classes resume
Monday, December 1

Commencement
Friday and Saturday, December 19-20

University holidays, offices closed
Thursday and Friday, December 25-26

Spring Semester 2004

University holiday, offices closed
Thursday, January 1

Classwork begins
Monday, January 12

University holiday, offices closed
Monday, January 19

Spring break, classes recessed
Monday through Friday, March 15-19

Classes resume
Monday, March 22

Commencement
Friday and Saturday, May 7-8

Summer Session 2004

Classwork begins Session I
Monday, May 17

University holiday, offices closed
Monday, May 31

Classwork begins Session II
Monday, June 14

University holiday, offices closed
Monday, July 5

Commencement
Saturday, August 7

Fall Semester 2004

Classwork begins
Monday, August 23

University holiday, offices closed
Monday, September 6

Thanksgiving break, classes recessed
Monday through Friday, November 22-26

University holidays, offices closed
Thursday and Friday, November 25-26

Classes resume
Monday, November 29

Commencement
Friday and Saturday, December 17-18

University holidays, offices closed
Thursday and Friday, December 23-24

Spring Semester 2005

University holiday, offices closed
Friday, December 31

Classwork begins
Monday, January 10

University holiday, offices closed
Monday, January 17

Spring break, classes recessed
Monday through Friday, March 14-18

Classes resume
Monday, March 21

Commencement
Friday and Saturday, May 6-7

Summer Session 2005

Classwork begins Session I
Monday, May 16

University holiday, offices closed
Monday, May 30

Classwork begins Session II
Monday, June 13

University holiday, offices closed
Monday, July 4

Commencement
Saturday, August 6

*Approved by the Board of Regents,
State of Iowa*

The University

Iowa State University is one of the most respected land-grant universities in the nation. Created by the Iowa General Assembly in 1858, the Iowa Agricultural College and Model Farm was designated the first land-grant college when Iowa became the first state to accept the terms of the federal Morrill Act in 1864.

The act allowed Iowa to sell federal land to finance a new college open to all, regardless of wealth, race or gender; offering a practical education in engineering, agriculture and military science as well as classical studies; and sharing research knowledge with all Iowans. Iowa State University officially opened in 1869 and was the first coeducational land-grant school.

In 1903, the nation's first cooperative agricultural extension program was launched when Iowa State professors worked with farmers and county governments to establish demonstration farms and institutes.

It is our institutional commitment to the founding land-grant principles that has produced alumni who are leaders in their professions, research that has forever changed our society and knowledge-based information that has assisted the citizens of our state, nation and world community.

Mission, Role and Scope Statement

(Approved by the Board of Regents, State of Iowa, November 1989); also see www.iastate.edu/~president/2005/plan/mission.html

Mission Statement

Iowa State University of Science and Technology is a public land-grant institution serving the people of Iowa, the nation, and the world through its interrelated programs of instruction, research, extension, and professional service. With an institutional emphasis upon areas related to science and technology, the University carries out its traditional mission of discovering, developing, disseminating, and preserving knowledge.

Iowa State University provides high quality undergraduate programs across a broad range of disciplines, as befits the institution's stature as a university. In its dedication to excellence in learning, the University strives to instill in its students the discernment, intellectual curiosity, knowledge and skills essential for their individual development and their useful contribution to society. A common goal of undergraduate education is to assure that all students, regardless of disciplinary major, acquire literacy in science and technology, an understanding of humane and ethical values, an awareness of the intellectual, historical, and artistic foundations of our culture, and a sensitivity to other cultures and to international

concerns. Consonant with its role as a teaching and research institution, Iowa State University has a strong commitment to graduate education that, at both the master's and doctoral levels, emphasizes the development of professional, research, and scholarship skills.

As an integral part of the learning process, Iowa State University fosters the discovery and dissemination of new knowledge by supporting research, scholarship, and creative activity. The University also uses existing knowledge to address problems and issues of concern to the state of Iowa in particular, as well as to the national and global community. The University's endeavors in discovery and innovation are supported by public and private resources and are conducted in an environment of open scientific inquiry and academic freedom.

Engagement through extension, professional service, and continuing education activities is achieved through innovative and effective outreach programs that provide the people of Iowa, and beyond, with practical knowledge and information derived from leading discovery, innovation, and learning/instructional efforts at Iowa State University and elsewhere. Through engagement, the University stimulates and encourages progressive change.

Iowa State University enrolls academically qualified students who represent diverse age groups, socioeconomic levels, racial ancestries, ethnic heritages, and international cultures, and who provide a gender balance. Through the use of a variety of educational opportunities, advanced instructional technologies, and student services, the University supports the development of both traditional and nontraditional students, preparing them for citizenship and lifelong learning in a rapidly changing world.

Finally, Iowa State University participates in international efforts to alleviate world hunger and poverty, to prepare students and faculty to be productive and responsible citizens of the world, and to contribute to increased cultural, educational, economic, scientific, and socio-political interchange and understanding between and among Iowans and other members of the world community.

Through its mission, Iowa State University supports the Board of Regents, State of Iowa, in becoming an exemplary model of governance and stewardship of resources, and the best enterprise of public education in the United States.

Role Statement

The role of Iowa State University is defined by the institution's status as the state of Iowa's land-grant university and by its relationship to the other institutions of higher education within Iowa.

- Iowa State University must strive to develop and maintain learning, discovery, and engagement programs that fulfill the responsibilities of a major land-grant institution.
- Iowa State University shares with the other public institutions of higher education within Iowa the joint responsibility of providing a full range of high quality educational opportunities. Coordination among these institutions with respect to programs, clientele, and geographic areas is necessary to ensure that the priority needs of all Iowans are addressed and to avoid unnecessary duplication.
- Iowa State has a statewide system for extension education and information dissemination.
- Iowa State continues to be a leading higher education institution with institutional emphasis on science and technology.
- Consistent with its historic role, Iowa State University contributes to the economic development of the state of Iowa by attracting public and private organizations seeking proximity to leading authorities in particular fields, by participating in technology transfer, and by assisting efforts to strengthen and diversify the economic base of Iowa.
- Iowa State University assumes responsibility for helping to protect, maintain and improve Iowa's natural resources through the discovery and diffusion of knowledge and technology.

Scope Statement

Consistent with the University's role and mission statements, the current scope of Iowa State University is described below.

- Iowa State University of Science and Technology, a broad-based university with an orientation towards science and technology, has sufficient scope and depth in its learning, discovery, and engagement functions to enable it to continue to be a distinguished land-grant university. In addition to its undergraduate and graduate work in the physical, biological, mathematical, and social sciences, it will maintain and develop strong undergraduate programs in the arts and humanities, and will offer such master's and Ph.D. programs in this area as are justified to meet the needs of the state of Iowa and to maintain the overall strength and desirable balance of the University as a whole.

- In Iowa State University's professional programs, principal emphasis will be given to the maintenance and development of strong programs in the sciences, agriculture, engineering, veterinary medicine, design, education, business, and family and consumer sciences. Interdisciplinary programs are offered that seek to combine the perspectives and methods of more than one discipline to better address the questions and problems confronting Iowa, the nation, and the world. The international efforts of Iowa State University are to be expanded and enhanced.

- Iowa State University will offer no major undergraduate or graduate programs in law, library science, human medicine, dentistry, pharmacy, nursing, hospital administration, occupational therapy, physical therapy, or speech pathology.

- Future programs will be determined by the continuing assessment of existing programs and of developing needs. Programs will be curtailed or eliminated when the assessment of need and resources dictates that the resources could be better used for other programs. The University approaches the addition of new programs with considerable caution. Generally, new programs are fashioned out of existing programs in response to developing needs. But if the University is to remain vital, it must be prepared and able to develop, at appropriate times, new programs that are within its general mission and that meet the changing needs of the students and society.

Iowa State's Values

As Iowa State University works toward creating an environment where continual learning serves the promises of a better world, all members of the university community are called upon to act in harmony with core values. Also see www.iastate.edu/~president/2005/plan/core.html

- Land-grant values: *access* to education and success; *learning*, encompassing practical and liberal education; *discovery*, encompassing basic and applied research; *engagement*, encompassing service and outreach
- excellence
- quest for knowledge
- shared leadership
- integrity
- commitment
- collaboration
- mutual respect
- inclusiveness
- global perspective

Nondiscrimination and Affirmative Action Policy

Iowa State University is committed to developing and implementing a program of nondiscrimination and affirmative action, a responsibility the university accepts willingly because it is the right and just thing to do. Because an educational institution exposes the youth of Iowa and of the nation to a multitude of ideas that strongly influence their future development, it is an area of our society where removing barriers is critical. ISU insists on promoting the concept of inclusion and participation.

This commitment is part of a larger commitment to developing a safe and supportive climate for all members of the ISU community in classrooms and laboratories, in offices, in the residence hall system, and throughout the campus. Iowa State University recognizes that a nondiscriminatory environment complements a commitment to academic inquiry and intellectual and personal growth.

The goal is to provide a nondiscriminatory work environment, a nondiscriminatory living and learning environment and a nondiscriminatory environment for visitors to the campus. Iowa State University herein recommit itself to comply with all federal and state laws, regulations, and orders, including the policies of the Iowa Board of Regents, State of Iowa, which pertain to nondiscrimination and affirmative action. All administrators and personnel providing input into administrative decisions are directed to ensure that all decisions relative to employment, conditions of employment and access to programs and services will be made without regard to race, color, age, religion, national origin, sexual orientation, sex, marital status, disability, or status as a U.S. Vietnam Era Veteran.

Exceptions to this directive may be made in matters involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce underutilization, and/or where this policy conflicts with federal and state laws, rules, regulations, or orders. Iowa State University does not and will not tolerate unlawful discrimination. Iowa State will recruit, hire, train and promote persons without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. Iowa State University will base employment decisions so as to further the principle of equal employment opportunity and diversity.

No otherwise qualified person will be denied access to, or participation in, any program, activity, service, or the use of facilities on the basis of factors previously enumerated. Reasonable accommodation will be made to facilitate the participation of persons with disabilities in all such activities consistent with applicable federal and state laws, orders and policies.

Further, all supervisory personnel will be responsible for maintaining an environment that is free of racial, ethnic or sexual abuse and harassment. The university has adopted policies and procedures on Racial and Ethnic Harassment and Sexual Harassment. Copies of these policies and procedures may be obtained from the Affirmative Action Office, at the address listed below. Acts by anyone that adversely affect another person's employment, conditions of employment, academic standing, receipt of services, and/or participation in, or enjoyment of, any other activity, will be regarded as a violation of university policy and thereby be subject to appropriate disciplinary action. Retaliation against persons filing complaints, for bringing the violation of this policy forward for review, or for assisting in a review, pursuant to a filed complaint or grievance, is prohibited.

Iowa State University's commitment to nondiscrimination and affirmative action is of the highest priority and is to be adhered to as such. It applies to all university-sponsored programs and activities as well as those that are conducted in cooperation with the university.

Iowa State University has designated Carla Espinoza as the affirmative action officer and assigns overall program responsibility to her as the Director of Affirmative Action. Questions regarding complaints and/or compliance with affirmative action or equal opportunity should be directed to:

Carla Espinoza
Iowa State University
Ames, IA 50011-2038
515-294-7612.

Iowa State's Points of Pride

-The world's first electronic digital computer was developed at Iowa State by math and physics professor John V. Atanasoff and graduate student Clifford Berry, in the late 1930s. Their invention, the ABC computer, has been called the most important technological innovation of the 20th century.

-The university is a leader in virtual reality research and its most advanced virtual reality theater, the C6, is the nation's first six-sided theatre that totally immerses the user in images and sound.

-Iowa State's faculty are recognized for their scholarly efforts. Fifty serve as editors of national or international academic professional journals and almost 300 serve on editorial or advisory boards of such journals.

-Iowa State is a member of the prestigious Association of American Universities, which has a membership of only 62 major research universities in the United States and Canada.

-Iowa State's learning communities program for undergraduate students is one of the top five such programs in the nation.

-The university is consistently listed among the top schools for enrolling National Merit Scholars.

-Every state and more than 100 foreign countries are represented in Iowa State's student body.

-Iowa State students have a reputation for winning national and international awards. Over the past two years they have won such contests for apparel design, NASA food technology, news writing, and music composition

-Iowa State is nationally ranked for its beautiful campus and its central campus has been honored by the Association of Landscape Architects as one of only three university Centennial Medallion sites in the nation.

-Iowa State's 400 works of art on campus make its collection the largest in any public university in the nation.

-Iowa State's Reiman Gardens has been recognized for having the nation's most outstanding public rose garden.

-Iowa State holds the record for making the world's largest Rice Krispie Treat, according to the *Guinness Book of World Records*. Mildred Day, an Iowa State alumnus, helped create the recipe for the popular snack food.

-Iowa State graduate Cael Sanderson's perfect collegiate wrestling record of 159 wins has been recognized by *Sports Illustrated* as the second most impressive feat in college sports history.

Strategic Plan—To Become the Best Land-grant Institution in the Nation.

The aspiration to become the nation's best land-grant university was set forth in the strategic plans that have guided Iowa State University since 1990, and Iowa State's plan for 2000-2005 continues this commitment. In addition, Iowa State's strategic plan reflects the expectations of the Board of Regents, State of Iowa, Strategic Plan and its four key result areas of quality, access, diversity, and accountability.

The Engaged University

In order to become the nation's best land-grant university, Iowa State embraces the concept of engagement as defined by the Kellogg Commission on the Future of State and Land-Grant Universities. Engagement is an evolution and a transformation of traditional outreach. It is two-way outreach; an institution reaching out to provide programs and services to constituents, resulting in a greater connectedness between public universities and the larger society they serve. Intrinsic to engagement is the creation of partnerships with government, business, and the nonprofit world. These partnerships are defined by mutual respect for what each partner brings to the table in addressing the issues that confront us. This definition of engagement encompasses all aspects of our mission—academic and research programs, as well as extension and other outreach programs and services.

Goal 1: Learning—Enhance learning through exceptional learner-centered teaching, services, and enrichment opportunities.

Iowa State believes that learning is at the heart of our university. It occurs in many contexts and by all members of the community. As a land-grant institution, Iowa State University is among the world leaders in providing postsecondary access. However, access to success through Iowa State University will mark our commitment to enhancing learning, and it will be accomplished by providing exceptional learner-centered teaching, services, and enrichment opportunities; and by paying attention to lifelong learning needs.

Goal 2: Discovery—Promote discovery and innovation characterized by preeminent scholarship, including increasingly interdisciplinary and collaborative activities.

Iowa State believes that discovery and innovation characterized by preeminent scholarship encompassing research, creative activities, teaching/learning, and extension/professional practice, will mark our commitment to discovery, thereby enhancing our national and international distinction. Institutional agility and interdisciplinary collaboration will allow Iowa State to undertake bold visionary initiatives with special attention to ethics and social, economic, and environmental responsibility.

Goal 3: Engagement—Engage with key constituencies through synergistic sharing and partnership of knowledge and expertise to address needs of communities and society.

As Iowa's engaged land-grant university, Iowa State will synergistically deploy its knowledge and expertise toward increased response and productive involvement in improving Iowa's communities and the larger society, at home and abroad. This will be marked by our commitment to sharing—to enrich and to learn, two-way partnerships with internal and external constituencies to achieve shared goals and to demonstrate the public purposes of Iowa State University.

Iowa State University Administration

The laws of the United States and of the State of Iowa provide for resident academic instruction, research, and extension education, and for the management of Iowa State University of Science and Technology. The university and two other state educational institutions of higher learning are governed by the Board of Regents, State of Iowa, which is composed of nine members nominated by the Governor of Iowa and confirmed by the Senate of Iowa. The immediate regulation and direction of the academic, research, and extension activities of the university are delegated by the Board of Regents, State of Iowa, to the president and faculty of the university. The board appoints an executive director with overall responsibility for the administration of the central office of the board located in Des Moines.

Board of Regents, State of Iowa

Owen J. Newlin, President

Gregory S. Nichols, Executive Director

Terms expire April 30, 2003

Neala R. Arnold.....Bettendorf

David J. Fisher.....West Des Moines

Dr. Clarkson L. Kelly, JrCharles City

Terms expire April 30, 2005

David G. NeilLaPorte City

Owen J. NewlinDes Moines

Deborah A. TurnerMason City

Terms expire April 30, 2007

Amir I. Arbisser.....Davenport

Mary Ellen Becker.....Oskaloosa

Sue Erickson Nieland.....Sioux City

Accreditation

Iowa State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Higher Learning Commission of the North
Central Association of Colleges and Schools
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440; (312) 263-0456;
Fax: (312) 263-7462
www.higherlearningcommission.org

Officers of Administration

Gregory C. Geoffroy, Ph.D.
President of the University

Benjamin J. Allen, Ph.D.
Vice President for Academic Affairs and
Provost

Warren R. Madden, M.B.A.
Vice President for Business and Finance

Thomas L. Hill, Ph.D.
Vice President for Student Affairs

Catherine E. Wotecki, Ph.D.
Dean of the College of Agriculture

Labh Hira, Ph. D.
Dean of the College of Business

Mark C. Engelbrecht, M. Arch.
Dean of the College of Design

Walter H. Gmelch, Ph.D.
Dean of the College of Education

James L. Melsa, Ph.D.
Dean of the College of Engineering

Carol B. Meeks, Ph.D.
Dean of the College of Family and
Consumer Sciences

Peter F. Rabideau, Ph.D.
Dean of the College of Liberal Arts and
Sciences

Norman F. Cheville, DVM, Ph.D.
Dean of the College of Veterinary Medicine

James R. Bloedel, M.D., Ph.D.
Vice Provost for Research and
Advanced Studies

Stanley R. Johnson, Ph.D.
Vice Provost for Extension

Howard N. Shapiro, Ph.D.
Vice Provost for Undergraduate Programs

Peter D. Englin, Ph.D.
Dean of Students

Olivia M. Madison, M.A.,
Dean of Library Services

Admissions and Registrar

Office of Admissions

Director: Marc Harding, B.A.

Office of the Registrar

Registrar: Kathleen M. Jones, M.S.

Associate Registrars: Larry Dau, B.S.; Laura Doering, M.S.

Admission

When to Apply

Applicants for the fall semester are encouraged to apply during the fall of the year preceding their entry to Iowa State University. Applications for other terms should be submitted well in advance of the desired entry date. Application deadlines are available at www.admissions.iastate.edu.

Completed applications for admission to the professional curriculum in the College of Veterinary Medicine, together with the required supporting transcripts, must be received by an established deadline. See Index, *College of Veterinary Medicine, Application and Admission*.

How to Apply

Applications for admission are available on the Web at www.admissions.iastate.edu.

Applicants seeking admission for the fall semester may be notified of the action taken on their applications as early as the September preceding enrollment, upon receipt of all application materials. Applicants for other terms will be notified on a rolling basis after receipt of all materials. Admission offers are issued for a specific term and are valid only for the term specified.

Visits to the Campus

Visitors to Iowa State University are always welcome!

The Office of Admissions, located in Alumni Hall, is open Monday through Friday from 8 a.m. until 5 p.m., and most Saturday mornings from 9 a.m. until noon when classes are in session. Counselors are available to speak with prospective students and their families about admission, financial aid, housing, student life, academic programs and opportunities. Visitors are offered student-guided walking tours of the campus.

Prospective students and parents are encouraged to visit the campus and the Office of Admissions. Arrangements for a campus visit or registration for "Experience Iowa State," a special open house program, can be made at www.admissions.iastate.edu or by contacting the Office of Admissions, Alumni Hall, Iowa State University, Ames, Iowa 50011-2011; phone 515-294-5836 or 800-262-3810; fax 515-294-2592; or admissions@iastate.edu.

Admission requirements are stated in the Iowa Administrative Code. Admission policies are established by the Faculty Senate. Any Admission decisions are made by the admissions officers in accordance with the entrance requirements as set forth in the Iowa Administrative Code as well as the admission policies established by the Faculty Senate.

Undergraduate Admission into Degree Programs Directly from High School

Students who seek admission must meet the following requirements and also any special requirements for the college or curriculum of their choice.

Applicants must submit an application for admission, the appropriate application fee (check www.admissions.edu for current application fee information). In addition applicants must have their secondary school provide an official transcript of their academic record, including credits and grades, rank in class, and certification of graduation.

Applicants must also arrange to have their scores from either the ACT Assessment (ACT) or the Scholastic Assessment Test (SAT I) reported to Iowa State directly from the testing agency. Applicants whose first language is not English should also provide the results of a Test of English as a Foreign Language (TOEFL), if their scores on the ACT or SAT are not adequate to place them into freshman composition courses at Iowa State. Applicants may be required to submit additional information or data to support their applications.

a. Graduates of approved Iowa high schools who have the subject-matter background required by Iowa State University and who rank in the upper half of their graduating class will be admitted. Students who do not rank in the upper half of their graduating class may be considered for admission to the university on an individual basis if they achieve the following combination of high school rank and ACT or SAT I scores:

High School Rank (99% is high)	ACT Composite Score	SAT I Combined Score
49-47%	20	930
46-45%	21	970
44-42%	22	1010
41-39%	23	1050
38% or below	24	1090

Those who do not meet these requirements but who have a high school rank of 20% or above may be given the opportunity to enroll for a trial period during a preceding summer session to establish their qualifications for fall admission. Those who have a high school rank below 20% (and an ACT below 24) will be denied admission.

b. Nonresidents of Iowa, including international students, may be held to higher academic standards, but must meet at least the same requirements as resident applicants.

c. Applicants who are graduates of nonapproved high schools will be considered for admission in a manner similar to applicants from approved high schools, but additional emphasis will be given to scores earned on standardized examinations.

d. Applications may be considered from students who did not graduate with their high school classes. They will be required to submit all academic data to the extent that it exists and achieve scores on standardized examinations which will demonstrate that they are adequately prepared for academic study.

e. Students with satisfactory academic records may be admitted, on an individual basis, for part-time university study while enrolled in high school or during the summers prior to high school graduation.

f. Exceptional students may be admitted as full-time students before completing high school. Early admission is provided to serve persons whose academic achievement and personal and intellectual maturity clearly suggest readiness for college-level study.

High School Preparation Required for Admission

Graduation from an approved high school shall ordinarily precede entrance into Iowa State University.

Students who wish to enter Iowa State University directly from high school (or transfer from another college or university with less than 24 semester hours of graded transferable college credit) must meet the level of academic performance described above and show evidence of the following high school preparation:

English/Language Arts

Four years, emphasizing writing, speaking, and reading, as well as an understanding and appreciation of literature

Mathematics

Three years, including one year each of algebra, geometry, and advanced algebra

Science

Three years, including one year each of courses from two of the following fields: biology, chemistry, and physics

Social Studies

Two years

Additional Entrance Requirements for the College of Liberal Arts and Sciences

In addition to the high school preparation requirements described above, students applying to the College of Liberal Arts and Sciences must have completed an additional year of social studies, for a total of three years, and two years of a single foreign language.

Students who do not meet the high school course preparation requirements listed here, but who are otherwise well qualified, may be admitted after individual review of their applications.

Undergraduate Admission into Degree Programs by Transfer from Other Educational Institutions

Students who seek admission must meet the following requirements and also any special requirements for the college or curriculum of their choice.

Applicants must submit an application form for admission, together with the appropriate fee (see www.admissions.iastate.edu for current application fee information) and request that each college they have attended send an official transcript of record to the Office of Admissions. Failure to provide transcripts from all colleges or universities attended may result in denial of the application or dismissal from the university. If less than 24 semester hours of graded transferable college credit will be completed prior to entry at Iowa State University, applicants must also request that their official high school transcript and ACT or SAT I scores be sent to the Office of Admissions. Other transfer applicants are encouraged to provide high school academic information. Students who do not do so may be asked to take course placement examinations during orientation.

Applicants whose first language is not English should provide the results of a Test of English as a Foreign Language (TOEFL). The TOEFL may be waived if their scores on the ACT or SAT are adequate for placement in Iowa State freshman composition courses.

a. Transfer applicants with a minimum of 24 semester hours of graded transferable credit from regionally accredited colleges or universities, who have achieved for all college work previously attempted the grade point average required by Iowa State for specific programs, will be admitted. A 2.00 grade point average (on a 4.00 grading scale) is the minimum transfer grade point average requirement. Some programs may require a transfer grade point average higher than this minimum. Higher academic standards may be

required of students who are not residents of Iowa, including international students.

Applicants who have not maintained the grade point average required by Iowa State University for specific programs or who are under academic suspension from the last college attended generally will be denied admission.

b. In addition to meeting the minimum transfer grade point average requirement described above, applicants who have completed fewer than 24 semester hours of graded transferable college credit prior to their enrollment at Iowa State must also meet the admission requirements for students entering directly from high school.

c. Transfer applicants under disciplinary suspension will not be considered for admission until information concerning the reason for the suspension has been received from the college assigning the suspension. Applicants granted admission under these circumstances will be admitted on probation.

d. Transfer applicants from colleges and universities not regionally accredited will be considered for admission on an individual basis, taking into account all available academic information.

Transfer Credit Practices

Iowa State University endorses the Joint Statement on Transfer and Award of Academic Credit approved by the American Council on Education (ACE) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The current issue of *Transfer Credit Practices of Designated Educational Institutions*, published by AACRAO is an example of a reference used in determining transfer credit.

The acceptance and use of transfer credit are subject to limitations in accordance with the educational policies of Iowa State University.

a. Students from regionally accredited colleges and universities.

Credit earned at regionally accredited colleges and universities is acceptable for transfer, except for the following, which may not be accepted, or may be accepted to a limited extent:

—credit in courses determined by Iowa State University to be of a developmental, vocational, or technical nature

—credit in courses or programs in which the institution granting the credit is not directly involved.

No more than 65 semester or 97 quarter credits earned at two-year colleges can be applied to a bachelor's degree from Iowa State University. While there is no limit to the number of credits that may be transferred from a four-year institution, the last 32 semester credits must be completed at Iowa State University.

b. Students from colleges and universities which have candidate status.

Credit earned at colleges and universities which have become candidates for accreditation by a regional association is acceptable for transfer in a manner similar to that from regionally accredited colleges and universities if the credit is applicable to the bachelor's degree at Iowa State University.

Credit earned at the junior and senior classification from an accredited two-year college which has received approval by a regional accrediting association for change to a four-year college may be accepted by Iowa State University.

c. Students from colleges and universities not regionally accredited.

When students are admitted from colleges and universities not regionally accredited, they may validate portions or all of their transfer credit by satisfactory academic study at Iowa State, or by examination. The amount of transfer credit and the terms of the validation process will be specified at the time of admission.

In determining the acceptability of transfer credit from private colleges in Iowa which do not have regional accreditation, the Regent Committee on Educational Relations, upon request from such institutions, evaluates the nature and standards of the academic program, faculty, student records, library, and laboratories.

In determining the acceptability of transfer credit from colleges in states other than Iowa which are not regionally accredited, acceptance practices indicated in the current issue of *Transfer Credit Practices of Designated Educational Institutions* will be used as a guide. For institutions not listed in the publication, guidance is requested from the designated reporting institution of the appropriate state.

d. Students from foreign colleges and universities.

Transfer credit from foreign educational institutions may be granted after a determination of the type of institution involved, its recognition by the educational authorities of the foreign country, and an evaluation of the content, level, and comparability of the study to courses and programs at Iowa State University. Credit may be granted in specific courses or assigned to general areas of study. Extensive use is made of professional journals and references which describe the educational systems and programs of individual countries.

Additional Transfer Credit Policies

a. Students with credit obtained during military service.

Credit will be awarded for successful completion of technical or specialized schools attended while on active duty with the armed forces to the extent that the material is applicable toward degree requirements at Iowa State University. Application for such credit is made at the Office of Admissions, which follows many of the recommendations in the American Council on Education (ACE) publication *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

b. Students with credit obtained through non-college sponsored instruction.

Credit will be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable toward degree requirements at Iowa State University. Application for such credit is made at the Office of Admissions, which follows many of the recommendations in the American Council on Education (ACE) publication *The National Guide to Educational Credit for Training Programs*.

c. Students with credit obtained through correspondence courses.

Although Iowa State does not offer correspondence courses, college level courses taken by correspondence from accredited colleges or universities are acceptable for transfer at the undergraduate level if the courses taken are those that do not require laboratory study.

d. College Level Examination Program (CLEP).

Iowa State University will award credit for each of the following 12 examinations, for test scores equivalent to a "B" grade: Principles of Accounting, American Government, Biology, Calculus, Humanities, Principles of Macroeconomics, Principles of Microeconomics, Natural Sciences, Introductory Psychology, Social Sciences and History, Introductory Sociology, Trigonometry. Iowa State will also award credit equivalent to a grade of "C" or "B" (grade determines amount of credit awarded) for two CLEP foreign language exams: French Language and Spanish Language.

Application of CLEP credit to a degree program varies with the department, so students should consult with their department before they register for CLEP examinations. Additional information is available at www.iastate.edu, Index, Credit by Examination.

e. Students with "test-out" credit.

Students who have earned credit at other colleges or universities through Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB) examinations may qualify for credit at Iowa State University. Scores from these examinations should be sent directly to the Office of Admissions; credit will be awarded provided the scores satisfy Iowa State's requirements.

Credit earned at another college through locally designed test-out examinations may transfer to Iowa State University if accompanied by at least 12 transferable semester credits earned through coursework taken at that institution.

Articulation/Transfer Agreements

a. Iowa Regent Universities General Education Articulation Agreement.

Iowa State University participates in an articulation agreement with the other two Iowa Regent universities concerning the acceptance of their general education

programs into the Iowa State University College of Liberal Arts and Sciences. Under the terms of this agreement, students who have satisfied general education requirements at the University of Northern Iowa or in the College of Liberal Arts at the University of Iowa may transfer to Iowa State's College of Liberal Arts and Sciences with their general education requirements met (with the possible exception of the foreign language and library requirements).

b. Associate of Arts (A.A.) Articulation Agreement with Iowa public community colleges.

Students who plan to enter the College of Liberal Arts and Sciences at Iowa State University with an associate of arts degree from an Iowa public community college, and who have at least 60 prescribed semester (90 quarter) credits acceptable for transfer and at least a 2.00 cumulative grade point average, will be considered to have met the general education requirements of the college (with the possible exception of the foreign language and library requirements).

c. Vocational-technical credit from Iowa public community colleges.

Iowa State University will accept up to 16 semester (24 quarter) credits earned in vocational-technical courses where the sending Iowa public community college will accept such courses toward its associate of arts or associate in science degree. Certain vocational-technical courses at Iowa community colleges may be articulated to Iowa State University as academic credit. The hours earned in these articulated courses would transfer in addition to the 16 semester hour vocational-technical maximum. Please refer to the course equivalency guides on the Web (www.iastate.edu) or contact the Office of Admissions for more information.

d. AP and CLEP credit from Iowa public colleges and universities.

Iowa State University has an agreement with the Iowa public colleges and universities which allows credit earned through AP and CLEP examinations to transfer directly to Iowa State University if accompanied by at least 12 transferable semester credits earned through coursework taken at the sending institution.

Nondegree Undergraduate

Students who wish to attend Iowa State University to take undergraduate courses but who do not plan to seek an undergraduate degree from Iowa State University should apply as nondegree undergraduate students. Credit taken under the nondegree undergraduate classification is applicable for undergraduate degree purposes for those who are later admitted as degree-seeking undergraduate students. Credit obtained under the nondegree undergraduate classification may not, however, be applied toward a graduate degree.

Students enrolled in the Intensive English and Orientation Program (IEOP) are classified as nondegree students in the College of Liberal Arts and Sciences, and usually are not permitted to enroll in academic courses until they have satisfied requirements for

admission as degree-seeking students. Permission to enroll in one academic course in addition to full time intensive English study may be granted under special circumstances.

Reentering Students

Reentering students are those who have previously attended Iowa State University and are returning after an absence of at least one full year. See Index, "Academic Renewal Policy" and "Reentry."

International students need to reapply after an absence of one full semester, exclusive of summer session. International reentries must also contact the International Education Services office to request the necessary visa application forms.

Reentering graduate students do not need to complete a reentry form but should notify their department and the Office of the Registrar of their intent to reenter Iowa State University. See Index, "Reentry" for more information.

Residency

Classification of Residents and Nonresidents for Admission and Tuition Purposes

These criteria are contained in the *Policy Manual, Board of Regents, State of Iowa* and *the Iowa Administrative Code: Board of Regents, State of Iowa*.

Graduate Assistants

Students with graduate assistantships of 1/4-time or more are assessed Iowa resident tuition and fees. Nonresident students with graduate assistantships of 1/4-time or more retain their nonresidency classification, but are assessed resident tuition and fees as long as the graduate assistantship is continued.

The spouse of a 1/4-time or more graduate assistant who is a nonresident is eligible for resident tuition and fees during the period of the assistantship appointment. Iowa residency is not granted, but a waiver of nonresident tuition and fees is in effect. When the graduate assistantship ends, the tuition and fee waiver for the spouse is terminated. (Board of Regents, State of Iowa, Minutes March 15, 1995, p. 801)

General

A. A person enrolling at one of the three state universities shall be classified as a resident or nonresident for admission, tuition, and fee purposes by the registrar or someone designated by the registrar. The decision shall be based upon information furnished by the student and other relevant information.

B. In determining resident or nonresident classification, the issue is essentially one of why the person is in the state of Iowa. If the person is in the state primarily for educational purposes, that person will be considered a nonresident. For example, it may be possible that an individual could qualify as a resident of Iowa for such purposes as voting, or holding an Iowa driver's license, and not

meet the residency requirements as established by the Board of Regents, State of Iowa, for admission, tuition, and fee purposes.

C. The registrar, or designated person, is authorized to require written documents, affidavits, verifications, or other evidence deemed necessary to determine why a student is in Iowa. The burden of establishing that a student is in Iowa for other than educational purposes is upon the student. A student may be required to file any or all of the following:

1. A statement from the student describing employment and expected source of support
2. A statement from the student's employer
3. A statement from the student's parents verifying nonsupport and the fact that the student was not listed as a dependent on tax returns for the past year and will not be so listed in future years
4. Supporting statements from persons who might be familiar with the family situation
5. Iowa state income tax return.

D. Change of classification from nonresident to resident will not be made retroactive beyond the term in which application for resident classification is made.

E. A student who gives incorrect or misleading information to evade payment of nonresident fees shall be subject to serious disciplinary action and must also pay the nonresident fees for each term previously attended.

F. Review committee. These regulations shall be administered by the registrar or someone designated by the registrar. The decision of the registrar or designated person may be appealed to a university review committee. The finding of the review committee may be appealed to the Board of Regents, State of Iowa.

Guidelines

The following guidelines are used in determining the resident classification of a student for admission, tuition, and fee purposes:

A. A financially dependent student whose parents move from Iowa after the student is enrolled remains a resident provided the student maintains continuous enrollment. A financially dependent student whose parents move from Iowa during the senior year of high school will be considered a resident provided the student has not established domicile in another state.

B. In deciding why a person is in the state of Iowa, the person's domicile will be considered. A person who comes to Iowa from another state and enrolls in any institution of postsecondary education for a full program or substantially a full program shall be presumed to have come to Iowa primarily for educational reasons rather than to establish a domicile in Iowa.

C. A student who was a former resident of Iowa may continue to be considered a resident provided absence from the state was for a period of less than 12 months and provided

domicile is reestablished. If the absence from the state is for a period exceeding 12 months, a student may be considered a resident if evidence can be presented showing that the student has long-term ties to Iowa and reestablishes an Iowa domicile. A person or the dependent of a person whose domicile is permanently established in Iowa, who has been classified as a resident for admission, tuition, and fee purposes, may continue to be classified as a resident so long as domicile is maintained, even though circumstances may require extended absence of the person from the state. It is required that a person who claims Iowa domicile while living in another state or country will provide proof of the continual domicile as evidence that the person:

1. Has not acquired domicile in another state;
2. Has maintained a continuous voting record in Iowa; and
3. Has filed regular Iowa resident income tax returns during absence from the state.

D. A student who moves to Iowa may be eligible for resident classification at the next registration following 12 consecutive months in the state provided the student is not enrolled as more than a half-time student (6 credits for an undergraduate or professional student, 5 credits for a graduate student) in any academic year term, is not enrolled for more than 4 credits in a summer term for any classification, and provides sufficient evidence of the establishment of an Iowa domicile.

E. A student who has been a continuous student and whose parents move to Iowa may become a resident at the beginning of the next term provided the student is dependent upon the parents for a majority of financial assistance.

F. A person who is moved into the state as the result of military or civil orders from the government for other than educational purposes, or the dependent of such a person, is entitled to resident status. However, if the arrival of the person under orders is subsequent to the beginning of the term in which the student is first enrolled, nonresident fees will be charged in all cases until the beginning of the next term in which the student is enrolled. Legislation, effective July 1, 1977, requires that military personnel who claim residency in Iowa (home of record) will be required to file Iowa resident income tax returns.

G. A person who has been certified as a refugee or granted asylum by the appropriate agency of the United States, who enrolls as a student at a university governed by the Board of Regents, State of Iowa, may be accorded immediate resident status for admission, tuition, and fee purposes where the person:

1. Comes directly to the state of Iowa from a refugee facility or port of debarkation, or
2. Comes to the state of Iowa within a reasonable time and has not established domicile in another state.

Any refugee or individual granted asylum not meeting these standards will be presumed to be a nonresident for admission, tuition, and fee purposes and thus subject to the usual method of proof of establishment of Iowa residency.

H. An alien who has immigrant status establishes Iowa residency in the same manner as a United States citizen.

I. At the Regent institutions, American Indians who have origins in any of the original people of North America and who maintain a cultural identification through tribal affiliation or community recognition with one or more of the tribes or nations connected historically with the present state of Iowa, including the Iowa, Kickapoo, Menominee, Miami, Missouri, Ojibwa (Chippewa), Omaha, Otoe, Ottawa (Odawa), Potawatomi, Sac and Fox (Sauk, Meskwaki), Sioux, and Winnebago (Ho Chunk), will be assessed Iowa resident tuition and fees. (Board of Regents, State of Iowa, Minutes October 15-16, 1997, p. 299)

Facts

A. The following circumstances, although not necessarily conclusive, have probative value in support of a claim for resident classification:

1. Reside in Iowa for 12 consecutive months, and be primarily engaged in activities other than those of a full-time student, immediately prior to the beginning of the term for which resident classification is sought.
2. Reliance upon Iowa resources for financial support.
3. Domicile in Iowa of persons legally responsible for the student.
4. Former domicile in the state and maintenance of significant connections therein while absent.
5. Acceptance of an offer of permanent employment in Iowa.
6. Other facts indicating the student's domicile will be considered by the universities in classifying the student.

B. The following circumstances, standing alone, do not constitute sufficient evidence of domicile to affect classification of a student as a resident under these regulations:

1. Voting or registration for voting.
2. Employment in any position normally filled by a student.
3. The lease of living quarters.
4. Admission to a licensed practicing profession in Iowa.
5. Automobile registration.
6. Public records; for example, birth and marriage records, Iowa driver's license.
7. Continuous presence in Iowa during periods when not enrolled in school.
8. Ownership of property in Iowa, or the payment of Iowa taxes.

Registration/Enrollment

In order to register for classes students must first accept their offer of admission by the university. Registration and the payment of assessed fees are required of all who attend classes. Enrollment is not complete until fees are paid, including room and board fees for those living in residence halls. For more information, see *Index, Registration*.

Enrollment Status

Enrollment status is defined for certification purposes as either full-time or half-time.

Full-time status is defined as follows:

Undergraduates: 12 credits for fall or spring semester; Graduates: 9 credits for fall or spring semester.

Half-time status is defined as follows:

Undergraduates: 6 credits for fall or spring semester; Graduates: 5 credits for fall or spring semester.

Summer status depends on the number of weeks a student is enrolled. Always contact the Office of the Registrar to verify a student's status for a summer session.

Credit by Examination (CBE)

It is Iowa State University policy to grant academic credit by examination in many of the undergraduate courses listed in the university bulletin. Credit is awarded primarily in the introductory level classes in mathematics, natural, physical, and social sciences, and the liberal arts. Students with superior high school backgrounds or those with college-level proficiency in certain subject areas are strongly encouraged to investigate and attempt testing in the CBE programs available.

Types of CBE Programs

Students may earn academic credit in any of four ways and have that credit recorded on their academic record when they enroll. Programs accepted at Iowa State include the Advanced Placement (AP) Program, the International Baccalaureate (IB) Examinations, departmental examinations, and the College Level Examination Program (CLEP).

Advanced Placement (AP) Program of the College Board

This program allows students, while still in high school, to take examinations for credit at the college level. Iowa State University awards credit or advanced placement through the Advanced Placement Program in art, biology, chemistry, computer science, economics, English, environmental science, foreign languages, geography, government and politics, history, mathematics, music, physics, psychology and statistics. High school counselors and teachers will assist with testing arrangements.

Generally, students scoring 3 or better on the exams will be considered for course credit based on departmental review of the exams. In some departments, only scores of 4 or better will be considered for credit.

Correspondence concerning the Advanced Placement Program should be addressed to the College Board Advanced Placement Examinations, P.O. Box 977-IS, Princeton, New Jersey 08541, or visit their web site at www.collegeboard.org/ap/students/index.html.

International Baccalaureate Examinations

The International Baccalaureate Program, offered at many high schools in the United States and abroad, allows students the opportunity to take examinations for credit at the college level. These examinations are offered at standard and higher levels.

Iowa State University awards credit for most higher level examinations and some standard level examinations. Students must receive a minimum score of 4 to qualify for academic credit in most subject areas. Some departments, require a minimum score of 5.

Correspondence concerning the International Baccalaureate Program should be addressed to International Baccalaureate, North America, 200 Madison Avenue, Suite 2301, New York, New York 10016, or visit their web site at www.ibo.org.

Departmental Examinations

Students may take locally constructed departmental examinations for undergraduate credit in specified subject areas for which they and the department feel they have the necessary preparation. These exams are generally administered by the department which offers the course (for exceptions, see CLEP offerings below). Students interested in taking departmental (or CLEP) examinations should contact the appropriate department for specific information on the course covered by the exam and the exam itself. A nonrefundable fee is charged for each departmental examination requested. If an acceptable exam score is achieved, a grade of T will be reported to the Office of the Registrar. The T grade represents performance equivalent to a C or better in the course. T grades are not used in computing students' grade point averages; however, the credit does become part of their official academic record and may be applied toward their graduation requirements.

A list of the most frequently requested exams and the date(s) and time(s) they are administered each semester is published on the Schedule of Classes web site at www.iastate.edu/~catalog/schedule. Most examinations for credit are prepared by the departments offering the courses. In some cases, the examination used is part of the College Level Examination Program (CLEP), where the content of the CLEP test has been judged to be an equivalent to the content of the course.

College Level Examination Program

CLEP is available on computer only. Iowa State University will award up to six semester credit hours in each of these three CLEP tests (Social Sciences and History, Humanities, and Natural Sciences) if the test score places the student at a "B" grade level. Iowa State University does not accept the CLEP tests in

either College Mathematics or English Composition. In addition, the College of Engineering does not allow credit earned from CLEP Social Sciences and History, Humanities, and Natural Sciences tests to be used in their students' degree programs.

CLEP tests accepted at Iowa State University at a "B" grade level include American Government (Pol S 215); Principles of Accounting (Acct 284 and 285; engineering majors should consult with their academic adviser before registering for this examination); Biology (Biol 109, not for biology or engineering majors); Introductory Psychology (Psych 101); Introductory Sociology (Soc 134); Principles of Macroeconomics (Econ 102); Principles of Microeconomics (Econ 101); Trigonometry (Math 141); and Calculus (Math 165). Students must receive a score equivalent to a "B" grade to qualify for credit.

In addition, Iowa State University will award up to 14 semester credit hours for CLEP French Language and up to 16 semester credit hours for CLEP Spanish Language, depending on the student's score, which ranges from a "C" grade equivalent for Span 101 or Frnch 101 to a "B" grade equivalent for Frnch 202 and Span 202. Please note that native or near native speakers of French or Spanish may not test out of the beginning or intermediate levels in these languages.

A nonrefundable fee is charged for each CLEP test requested, and all requests should be made one week prior to the test date. CLEP tests are administered by the Student Counseling Service Testing Office Monday through Friday. For information on whether to take any of the CLEP tests, contact the department that offers the course. To obtain information on any of the CLEP tests, contact the Testing Office, 2030 Student Services Building, Iowa State University, Ames, Iowa 50011, or send e-mail to scsclep@iastate.edu. To print a copy of the institutional CLEP registration form, go to www.iastate.edu, Index, Testing (Student Counseling Service). Then click on the link "CLEP Testing."

Policies and Procedures Governing CBE Tests

1. Departmental and CLEP tests are offered to newly admitted or currently enrolled students at Iowa State University. Former and future students will receive credit only if they enroll sometime during the twelve months immediately following the test(s).

2. Permission to take a departmental examination is obtained from the department. Students may be denied permission because (a) the nature of the course is such that proficiency cannot be measured by such a test, (b) the student does not appear to have adequate background to pass the examination for the course, or (c) the student would not otherwise be allowed to enroll in the course. Students may appeal such a denial to the dean of the college in which the department is administered and subsequently to the provost.

3. Students may ordinarily attempt a CBE test only once in any course or area. Under special

circumstances a retest may be taken upon approval of the department in which the course is offered.

4. Departmental examinations and CLEP subject tests cover only a single course and students may not test out of independent study or special topic courses.

5. There is a nonrefundable fee for all departmental and CLEP tests. The fee is set by the Board of Regents, State of Iowa, and is subject to change.

6. Departmental examinations are usually given just prior to, or within two weeks of, the beginning of fall and spring semesters. For more information, students should contact the department that offers the class. CLEP tests are given year round.

7. Credit for the CLEP examinations Social Sciences and History, Humanities, and Natural Sciences is not evaluated as equivalent to any specific course and cannot be used in place of specific course requirements for the major. All colleges (except Engineering, which does not accept these tests) allow these CLEP general credits to be used for either general requirements (not in Liberal Arts and Sciences) or elective credit. Students are responsible for checking with their academic advisers to determine whether such credit is to their benefit.

8. Listed below are policies for transferring CBE from another college or university to Iowa State University:

a. AP or CLEP credit which is earned at an Iowa public college or university may be transferred directly to Iowa State University provided it is accompanied by at least 12 semester credits earned in residence at the sending institution. AP or CLEP credit which is earned at any other college or university may not be transferred directly to Iowa State. However, the scores from these examinations may be sent to Iowa State University from the testing agency, and credit will be awarded based on Iowa State's AP and CLEP policies.

b. IB credit earned at another college or university may not be transferred directly to Iowa State University. However, the scores from IB examinations may be sent to Iowa State from the testing agency, and credit will be awarded based on Iowa State's IB policies.

c. Credit earned at another college or university through local test-out examinations may be transferred directly to Iowa State University provided it is accompanied by at least 12 semester credits earned in residence at the sending institution.

9. Credit earned from CBE will be posted to the student's academic record at the end of the term. CBE credits will be counted toward the projected year in school classification used to establish registration start dates.

10. Some professional programs do not accept T (test-out) credit in preprofessional courses. Students who anticipate applying to such programs should inquire about the acceptability of such credit before registering for such CBE tests.

11. Credit established at Iowa State University will usually transfer to other colleges and universities; however, the final decision rests with the institution reviewing the transcript.

Office of New Student Programs

Orientation

The purpose of orientation is to help new undergraduate students make a smooth transition to Iowa State University. At orientation, students plan their academic programs, take tests to ensure placement in appropriate courses, register for classes, learn about university policies and procedures, and prepare for their personal and social adjustment to the university. The university Orientation Committee, composed of Iowa State University students, faculty, and staff, is responsible for the orientation programs; the undergraduate colleges of the university, in cooperation with the Office of New Student Programs, have responsibility for the implementation of orientation programs for new students and their families.

The Orientation Committee conducts an extensive orientation program during the summer, with additional programs held prior to each term. Special orientation sessions are conducted for transfer students during the spring. Special orientation programs are also held for nontraditional students, international students, and graduate students. New students receive a written invitation to attend an orientation program before their first semester at the university. Family members are encouraged to accompany students.

Summer Orientation

Summer orientation is a two-day program scheduled in June. As early as January, new students and their family members are asked to select a convenient time from among a number of orientation sessions that are scheduled during June. In addition to preparing their class schedules for fall semester, new students with their family members participate in guided tours of the university, attend informational meetings about policies and procedures at the university, and meet formally and informally with faculty, staff, and other new students and their families. These sessions, held in a comfortable, informative atmosphere, lessen existing anxieties, assist each person in the development of a clearer understanding of the challenge of the university environment, and make it possible for new students—with support from their family members—to begin to make the academic and social decisions that are faced by all students at the university.

Cyclone Aides, Iowa State undergraduate students with widely varying backgrounds and interests, help acquaint new students and their families with the university.

Housing and meals are available at campus residence halls for a nominal fee. Cyclone Aides live in the residence halls with the new students and are available at all times for informal discussion.

Destination Iowa State

The Destination Iowa State program is held on the Thursday, Friday, and Saturday before classes begin fall semester. The program helps new students develop academic, computer, and social strategies to ensure a successful transition to Iowa State University.

WelcomeFest

WelcomeFest activities are scheduled during the first week of fall semester to welcome students to campus. All students, including transfer students, are invited to participate in WelcomeFest.



Continuing Education and Communication Services

Continuing Education and Communication Services

Iowa State University remains true to the longstanding tradition of extending knowledge far beyond campus borders. Annually thousands of students enroll in ISU courses without setting foot in Ames. In addition to the traditional method of instructors traveling to classrooms off campus, technology has provided new ways for Iowa State University faculty to reach students. ISU offers distance education courses over the Iowa Communications Network (ICN), by videotape, CD-ROM and DVD, and online.

Courses are the same as those offered on campus, carry residential credit, and are taught by ISU faculty members. Credit earned in off-campus courses becomes a part of the academic record at Iowa State University and may be used to meet degree requirements in the same manner as credit earned on campus.

ISU Continuing Education personnel provide leadership and support to faculty in their efforts to identify the needs of Iowans and to reach and satisfy adult learners who wish to earn college credit without attending classes on campus. The Continuing Education staff also helps off-campus students access student services and information at Iowa State University.

For a list of courses and programs available, or to request specific courses and programs, visit www.lifelearner.iastate.edu, or contact Continuing Education in Ames (515) 294-6222 or (800) 262-0015. You may also contact any of the ISU Extension offices across the state.

Some off-campus credit courses are offered to serve the special interest or needs of a particular group. Often courses are offered to fulfill certification or degree program objectives. The programs currently offered off campus by Iowa State University are:

College of Agriculture

The faculty of the College of Agriculture offers two master's degrees off-campus. For more information call (515) 294-1438 or (800) 747-4478.

Master of Agriculture

Statewide via the Iowa Communications Network; U.S. and Canada via videotape, CD-ROM and online

Prepare for a proactive role in addressing and responding to personal, professional, and societal issues and challenges in a changing agriculture and food system. Position yourself for emerging opportunities within or outside your current employment. Individuals enroll in

the Master of Agriculture program for a variety of reasons from career advancement, to teacher certification renewal, to professional development, to personal interests.

The core 13 credits emphasize leadership development, technological change, use of statistics, economic issues, and sustainability issues. You select another 15 credits in consultation with your graduate committee to meet your individual interests. The capstone of the program is a creative component of four credits. The degree is 32 total credits. The program began in 1979. Up to 10 credits of approved transfer courses may be used.

Master of Science in Agronomy

U.S. and Canada via CD-ROM and online

Designed for professionals who are working in industry and government, the degree ensures you have an advanced knowledge of agronomic systems and superior problem-solving skills. The computer-based program, begun in 1998, emphasizes practical, professional, and technical skills involved in crop management, soil and water management, and integrated pest management.

The curriculum consists of 12 courses plus a one-credit workshop and a three-credit creative component, for a total of 30 credits. The workshop is the only course that requires attendance on campus—three or four days one summer. The course prerequisites for admission to the program are limited to fundamental agriculture courses, recognizing that many potential students will not have majored in agronomy as undergraduates. Generally, students who have completed a degree from a College of Agriculture will meet the requirements.

College of Business

A Master of Business Administration is offered in Des Moines as part of ISU's initiative in the capital city.

Master of Business Administration

On-site evenings in Des Moines

The Des Moines MBA program debuted fall 1999. For information, send to busgrad@iastate.edu or call (515) 294-8188 or (877) ISU-4MBA.

College of Design

The Department of Community and Regional Planning offers several undergraduate courses as part of an agreement with Iowa community colleges. The department also offers an off-campus master's program. For more information, call (515) 294-0220.

2+2+2 Community and Regional Planning transfer program

Statewide via the Iowa Communications Network (ICN) and DVD

The agreement offers a "two plus two plus two" plan, where you earn a two-year associate degree from a community college, take two Iowa State courses as a part of that community college curriculum, and then complete a bachelor's degree in as little as two years after transferring to the ISU Department of Community and Regional Planning.

Community and regional planning is a professional field of study aimed at assessing the socio-economic and physical environments of communities and planning for their future. About two-thirds of ISU community and regional planning graduates work in local, state, or federal governments or for regional planning councils. An increasing number also pursue graduate studies in planning or related fields.

Master of Community and Regional Planning

Statewide via the Iowa Communications Network (ICN) and DVD

The off-campus program is designed to enhance the skills and broaden opportunities for working professionals in the field of planning. Complete a core curriculum and courses in an area of concentration. Concentration areas include transportation and land use planning, housing and social planning, community economic development, environmental planning and design. Students with an undergraduate degree in a field other than planning, but currently working in the field of planning, are encouraged to apply.

College of Education

The College of Education tries to identify needs of educators across the state and provide courses and programs to meet those needs.

Certificate of Advanced Studies State of Iowa Superintendent Certification

Statewide via the Iowa Communications Network

A post master's curriculum of 30 credit hours provides training for the school superintendent license. The program emphasizes leadership skills; child and adolescent development; curriculum and instruction; school law and ethics; resource management; community relationships; and data-driven decision-making. Courses are scheduled on Friday evenings and Saturdays. For information, call (515) 294-4871.

Master of Education in Educational Leadership, emphasis in preparation for leadership

Statewide to selected Area Education Association sites

A master's program of 36 credits, called PREparation for LEADership (PreLEAD) leads to licensing as a school administrator. Courses are structured to build leadership skills in organizational processes, scope and framework of schools, and interpersonal dimensions. PreLEAD students attend a two-year program of night and Saturday classes, or commit to three summers of intensive preparation. Students are paired with practicing administrators, experiencing firsthand the leadership roles for which they are training. For information, call (515) 294-4871.

Master of Education in Higher Education

On-site at Des Moines Area Community College (DMACC), Ankeny

The Teaching and Learning for Community Colleges (TL2C2) is for mid-career faculty who have a passion for providing teaching and learning leadership. TL2C2 helps community college faculty maximize their effectiveness as educators, as well as the students' potential for learning. The 30 credit-hour program leads to a master's degree in higher education with an emphasis in community colleges, or applies up to 30 credit hours towards a Ph.D. in the Educational Leadership and Policy Studies department. For information, call (515) 294-1241.

College of Engineering

ISU engineers have offered college credit courses via distance learning since 1969 when Iowa State University sent reel-to-reel tapes to industry sites. Today, courses for practicing engineers are delivered by more advanced technology methods. For more information, call (515) 294-7470 or (800) 854-1675 or send to ede@iastate.edu.

Certificate in Electric Power Systems

U.S. and Canada via videotape and streaming media and CD-ROM

The Department of Electrical and Computer Engineering debuted this graduate-level certificate program in fall 2002. The nine-credit certificate provides advanced information for power engineering specialists in government, private industry, and academia.

Certificate in Information Assurance

U.S. via videotape, streaming media, and National Technological University (NTU)

To increase technology proficiency and policy issues critical to the security of information infrastructure, Iowa State faculty developed a graduate certificate program for those who have a bachelor of science in computer science, computer engineering, or a closely related field. The program was launched in fall 2001. It is designed to meet the needs of information system security specialists in

government, the private sector, and educational institutions. The certificate consists of four computer engineering courses.

Master of Engineering in Systems Engineering

U.S. and Canada via videotape and streaming media

The systems engineering program extends the ability of engineers to work across disciplinary boundaries. It also develops the management capabilities needed in today's work environment. Engineers, regardless of undergraduate discipline, can develop the analytical abilities needed to design, evaluate, and build complex systems involving many components and demanding specifications. The degree is 30 semester credit hours, including 27 credits of formal course work distributed among four broad groups: systems engineering core courses, elective engineering courses, area of specialization courses, and elective non-engineering courses. The final three credits are a creative component.

Master of Science in Computer Engineering

Master of Science in Electrical Engineering

U.S. and Canada to industry sites via videotape and streaming media

The College of Engineering at Iowa State University, in cooperation with the University of Iowa and local industries, offers two off-campus Master of Science programs. Each program totals 30 graduate credits; a thesis or non-thesis option may be selected. Areas of specialization within the program include communications and signal processing, computer systems architecture, electric power and energy systems, information systems security and networking, microelectronics and photonics, nondestructive evaluation and electromagnetics, software systems, systems and controls, and VLSI design.

Master of Science in Mechanical Engineering

U.S. and Canada to industry sites via CD-ROM and streaming media

The graduate program offers study in design and research in fluid mechanics, turbomachinery, fluid power, controls, heat transfer, machines and systems, materials and manufacturing processes, thermodynamics and energy utilization. Instrumentation, design of experiments, and computational methods may be applied to any of these areas. The program is 30 credits. It has a thesis and non-thesis option.

College of Family and Consumer Sciences

Many off-campus programs from Family and Consumer Sciences were originally developed to meet the needs of students in Iowa. Iowa State is now converting courses to online delivery and working with other universities in the Great Plains. For more information, call (515) 294-5982 or (877) 891-5349 or send to mfcinfo@iastate.edu.

Master of Family and Consumer Sciences

Statewide via the Iowa Communications Network and online

Delivered off-campus since 1994, the non-thesis Master of Family and Consumer Sciences is designed for working professionals to enhance skills in a current position and increase chances for promotion. The comprehensive degree requires a minimum of 18-21 credits in two or more of the College of Family and Consumer Sciences departments. With electives, the degree program totals 36 credits.

Master of Family and Consumer Sciences with specialization in Family Financial Planning Certificate in Family Financial Planning

U.S. and Canada online

Financial planners are increasingly in demand as Americans seek advisors to help manage their income, assets, and debts. In response to this demand, Iowa State joined other universities to create interinstitutional programs. You seek admission from one of the participating institutions and take online courses from Iowa State and other universities. The program is 42 credits of set courses.

Courses cover various disciplines including financial counseling, housing and real estate, retirement planning, and employee benefits. The program has no thesis component, but requires a practicum and capstone course that focuses on case studies. The graduate certificate is 18 credits of the master's program. Graduates of the master's and certificate programs are eligible to take the Certified Financial Planner™ exam.

Certificates in

- *Dietetics Communication and Counseling*
 - *Dietetics Management*
 - *Advanced Medical Nutrition Therapy*
- Statewide via the Iowa Communications Network and online

The courses are designed for working professionals. Each certificate program is 11 credits. You may even start with a graduate certificate and then apply the courses to the Master of Family and Consumer Sciences degree with a dietetics specialization. Acquire both theoretical and applied knowledge in the certificate programs.

Master of Science or Master of Education in Family and Consumer Sciences Education Leadership Academy

On campus plus online

Expand and update your content knowledge with courses offered in a three-week summer resident setting and online fall and spring semesters. This new delivery method for a longstanding, prestigious graduate program was initiated in summer 2002. Either master's program is a total of 30 credits.

College of Liberal Arts and Sciences

The political science, mathematics, and statistics departments offer graduate-level programs off-campus. The Bachelor of Liberal Studies degree is the only bachelor's completion degree offered off-campus.

Bachelor of Liberal Studies

On-site at Des Moines Area Community College (DMACC), Ankeny and via distance learning deliveries

The Bachelor of Liberal Studies (BLS) is a general studies degree in the liberal arts. It provides the opportunity to earn a degree with the flexibility to choose courses based on your interest and goals. Instead of a traditional major, you select course work from three of the following five distribution areas: humanities, communications and arts, natural sciences and mathematical disciplines, social sciences, and professional fields.

The BLS degree is offered with similar requirements by all three Iowa regent universities, and provides a framework to assemble all the educational opportunities you may have locally available into a coherent four-year educational program. Up to three-fourths of the total degree requirements can be transferred from accredited institutions. For information, call (515) 294-4831.

Certificate of Public Management Master of Public Administration

Statewide via the Iowa Communications Network and on-site in Des Moines

The programs are designed to prepare or improve the performance level of mid-career public managers and administrators in federal, state, and local government and in related areas of other organizations. Become skilled at conducting research and preparing thorough research summaries. Identify and address complex political questions, taking into account related ethical, legal, economic, and social issues.

The degree program is 37 credits including core and methods courses central to both the theory and practice of public management, a concentration area for specialization, and a creative component. Select from concentration areas of public management; public policy analysis; and public budgeting and finance. The 15-credit certificate program includes at least nine credits from core and methods courses. The remaining six credits are selected from a list of electives. For information, call (515) 294-7256.

Master of School Mathematics

Statewide via the Iowa Communications Network

The Master of School Mathematics program is designed for current secondary mathematics teachers. The degree program is built on three objectives: enhanced knowledge of algebra, geometry, calculus, statistics, and discrete mathematics; effective strategies for creating a student-centered classroom emphasizing problem solving; and computing technology in learning and teaching mathematics.

The program is 36 semester credits and includes a creative component. A Master of School Mathematics fulfills the 'master's degree in an area of endorsements' requirement listed under the certification rules for a professional teacher's certificate. For information, call (515) 294-8169 or send to msm@math.iastate.edu.

Master of Science in Statistics

U.S. via videotape to employees of companies who sign a letter of agreement

The Department of Statistics offers courses and the degree option only to employees of companies who sign a letter of agreement. Students at these companies earn exactly the same degree as the students on campus and fulfill the same program requirements, including the written master's exam, creative component, and a final oral exam.

In 1994, the statistics department signed an agreement with General Motors Corporation to deliver a Master of Science to GM employees. Since then, 3M, Mayo Clinic, Wells Fargo, and John Deere have signed agreements with Iowa State. For information, call (515) 294-3440 or send to statistics@iastate.edu.

Continuing Education Units

ISU Continuing Education awards Continuing Education Units (CEUs) for short courses, workshops, and other educational activities sponsored by Iowa State University, which do not carry academic credit. A given activity may award CEUs to some participants and academic credit to others, under the following policies:

1. The activity must be administered through Iowa State University Continuing Education.
2. The dual arrangement must have received prior approval by the department head or chair, upon recommendation of the course instructor, and the department curriculum committee.
3. Learners may enroll for either CEUs or for credit, but not for both.
4. Credit enrollees must meet the same academic standards they would have to meet if the course did not also award CEUs.
5. Assignments for credit students must be clearly articulated. Substantial sequential learning experiences and careful evaluation of outcomes are required for academic course credit; these standards will not be reduced to accommodate the participation of CEU learners. Whenever graduate credit is offered, course prerequisites will be enforced and not routinely waived.

Once CEUs have been awarded, Iowa State cannot and will not convert CEUs to academic credit. A student may switch from CEU to credit during an offering only at the discretion of the course instructor.

Tuition, Fees and Expenses

All fees, tuition, expenses, and policies listed in this publication are effective as of summer session 2003 and are subject to change without notice by Iowa State University and the Board of Regents, State of Iowa. Tuition and fees are based on credit load at 5:00 p.m. on the 15th day of class. This is the last day for adjustments downward in tuition and fee assessment.

For the most complete information see www.iastate.edu/~registrar/fees

Tuition

Enrollment is not complete until fees are paid. Tuition is charged at the per credit rate as given below. Maximum charges start at 12 credits for undergraduate and veterinary medicine students. Maximum charges start at 9 credits for graduate students.

Students who are not residents of Iowa pay a higher tuition rate each semester. Nondegree undergraduate students and noncollegiate students pay the same fees as undergraduates. Tuition and fees are assessed in accordance with regulations of the Board of Regents, State of Iowa. Information about these regulations are found in this catalog under *Admissions and Registrar*.

Fees

Following are the descriptions of several commonly assessed fees for Iowa State University students. *The list is not inclusive.* All fees are subject to change without notice.

Activity, Services, and Building Fee

All students will be charged a \$161 activity and services fee per fall and spring semester, \$80.50 per summer semester, except for students exclusively registered for the following: distance education courses; courses for which no tuition is assessed; continuous registration status courses; and high school students enrolled under the Post-Secondary Enrollment Options Act. Students who are exempt from the activity fee may elect to pay the fee, which allows them to pay student admission rates to concerts, lectures, debates, and athletic events.

An adjustment to the activity fee is applied according to the tuition adjustment schedule for students who withdraw or change to an exempt status as defined above.

Application: The application fee for undergraduates is \$30, for graduate students is \$20 and \$50 for international students. This is a nonrefundable fee and must accompany the application for admission. This fee does not apply to special students or workshop applicants, and is subject to change without notice.

Registration Fee Schedule Per Semester

	Resident	Nonresident
Undergraduate (12 or more credits)	\$2171	\$6842
Graduate (9 or more credits)	\$2519	\$7107
Veterinary Medicine (12 or more credits, entered prior to Fall 2002)	\$4538	\$12131
Veterinary Medicine (12 or more credits, entered Fall 2002 or later)	\$4925	\$13181

For students enrolled for less than a full course load see the Fee Schedule Per Credit list on the following page of this catalog. Most students are assessed a minimum 2-credit fee.

Additional information:

Saturday MBA and Des Moines MBA classes: assessed the graduate rate plus \$74 per credit supplemental tuition fee (supplemental tuition fee subject to change without notice).

Audits and zero credit courses: assessed according to contact hours; maximum charge for zero credit courses is three credit hours

R credits: assessed for the minimum fee only if no other credits are taken.

Continuous registration fee for graduate students: \$70.

Partial credits (.5): assessed on the next larger whole number of credits, e.g., 6.5 credits is assessed as 7 credits.

Summer session: based on per credit as indicated in the fee schedule.

Tuition assessment for study abroad credits: up to a maximum of 12 credits, is above and beyond tuition for other courses taken during the same term.

Camp: A special tuition rate is assessed to students participating in camp programs. The undergraduate assessment is \$181 per credit and the graduate rate is \$280 per credit. Summer camp programs entitled to the special rate are Anthropology and Geology. Students will be charged other fees in addition to tuition for enrolling in these programs. To obtain total fee information, students should contact the director of the individual program.

Change of Schedule: Starting the sixth day of classes an \$8 fee is charged for course drops, additions, and section changes. One fee is assessed for multiple changes processed at the same time for the same term.

Computer: All students will be charged a computer fee each semester. Full-time students enrolled in the College of Engineering (including Biomedical Engineering and Systems Engineering) are charged \$202 per semester. Full-time students in the Department of Computer Sciences or undergraduates in the major of Management Information Systems are charged \$161 per semester. All other full-time undergraduate students are charged the standard computer fee of \$94 per semester. Full-time graduate students are charged a \$75 per semester computer fee. Students enrolled less than full-time are assessed prorated computer fees according to the number of credits for which they are enrolled. For students who withdraw, the

adjustment schedule for tuition will also be used for computer fees. Students enrolled exclusively in any one of the following categories will not be assessed computer fees: high school students enrolled under the Postsecondary Enrollment Options Act, or courses for which no tuition is assessed.

The credit adjustment schedule for reduction from a full load to light classification is 100 percent through the third week, with no refunds after the third week.

Students who change their major will be charged the full computer fee for the major into which they transfer if the change occurs before the end of the third week. If the change occurs after the third week, then no change in the computer fee assessment will occur.

Continuing Education and Communication Services (CECS): Undergraduate students pay \$181 per credit with a maximum charge of \$2,171; graduate students pay \$280 per credit, with a maximum of \$2,519. Students enrolled in MBA courses pay \$318 per credit with a maximum of \$2,860. (MBA fees based upon the 2002-2003 academic year and are subject to change.) Nonresident students who enroll in a combination of on- and off-campus courses are assessed the nonresident rate for all credits. The tuition applies to both credit and audit enrollments.

Developmental Mathematics: Students enrolled in Math 10-30 courses will be charged \$362. This is a separate fee which is charged in addition to other fees and tuition. Students will be charged the developmental math fee each term they are enrolled in a Math 10-30 course.

Graduation Fee: Undergraduate and graduate students are charged a \$20 graduation fee the term they receive their degree.

Health Facility: All students are charged an \$8 Health Facility Fee each semester except for students exclusively registered for the following: distance education courses; courses for which no tuition is assessed; continuous registration status courses; and high school students enrolled under the Postsecondary Enrollment Options Act. For students who withdraw or change to an exempt status as defined above, the refund schedule for tuition will be used for the health facility fee. These exceptions do not apply to international students (except where noted) or graduate students on "C Base" assistantships.

Health Fee (Student Health): An \$80 student health fee, which partially finances the services of the Thielen Student Health Center, is charged to all students each semester. This fee is not assessed to students enrolled for four credits or less or students exclusively registered for the following: distance education courses; courses for which no tuition is assessed; continuous registration status courses; weekend MBA courses; Lakeside Laboratory courses; and high school students enrolled under the Postsecondary Enrollment Options Act. (These exemptions do not apply to international students or to graduate students on C- base assistantships.) Students who are exempt from the health fee may participate in the Health Plus Plan.

Students who withdraw or change to an exempt status as defined above will receive a credit adjustment of 100 percent during the first three weeks, with no credit adjustment after the third week. Students who add courses at any time during the semester will be assessed the student health fee if applicable according to the guidelines stated above.

Students who carry the ISU sponsored insurance must also be assessed the student health fee. If spouse or domestic partner is covered under the insurance plan, the spouse (domestic partner) must also be covered under the Health Plus Plan.

Health Insurance: All international students and their accompanying dependents must enroll in the ISU Student and Scholar Health Insurance Program. ISU requires nonimmigrant international students and their dependents to purchase and maintain coverage through the ISU health insurance plan for the duration of their tenure at the university. Insurance plans purchased outside the university may be used for supplemental coverage, but cannot be substituted for the ISU plan. Students not assessed the mandatory Student Health Fee and spouses of students are eligible to participate in the Health Plus Plan. Contact the Student Health Insurance Office at 515-294-4820 for more information.

Late Fee Payment: If payment of the minimum due is not made by the deadline printed on the billing statement, all fees become due immediately. A one-percent finance charge will be assessed on the total amount due at that time. These students will also have a hold placed on their registration until payment of the total amount due has been made.

Late Registration: Undergraduate students who do not complete their registration before the first day of classes are charged a \$20 late registration fee. Graduate students who do not complete their registration before the first day of classes are charged a late registration fee of \$20 during the first week of classes, \$50 the second week of classes, and \$100 the third week of classes or anytime later.

New Student Programs: A nonrefundable fee of \$131 is assessed to all new degree-seeking undergraduates (including new direct from high school and new transfer students). The fee covers full costs associated with orientation and Destination Iowa State programming, including publications, mailings, programming, and student assistants who provide services to students and their families during orientation and Destination Iowa State.

Private Music Instruction: The music fee is charged to students receiving private music instruction and is in addition to regular tuition. The fee offsets the costs of one-on-one instruction. One credit of instruction is \$90; while the fee for 2 credits is \$130.

Senior: A \$2 fee covers the cost of special senior activities. This fee is optional and is assessed spring term only.

Special Course Fees: Some courses have expenses above the cost of tuition that enhance the instruction. These fees may cover the cost of field trips, use of equipment, materials or supplies, or professional support. Applicable special course fees are listed with the specific course in the Schedule of Classes available at www.adp.iastate.edu/cgi-bin/class. Special course fees also appear on each student's schedule detail available on AccessPlus.

*Effective Summer 2003, Fall 2003 & Spring 2004
Fee Schedule Per Credit*

No. of Credits	Undergraduate		Graduate		Vet. Med. Entered before Fall 2002		Vet. Med. Entered Fall 2002 or later	
	Res.	Nonres.	Res.	Nonres.	Res.	Nonres.	Res.	Nonres.
1	\$362*	\$362*	\$560*	\$560*	\$758*	\$758	\$822*	\$822*
2	362*	362*	560*	560*	758*	758*	822*	822*
3	543*	543*	840*	840*	1137*	1137*	1233*	1233*
4	724*	724*	1120*	1120*	1516*	1516*	1644*	1644*
5	905	2855	1400	3950	1895	5055	2055	5495
6	1086	3426	1680	4740	2274	6066	2466	6594
7	1267	3997	1960	5530	2653	7077	2877	7693
8	1448	4568	2240	6320	3032	8088	3288	8792
9	1629	5139	2519	7107	3411	9099	3699	9891
10	1810	5710			3790	10110	4110	10990
11	1991	6281			4169	11121	4521	12089
12 or more	2171	6842			4538	12131	4925	13181

*Resident rate charged for 4 credits or less for Fall, Spring and Summer Semesters

Sponsored International Student: This fee is assessed to the sponsor of international students as a way to compensate for the special record keeping, billing requirements, correspondence, and the deferred payment option extended to sponsoring agencies. The current fee will be 5 percent of the total tuition charge billed the sponsor. In succeeding years, the fee may be raised after 90 days advance notice to the sponsoring agency.

Study Abroad: Tuition assessment for study abroad credits, up to a maximum of 12 credits, is above and beyond tuition for other courses taken during the same term.

Transcript: Students may obtain an official transcript of their student academic record for \$7. An additional \$2 service charge for each transcript is assessed for same day service.

Workshops: The fee for one-credit workshops, with no other course enrollments, is \$181 for undergraduate students and \$280 for graduate students.

Other Fees

Catalog	\$5
Diploma Replacement	\$20
Identification Card Replacement	\$20
Returned Check Charge/ Returned Direct Debit	\$20
Masters Thesis	\$15
Ph.D. Thesis	\$70

Fee Payment

The Receivables Office bills students for tuition, room and board, and various other university charges. A statement of charges will be mailed on the first of each month to students at their in-session or interim address. It is the student's responsibility to ensure the Office of the Registrar has a correct mailing address. The billing statement is also available on the student's account on AccessPlus on the first of each month. Students may pay their university bill by direct debit through AccessPlus.

Students who do not receive a billing statement before the term begins and are unable to use AccessPlus to view their bill, should contact the Receivables Office to learn the amount of their account balance

due. *Failure to receive a billing statement or view their account on AccessPlus will not exempt students from late penalties or from having a hold placed on their registration.*

If payment of the minimum due is not made by the deadline printed on the billing statement, all fees become due immediately. A one-percent finance charge will be assessed on the total amount due at that time, and a "hold" will be placed on the student's registration until payment of the total amount due has been made.

If a student's registration has been canceled for nonpayment of fees, he or she may be reinstated with written permission from their college.

Deferred Payment

Students who do not pay their first payment in full by the due date will automatically select the deferred option, and will be charged a \$20 administrative fee. Summer fees may be deferred for a \$15 administrative fee.

University fees are payable in three installments for fall and spring semesters. Payments for fall semester will be due August 20, September 20, and October 20. Payments for spring semester will be due January 20, February 20, and March 20. Summer fees may be due May 20, June 20 and July 20. If any of the payment dates fall on a holiday, Saturday or Sunday, the payment is due the next day the university is open for business.

Twelve-Month Payment Plan

Under the Twelve-Month Payment Plan, students pay the academic costs for fall and spring semesters in 12 installments beginning April 20 and ending the following March 20. A \$50 enrollment fee is due with the first monthly payment. All payments are deducted from the student's designated bank account. For more information about the Twelve-Month Payment Plan, contact the Receivables Office.

Past Due Accounts

Students with past due accounts receivable charges prior to the beginning of classes will be dropped from enrollment if these past due accounts are not paid before the first day of classes.

Refunds

Refunds are available for students who cancel or withdraw their registration within the appropriate time period. To cancel their registration, students must notify the Office of the Registrar before the first day of classes to avoid tuition assessment. Beginning on the first day of classes, it will be necessary for students to formally withdraw from the university to terminate their registration. More information about canceling registration and withdrawing from classes can be found at www.iastate.edu/~registrar/registration/

Tuition adjustments for all students are made for withdrawals of registration according to the following schedule:

Withdrawal Date	Student Pays
Before first day of classes	0%
During class days 1-8	10%
During class days 9-20	50%
During class days 21-40	75%
After the fortieth day of classes	100%

Students who wish to appeal tuition and fee assessment for withdrawals should contact the fees section of the Office of the Registrar. Decisions of the Office of the Registrar will be based on the existence of extenuating circumstances beyond the control of the student.

Students who wish to appeal the decision of the Office of the Registrar must do so in writing within 10 calendar days after receiving the decision. Such appeals will then be reviewed by the Tuition Appeals Review Committee. Students who wish to appeal the decision of the Tuition Appeals Review Committee may make a request to do so in writing to the Office of the Provost.

Fee refund for students who drop into light classification (less than full-time):

100 percent if change is made during first three weeks. No adjustment is made after the third week.

Appropriate prorated adjustments in the refund schedule are made when partial term courses are involved.

Workshop and Short Courses Refunds:

Students who drop workshops or short courses of one or two weeks on or before the first class meeting receive a 100% tuition adjustment for the course. No tuition adjustment will be made after the first day of classes. Students who drop three-week courses receive a 100% adjustment if they drop on or before the first day of classes, a 90% adjustment if they drop on the second day of classes, and no adjustment after the second day of classes.

Student Financial Aid

The Office of Student Financial Aid staff helps families afford Iowa State University. Grants, scholarships, loans, and part-time employment opportunities are available in various combinations to pay the difference between the amount the student and his or her parents can reasonably be expected to provide and the cost of attending Iowa State University.

All state and federal aid programs are subject to review by their respective governing agencies and may be changed without notice.

Eligibility for many forms of financial aid is determined by the Free Application for Federal Student Aid (FAFSA). These applications are available from high schools or online at www.fafsa.ed.gov by November of each year. Students should submit the FAFSA by mid-February prior to the fall term of enrollment, in order to receive priority consideration. A new application must be completed each academic year. **Applications must be received no later than March 1.** Applications received after March 1 will be awarded as funds are available. New students enrolling spring semester or summer session should complete the current year's aid application to apply for any available financial aid. To be eligible for financial aid, a student must be a U.S. citizen or permanent resident, enrolled on at least a half-time basis, and making satisfactory academic progress toward a degree. If signed copies of the student's and parents' income tax returns are requested, they should be sent directly to the Office of Student Financial Aid.

Students may use their financial aid for study in other countries if they have clearance for the transfer of credit to their degree programs and have made financial aid arrangements prior to departure. For further information, contact the Study Abroad Center, 256 Memorial Union, or the Office of Student Financial Aid, 210 Beardshear Hall.

Financial aid programs generally consist of three types: gift aid (scholarships and grants), loans, and part-time employment. Laws, regulations, and policies governing these programs are subject to change.

I. Gift Aid

A. Scholarships

1. ISU Scholarship/Grants. These awards are based on financial aid eligibility as determined by the FAFSA. A student must complete the FAFSA to be considered. Many of these awards are based on academic or other special talent in addition to financial eligibility.

2. Entering freshmen can obtain information on the Web at www.iastate.edu/~fin_aid_info/.

3. College and Departmental Scholarships. Students are encouraged to contact the scholarship chair in their department or college. Scholarships based on academic achievement and/or financial need are

available in most areas of study, but students may need to complete separate applications to be considered.

4. Military Officer Education (ROTC) Scholarships:

Army. The Military Science Department offers 4-, 3-, and 2-year Army ROTC scholarships to qualified students on a competitive basis in virtually any academic discipline. These scholarships provide payment of tuition, all required fees (except student health), books and supplies allowance, and a monthly cash subsistence allowance. For applications or additional information, contact the Military Science Department at 132 Armory or call 515-294-1852.

Navy. The Naval Science Department offers several scholarship programs to qualified students. The scholarships cover payment of tuition, fees, books, and a monthly stipend. Information is available from the Naval Science Department, 3 Armory, or by calling 515-294-6050.

Air Force. The Air Force offers Air Force ROTC scholarships for periods of 2, 3, or 4 years, with up to 1 additional year for qualified applicants in selected majors. The scholarships provide payment of tuition and fees. In addition, scholarship cadets receive between \$250-\$400 monthly subsistence allowance and \$510 per year book allowance. Express scholarships are also available to students qualified in certain technical academic majors. Details on scholarship qualification, application procedures, and eligibility are available from the Department of Air Force Aerospace Studies, 515-294-1716.

5. Other Scholarship Sources: Students are encouraged to pursue funds from agencies and private organizations on campus and in their hometowns. An excellent resource is the Financial Aid Web site: www.iastate.edu/~fin_aid_info.

B. Grants

1. Federal Pell Grant. The maximum annual award under this program is \$4,000. All undergraduate applicants for financial aid must apply for the Federal Pell Grant by completing the FAFSA. These forms are available from high school counselors, the Office of Student Financial Aid, or online at www.iastate.edu/~fin_aid_info/.

2. Federal Supplemental Educational Opportunity Grant. An eligible undergraduate student may be awarded a grant of \$100 to \$4,000 on the basis of financial need. A student must complete the FAFSA in order to be considered.

3. Iowa Grant. Iowa residents demonstrating financial need may be eligible for a \$1,000 Iowa Grant. Students must complete the FAFSA to be considered.

4. Officer Education (ROTC) Financial Assistance Grants. All students enrolled in Advanced ROTC (third and fourth years) in the Army, Navy, and Air Force programs are provided a monthly stipend. For further information, contact the appropriate ROTC department in the Armory.

5. Tuition Assistance Grant for Undergraduate Foreign Students. Undergraduate foreign students who are faced with financial hardship resulting from unforeseen circumstances may apply for this grant. The maximum award is \$700 per academic year. Apply to the Office of International Education Services, 252 Memorial Union.

6. International Student Financial Aid. International students may contribute a small voluntary fee to this fund. These monies will be used to assist international students who have unforeseen financial emergencies. For further information, contact the Office of International Education Services, 252 Memorial Union.

II. Loans

A. Federal Perkins Loan. An eligible undergraduate student may borrow up to \$4,000 per year, depending on financial need and the availability of funds. A maximum total of \$40,000 may be borrowed for undergraduate and graduate programs combined. Interest of 5 percent on the unpaid balance begins with repayment of the loan principal 9 months after ceasing at least half-time enrollment. A student must complete the FAFSA in order to be considered for a Federal Perkins loan.

B. University Long-Term Loans (ULTL). Private donors contribute the funds for these loans, which are awarded on the basis of need to undergraduate and graduate students. The interest rate of 5 percent begins with repayment of principal 6 months after ceasing at least half-time enrollment. Deferment provisions are available in some instances. A student must complete the FAFSA in order to be considered.

C. Federal Health Professions Loans and Scholarships. These programs are limited to those students accepted for enrollment in the College of Veterinary Medicine. The loan funds have a 5 percent interest rate. Deferment and cancellation provisions are available in some instances. The FAFSA is required, and parental information must be provided, regardless of age or dependency of the student.

D. University Emergency Loans. The Emergency Loan Program is intended to meet students' unplanned and unexpected education-related expenses. (These loans are not available to students who are enrolled only in off-campus courses.) Applicants must demonstrate that they have a verifiable means by which to repay their loans by the due date. Interest on emergency loans will begin on the

date the loan is processed in the Treasurer's Office and is computed at the simple monthly rate of .75 percent of the unpaid balance (an annual percentage rate of 9 percent). Emergency loan applications can be obtained at the Office of Student Financial Aid, Room 0210, Beardshear Hall. Students should allow 48 hours for processing the emergency loan application.

E. William D. Ford Federal Direct Loans.

Several types of Federal Direct loans are available to students.

1. The **Federal Direct Subsidized Stafford Loan** and the **Federal Direct Unsubsidized Stafford Loan** are low-interest loans made by the government to help pay for education after high school. Subsidized Direct Stafford loans will have all interest charges paid by the federal government while the student is enrolled in school on at least a half-time basis. The interest on the unsubsidized Direct Stafford loan will be the responsibility of the student and can be paid while the student is in school or added to the outstanding loan balance for payment after graduation.

Students must complete a FAFSA form to be considered for either loan. Students are eligible to borrow up to the amount of their financial need in the subsidized loan. The student may then choose to borrow any remaining amount, up to the federal maximum, in an unsubsidized Direct Stafford loan. Freshman students may borrow a combined total through either program of up to \$2,625 per year. Sophomore students may borrow up to \$3,500 per year, and junior and senior students may be eligible for up to \$5,500 per year, with a \$23,000 undergraduate maximum for all years combined. Graduate students may be eligible for up to \$8,500 per year, with a \$65,500 maximum, including all undergraduate loans.

For new borrowers, the interest rate is a variable rate which is tied to the 91-day treasury bill plus 1.7 percent. The interest rate is adjusted annually and is capped at 8.25 percent. Repayment does not begin until six months after graduation. Students are strongly advised to counsel with a financial aid adviser as increased loan indebtedness occurs.

2. **Federal Direct Unsubsidized Stafford Loan for Independent Students.** To be eligible, a student must be either an independent undergraduate student or a graduate/professional student. Completion of a FAFSA form is required. Eligible freshman and sophomore students may borrow up to \$4,000 per year. Eligible juniors and seniors may borrow up to \$5,000 per year, with a cumulative undergraduate maximum of \$23,000. Graduate/professional students may be eligible to borrow up to \$10,000 per year, with a cumulative total of \$73,000.

Eligible independent students who borrow through both the subsidized and the

unsubsidized Federal Direct Stafford Loan programs and are freshmen can borrow up to a total of \$6,625 per year. Independent sophomores can borrow up to \$7,500 per year, and independent juniors or seniors, \$10,500 per year. Cumulative borrowing for undergraduate years could reach a total of \$46,000.

Eligible graduate students can borrow up to \$18,500 per year between the subsidized and the unsubsidized programs. Total indebtedness for a graduate student borrowing through both programs may not exceed \$138,500. This amount includes undergraduate debt in these two programs.

All students are strongly advised to discuss their loan indebtedness with a financial aid adviser before combining several types of loans.

3. **Federal Direct PLUS Loan.** The interest rate for Federal Direct Parent Loans for Undergraduate Students (PLUS) is tied to the 91-day treasury bill rate plus 3.1 percent, with maximum interest being 9 percent. Through the Federal Direct PLUS program, parents may borrow the entire cost of education, less the amount of any financial aid the student is receiving. There is no limit on loan indebtedness, although a credit analysis will be conducted before funds can be disbursed.

F. **Alternative Loans.** Private financial institutions provide these loan funds, which are approved on the basis of a credit analysis. Amounts, interest rates, and repayment terms will vary, depending upon the financial institution selected. Interest will begin to accumulate immediately, although forbearance of the interest and principal can be made until after graduation. Some programs will require the student to obtain a creditworthy cosigner. A FAFSA form is not required to apply for this loan.

III. Part-time Employment

A variety of employment opportunities are available for students to earn a portion of their educational expenses.

A. Federal Cooperative Education Program.

This program combines classroom learning with paid work experience designed to develop students into the federal government's future professionals and managers. The federal government seeks highly motivated, flexible, and creative students to fill co-op assignments across the country in laboratories, offices, forests, parks, hospitals, and in ocean and space programs in a wide variety of occupational fields. There are two different types of work schedules: alternate periods of work and study (full-time student one semester and full-time worker the next) or part-time (parallel periods of work and study). Students interested in the Federal Cooperative Education Program can contact the director of ISU Career Planning and Placement Services by calling 515-294-9490.

B. Internship Programs. Most college departments offer internship programs to enhance the student's education and career preparation by integrating classroom theory with on-the-job performance. These programs enable students to test career and professional goals; develop confidence, maturity, and work-related skills; and establish professional contacts and interests. Contact the respective department for specific program information.

C. Work-Study Programs. Both federal and state funds subsidize need-based programs that permit students to be employed on campus or off campus in nonprofit agencies. A portion of the student's total earnings is paid by federal, state, or institutional funds, and the remainder is paid by the employing department. Students apply for Work-Study by completing a FAFSA by the priority deadline, and indicating that they wish to work. Part-time job listings are available at the following URL: www.iastate.edu/~fin_aid_info/Employment.

D. University Student Employment.

University employment is available to all students who are U.S. citizens or to those international students who have obtained a work permit. Wages are paid 100 percent by the employing department. Many students who live in university residence halls apply for work in the residence hall food service to help meet the cost of room and board. Students interested in food service employment may apply directly to the assistant director of residence in charge of food service, Residence Department, Friley Hall, Iowa State University, Ames, Iowa 50012. Part-time job listings are available at the following URL: www.iastate.edu/~fin_aid_info/Employment.

E. Off-Campus Employment. The off-campus employment program seeks part-time employment opportunities for students who would like to work while they are in school. Restaurants, hotels, service stations, and retail stores are examples of local employers that list positions with the Student Employment Center. These jobs are available to any ISU student, graduate or undergraduate, regardless of financial need. Job listings can be found at www.iastate.edu/~fin_aid_info/Employment

IV. Other Financial Aid

Many other forms of financial aid are available to students who qualify, including Vocational Rehabilitation, Veterans Benefits, and Department of Human Services programs. For further information on these programs, contact the appropriate government office.

Student Housing and Dining

Director of Residence: Randy Alexander

Director of ISU Dining: Jonathan Lewis

Associate Directors: Virginia Arthur, (Residence Life); Darryl Knight (Facilities Operations); Gregory Lee (Administrative Services); Carol Petersen (Residential Dining); Karen Larson (Catering)

Assistant Directors: James Judy (Facilities Planning); Doug Gruenewald, (Academic Services)

The university provides residence hall housing facilities for more than 7,000 single undergraduate students. In addition, more than 1,000 apartments are available on campus for families and for single students.

Each student who accepts his or her admission to the university will receive a housing contract. Priority for housing for new students is based upon the date on which housing contracts and the accompanying \$135 prepayment are received in the Department of Residence Administrative Office. Acceptance of admission to the university is necessary before a housing contract will be accepted.

Address correspondence concerning on-campus housing and dining to the Administrative Office, Department of Residence, 2419 Friley Hall, Iowa State University, Ames, Iowa 50012. E-mail: halls@iastate.edu (residence halls), dining@iastate.edu (dining), frederiksen@iastate.edu (Frederiksen Court apartments) or apartments@iastate.edu (University Family Housing), or phone toll free: (800) 854-9050. Additional information may be obtained at www.iastate.edu/dor.

Undergraduate Residence Halls

Most of the rooms in residence halls are planned for double occupancy; however, some rooms accommodate three persons. In addition, a limited number of single rooms are available. All rooms are furnished with extra-long twin beds, innerspring mattresses, chests of drawers, individual study desks, chairs, cable television connections, and Ethernet connectivity. Students provide their own bed linens, throw rugs, blankets, pillows, towels, and study lamps (except in Maple, Willow, and Larch Halls, where study lamps are furnished). Students are responsible for maintaining the cleanliness and order of their own rooms.

Home-style meals are provided for all residents in the halls. Students living off-campus may also purchase a meal plan by visiting the Administrative Office at 2419 Friley Hall. Dining Dollar\$ are part of the meal plan and can be used at any residence C-store, Hawthorn Market & Cafe, or for additional meals or services at any residence dining facility.

A single student who resides in an undergraduate residence hall must sign a contract for room and board for the academic year or the remainder thereof, if contract is signed after fall semester begins. All charges are subject to change. The rate for the academic year 2002-03 was \$5,020 for a basic double occupancy room and full meal plan.

Students may move out of the residence halls at any time during the academic year upon payment of room and board for the term of occupancy plus forfeiture of the prepayment and a charge of 20 percent of the remainder of the contract if the student remains enrolled. For additional information concerning the residence hall contract, students should contact the Administrative Office (2419 Friley Hall) before making the final decision.

In addition to the basic necessities, several special services are available for use by residents. These include house dens for informal get-togethers and relaxation, lounge areas for meeting and entertaining guests, vending areas for snacks, hall desks with fax and copy machines, entertainment and recreational equipment, mail delivery and check-in and check-out location within the residence halls, indoor and outdoor recreation areas and intramural equipment owned by student government, fitness centers, laundry facilities in each hall, special study areas in each complex, private dining rooms for specially-prepared house and organization dinners, meeting rooms and offices for student organizations, computer labs, and parking lots assigned to the residence halls.

The residence halls are organized geographically into three neighborhoods: Towers, Richardson Court, and Union Drive. The students in each of these neighborhoods elect a group of executive officers to be responsible for coordinating neighborhood events and activities. Each neighborhood funds and maintains a social program, an intramural program, and numerous committees that supplement the total social and educational development of the individual residents. The three neighborhoods, in addition to having their own individual student governments, also are joined in an Inter-Residence Hall Association (IRHA) with an all-residence hall parliament; they jointly sponsor the KURE FM stereo radio station, Residence Hall Week, weekly movies, scholarships, leadership conferences, and more.

Each neighborhood is further organized into smaller living groups called houses. These houses of 40 to 60 members are the foundation of Iowa State University's residence hall program. Members of the houses elect their own officers, and the majority of programs is planned on a house participation basis. Participation in the house program is a great way for students to receive full benefit from the residence hall experience.

Students may choose to live in coed houses. These houses have male and female students living at opposite ends of the house or on separate levels of the house. They have separate bathroom facilities, but share lounge facilities and house activities.

Learning communities, which bring together students who have similar academic goals, are also available in the residence halls. These communities offer a collaborative living and learning environment, increased student/faculty interaction, social and academic networks essential to student success, and a sense of membership in the ISU community.

Currently, the following learning communities are available: ACES (Agriculture Community Encourages Success); ABE (Agricultural and Biosystems Engineering); Animal Ecology; BEST (Biology Education Success Team); BLT (Business Learning Teams); CCLC (Cross-Cultural Learning Community); Common Threads (Textiles and Clothing); Computer Engineering Learning Teams (CELTS); Computer Science; Design Exchange; FSHN (Food Science and Human Nutrition); Honors; HDFS (Human Development and Family Studies); LEAD (Leadership Through Engineering Diversity); MLC (Multicultural Learning Community); and WiSE (Women in Science and Engineering). A leadership-themed house is also available. For the most up-to-date information on learning community opportunities at Iowa State, see www.iastate.edu/~learncommunity/.

Undergraduate and Graduate Single Student Apartments

Frederiksen Court is one of the newest communities at Iowa State, providing on-campus apartments to single graduate and upper-class undergraduate students. The apartments include such amenities as central air-conditioning, living room and bedroom furniture, microwave, dishwasher, and garbage disposal, as well as a washer and dryer in each apartment. The Frederiksen Court Community Center is the center of activity at Frederiksen Court. It features meeting rooms and lounge space, a fitness center for residents, office equipment for resident use, and a retail dining facility at Hawthorn Market and Cafe. Hawthorn Market & Cafe offers hot meals, snacks, beverages, and convenience items.

The apartments, which are available in two- and four-bedroom layouts, accommodate four persons of the same gender. Rent for academic year 2002-03 was \$3,229 for a two-bedroom and \$3,826 for a four-bedroom. Rent includes electricity, water, garbage pickup, basic phone service, basic extended cable, and Ethernet, and rent is conveniently paid as part of the resident's university bill.

University Family Housing

The university provides 760 apartments in University Village and Schilletter Village. The 2002-03 academic year rates for these apartments were \$431-492 per month for University Village, and \$462-509 per month for Schilletter Village. The apartments are furnished with stove and refrigerator, and central air conditioning units are included in the University Village apartments. Rental rates include cable television, high-speed Internet connectivity, water, and garbage removal service. Residents pay for their own gas, electricity, and telephone.

To be eligible for a University Family Housing apartment, residents must be registered for classes during the semester of move-in.

A number of University Village apartments also are available to single students. Single students must be either a graduate student or at least 23 years of age.

Off-campus Housing for Students

Availability and cost are factors to be considered when living off campus. Sleeping rooms in older houses, apartments, and duplexes make up the bulk of off-campus housing.

The Off Campus & Adult Student Services, B6 Memorial Union, keeps a listing of off-campus rental units. Other housing may be obtained through real estate agents, local newspapers, or by contacting individual owners.

It is best that the student come to Ames well in advance of the time he or she plans to begin academic work, as many units are rented 3 to 6 months in advance. The single occupancy room rental rates average \$200 to \$500 per month. Average rental rate per student sharing an apartment or house would be in the \$250 to \$400 range per month. Board for students living in off-campus rooms may be obtained in residence hall dining rooms, private restaurants, or the Memorial Union.

A meal plan is available in the Department of Residence to off-campus students that provides any one meal per day, Monday through Friday, while classes are in session. Information may be obtained from the Administrative Office, Department of Residence, 1215 Friley Hall, Iowa State University, Ames, Iowa 50012-0003.

Fraternities and Sororities

Of the 51 fraternity and sorority chapters on the Iowa State University campus, 43 have chapter houses, and provide housing for about 1,800 undergraduate students. The seven historically Black Greek fraternities and sororities do not provide residential facilities for members, but are active in scholastic, service, and social projects.

The chapter house facilities are similar to a private residence: living room, den, kitchen, dining room, laundry room, etc. The staff in the Office of Greek Affairs, a department in the Dean of Students Office, provide advising, programs, and services for the Greek chapters and organizations. Local alumni work with each fraternity and sorority to ensure that the chapter structure meets all the state and local building, safety, and fire codes that are required with incorporation under the State Law of Iowa.

The average cost of living in a fraternity or sorority chapter house ranges from \$300 less to \$300 more per year than living in the residence halls, or an off-campus apartment. The cost includes room, board, and social dues. Fees average \$50 for a pledging fee and \$150 for the initiation fee.

Men may move directly into a fraternity house at the beginning of an academic year if they pledge a chapter that has a house. Typically, they continue living there throughout their college years. Women pledging a sorority during formal recruitment or informally throughout the year generally live in the residence halls for the academic year. However, as space becomes available in a chapter house, sorority members often move into the house as sophomores or upper-class women.

If a student moves into a chapter house from the residence halls and has to break a contract, the student will forfeit the deposit and owe a percentage of the cost of the contract. Most of the chapters compensate a student to a degree. Because the compensation amount differs among houses, a student should communicate with the chapter before changing residences.

Student Services

The University Library

Dean of Library Services: Olivia M.A. Madison, M.L.A.

General Information—(515)-294-3642
Library Hours—(515)-294-4849

The University Library provides a wide array of print, non-print, and electronic information resources, which are housed in the main Parks Library, the e-Library, the Veterinary Medical Library, and four subject-oriented reading rooms (design, economics and sociology, mathematics, and physical sciences). The library's extensive collections support research and study for all ISU graduate programs, with the strongest support at the Ph.D. level. These collections are nationally recognized for their strengths in basic and applied fields of biological and physical sciences. Library holdings include more than 2,300,000 volumes and approximately 20,000 serial subscriptions.

The library encourages use of its collections and many services, and assistance is provided at eight public service desks. These desks include the Reference Desk, Reserve and Media Services, Interlibrary Loan/Document Delivery, the Circulation Desk, the Periodical and Newspaper Room, the Microforms Center, Special Collections, and the Map Room. In addition, instruction in the use of library resources is offered to graduate and undergraduate students.

The library's e-Library, accessed through the Internet, provides access to the local online catalog; indexing and abstracting databases; electronic journals and books; and selected Internet sites. Assistance in using this vast body of electronic resources is available at the Reference Desk and through individually arranged appointments with reference librarians.

The Parks Library has a limited number of semiprivate study rooms available for faculty, graduate students and professional and scientific staff. They are intended for research and other scholarly activities that require extensive use of library material. Normally, assignments are made for a semester at a time.

Student Counseling Service

Director: Terry Mason, Ph.D.
Associate Director: Michelle P. Clark, Ph.D.

Professional Staff: Patricia G. Andersen, Ed.D.; Lenore M. Biden, Ph.D.; Jonathan H. Brandon, Ph.D.; Janet S. Croyle, M.Ed.; Marty I. Martinez, Ph.D.; Michelle M.Hall, M.Ed.; Martha S. Norton, M.S.; Jennifer L. Sikute, Ph.D.; Suzanne Zilber, Ph.D.

The Student Counseling Service (SCS) assists students in enhancing their academic and personal well-being with a staff of professional psychologists and counselors. Services are available to help students sort through their feelings, strengths, and options to develop new perspectives and coping skills.

Available services include individual counseling, relationship/couples counseling, career counseling and exploration, substance abuse assessment, and learning disabilities screening. Group counseling is also available for a variety of issues including adult children of alcoholics, depression, eating disorders, self-esteem and relationships, problem solving, and relaxation/stress management. SCS also offers a number of outreach programs and workshops.

Counseling services are offered at no cost to ISU students. However, a nominal fee for testing may be required. Counseling is strictly confidential. SCS staff will not release any information to anyone outside of the Student Counseling Service without the written permission of the client, unless an imminent harm condition exists.

In addition to providing counseling and outreach services to students, SCS provides training and consultation to faculty and staff to assist them in addressing the psychological needs of students.

SCS hours are Monday through Friday 8 a.m.-5 p.m. The Student Counseling Service phone number is 515-294-5056.

Thielen Student Health Center

Director: James O. Nelson, H.H.A., C.H.E.
Physicians: Mark Blaedel, M.D.; Charlotte Cleavenger, D. O.; Robin Engstrom, M.D.; Rebecca Fritzsche, M.D.; Malhar Gore, M.D.; Pauline Miller, M.D.; Cosette Scallon, M.D.; Marc Shulman, M.D.; Lee Wilkins, M.D.

Thielen Student Health Center is located on the corner of Sheldon Avenue and Union Drive, just west of Beyer Hall. Services include doctor and nurse consultations, physical exams, laboratory and x-ray services, sports medicine and physical therapy, immunizations, pharmacy, diet and nutrition consultation, fitness consultation, computerized health risk appraisal, stress management, wellness assessment, workshops, free and confidential HIV testing, and referral services.

The student health fee partially finances the services of the Thielen Student Health Center and is charged to all students taking 5 or more credits each semester. Those taking 4 or fewer credits may access services at reduced cost by paying the health fee. Spouses/domestic partners of students who opt to pay the health fee also have access to services. Students with less than 5 credits who elect not to pay the health fee may still be seen at the Thielen Student Health Center, but will be charged for the services provided. International students and their spouses/domestic partners are required to participate and pay the health fee. The health fee is not a substitute for health insurance. It is a prepayment plan that complements the student's individual insurance coverage.

Clinic hours:
Monday and Tuesday, 8 a.m.-8 p.m.
Wednesday, 9 a.m.-6 p.m.
Thursday and Friday, 8 a.m.-6 p.m.
Saturday, 8 a.m.-12 noon.

Hours vary during breaks. Patients are seen by appointment. Each patient has the option of seeing the provider he/she requests.

The Thielen Student Health Center operates on an appointment/assessment system. Students are encouraged to call ahead for an appointment. For urgent medical needs, no appointment is needed to come to the clinic. Those students will be assessed by a staff nurse to determine whether they need to see a physician immediately, or if they should make an appointment for later in the day. Students with urgent medical needs will see a physician right away. Those with less urgent needs will see a physician at a later time. For more information, call 515-294-5801.

Service is available for emergency problems after regular clinic hours at Mary Greeley Medical Center Emergency Room. The cost is the responsibility of the student and/or the student's insurance plan. All records are confidential. Student records are not available without the student's written permission.

Career Services Offices

Director: Beverly S. Madden, M.S., 0570 Beardshear Hall
Agriculture: Michael Gaul, M.S., 141 Curtiss Hall
Business: Steven Kravinsky, M.S., 208 Carver Hall
Design: Margaret Hutcheson, M.Ed., 297 College of Design
Education: Toni Humpfer, M.S., E105 Lagomarcino Hall
Engineering: Larry Hanneman, M.S., 301 Marston Hall
Family and Consumer Sciences: 132 MacKay Hall
Liberal Arts and Sciences: Steven Kravinsky, M.S., 208 Carver Hall
Veterinary Medicine: Elizabeth Reidesel, DVM, 2270E Veterinary Medicine

Career services are provided in each college to assist students, undergraduate and graduate, and alumni with their career-related needs. A broad range of programs and services are offered including online registration, position listing and interview scheduling; résumé referral; coordination of co-op and internship programs; workshops and seminars on career exploration, résumé preparation, letter writing, job search techniques, interview skills, applying to graduate and professional schools, and adjusting to the first job.

Each year career services sponsor six college career-information days plus the graduate and professional school day, an international opportunities festival, the social services career day, and a summer job fair. Extensive career and job search information is provided online. Each college career services office serves as a point of entry for students, alumni, and employers to the entire ISU network of coordinated, decentralized career services.

Student Answer Center

www.answer.iastate.edu/

Students who have questions but are not sure where to find an answer may contact the Student Answer Center located on the ground floor of Beardshear Hall. A staff member will answer campus-related questions on the spot or provide referrals to other university departments as needed. Information may include registration instruction, financial aid status, or classroom directions. Students can pick up forms, information brochures, campus maps, or use one of the computers to access AccessPlus or e-mail. Answers to frequently asked questions also are available at www.answer.iastate.edu/. Questions can be sent by e-mail answercenter@iastate.edu or by phone 515-294-4469.

International Education Services

www.public.iastate.edu/~internat_info/

Study Abroad Center: www.iastate.edu/~study-abroad/

Director: Dennis Peterson, M.A.

Assistant Director, International Students and Scholars: Brenda Thorbs-Weber, Ph.D.

Assistant Director, Study Abroad Center: Trevor Nelson, Ed.D.

Coordinator of International Services: Rebecca Matters

Coordinator of Administration: Deborah Vance, M.B.A.

Senior Program Coordinator: Chistine Gemignani, M.A.

Program Coordinators: Luiza Dreasher, Ph.D.; Jane Edwards, M.S.; Kamal Elbasher, Ph.D.; Creighton Gaynor, B.M.; Nancy Guthrie, B.A.; Virginia McCallum, M.A.

Program Assistant: Arlis Penner
 International Education Services (IES) is committed to courteous, accurate, timely service and informative programs for international students and visiting scholars, Americans seeking overseas opportunities, and citizens of Iowa interested in international education. IES staff members orient and advise internationals on university procedures, community resources, U.S. visas and personal concerns. Persons interested in study and/or work abroad find a wealth of information at the IES Study Abroad Center. The Center maintains information on scholarships, health and safety abroad, world cultures, and travel, as well as over 200 ISU programs and thousands of opportunities through other institutions. Staff assist not only students, but also faculty and staff traveling abroad. Project Assist provides logistical and other support to faculty developing new group study abroad programs. IES intercultural programs, such as the Culture Corps, Friendships International, Conversational English and activities developed with the International Student Council and dozens of international student organizations, bring international students and Americans together for mutual learning. We welcome volunteers to join these and other programs.

Dean of Students Office

www.dso.iastate.edu/
Dean of Students: Peter Englin, Ph.D., Student Services Building

Assistant Dean of Students: Vernon A. Wall, M.S., B6 Memorial Union

Assistant Dean of Students: Alisa Frandsen, M.Ed., B6 Memorial Union

Assistant Dean of Students: Grace Weigel, M.S., Student Services Building

Assistant Dean of Students: Sharon McGuire, Ph.D., Student Services Building

Academic Success Center

Assistant Dean of Students: Sharon McGuire, Ph.D., Student Services Building

Manager Disability Resources: Bea Awoniyi, M.S., Student Services Building

Coordinator, Disability Resources: Todd Herriott, M.S., Student Services Building

Coordinator, Supplemental Instruction: Kari Hensen, M.S., Student Services Building

Greek Affairs

Assistant Dean of Students: Alisa Frandsen, M.Ed., B6 Memorial Union

Judicial Affairs

Assistant Dean of Students: Grace Weigel, M.S., Student Services Building

Program Assistant: Bethany Schuttinga, M.S., Student Services Building

Lesbian, Gay, Bisexual, and Transgender Student Services

Dean of Students: Peter Englin, Ph.D., Student Services Building

Margaret Sloss Women's Center

Director: Penny Rice, M.S., Sloss House

Minority Student Affairs

Associate Dean of Students & Minority Student Affairs Director:

Program Assistant: Irma Wilson-White, B.A., Student Services Building

Program Assistant: Grif Kolberg, B.A., Student Services Building

Program Assistant: Yanira Pacheco, B.A., Student Services Building

Parents Association (ISUPA)

Bethany Schuttinga, M.S., Student Services Building

Recreation Services

Director: Mike Harvey, M.S., 2220 State Gymnasium

Associate Director: Scott White, M.S., 2220 State Gymnasium

Coordinator, Intramural Program: Garry Greenlee, M.S., 1264 State Gymnasium

Coordinator, Intramural Sports: Linda Marticke, M.S., 1262 State Gymnasium

Coordinator, Intramural Sports: Randy Heimerman, M.Ed., 1224A State Gymnasium

Coordinator, Fitness Programs: 111 Lied Recreation Center

Coordinator, Sports Clubs: Alan Murdoch, Ph.D., 1227 State Gymnasium

Coordinator, Outdoor Recreation Center and Programs: Jerry Rupert, M.S., 2220 State Gymnasium

Coordinator, Facility Operations: Doug Arrowsmith, M.S., 119 Lied Recreation Center

Administrative Specialist: Pamela Lyon, B.A., 2220 State Gymnasium

Program Assistant II, Facility Operations: Lied Recreation Center

Student Activities Center

Assistant Dean of Students: Vernon A. Wall, M.S., B6 Memorial Union

Assistant Director, Student Activities: Laura Bestler-Wilcox, M.S., B6 Memorial Union

Student Assistance Services

Dean of Students: Peter Englin, Ph.D., Student Services Building

Student Legal Services

Student Legal Advisor: Paul Johnson, J.D., B11 Memorial Union

Student Legal Advisor: Michael Levine, J.D., B11 Memorial Union

Student Support Services

Director: Japannah Kellogg, M.S., Student Services Building

Program Assistant: Laura Thilmany, M.S., Student Services Building

Program Assistant: Deb DeWall, M.S., Student Services Building

The Dean of Students Office (DSO), comprised of 13 different units in seven different campus locations, provides a wide array of services and programs outside of the classroom that enhance each student's education at Iowa State. Its goal is to support the University's commitment to academic success and the holistic development of each individual student by challenging students intellectually, physically and socially.

The DSO coordinates a variety of services that are each distinct and different, but nonetheless similar in their orientation toward maximizing students' educational opportunities.

Staff members in the various units of the DSO provide assistance for students with their personal adjustment to college, with academic problems, or with interpretation of university or legal policies and procedures. Assistance services are also provided for students in particular populations, such as: those with disabilities; adult and off-campus students; lesbian, gay, bisexual, and transgender students; first-generation college students; and women students. Educational programs and workshops in the areas of leadership, time management, and interpersonal skills are presented on an ongoing basis and when requested by campus groups. Recreation Services provides a wide variety of intramural and recreational activities for all skill levels. Activities and programs for and about women are facilitated by the Women's Center. The Student Activities Center (SAC) registers and provides services and programs for student organizations and Greek Affairs coordinates fraternity and sorority chapters.

Academic Success Center (ASC)

The Academic Success Center encompasses several academic assistance programs. The services available at the ASC include the following: resources for students with disabilities; course-specific Tutoring Services and Supplemental Instruction; general assistance through the Learning Lab, providing individual consultations for those with needs related to study skills/time management; and a one-credit study skills class (Psychology 131). All programs are focused on helping students learn how to learn and achieve their academic goals. For more information visit the web site at www.dso.iastate.edu/dept/asc/.

Disability Resources (DR) coordinates support services that students may need in order to reach their fullest academic potential. The DR staff members provide accommodations and serve as a resource within the university community concerning students who have physical or learning disabilities. DR provides assistance, information, support, counseling, education, referral, and awareness to students, faculty, staff, the Ames community, and the state of Iowa. Call 515-294-6624, TTY 515-294-6635, for further information.

The mission of Tutoring Services is to enhance academic growth and success. Tutoring is the process by which students can get more individualized instruction for undergraduate courses offered at ISU. Tutoring recruits and screens tutors, works out convenient times to meet, collects fees, and pays tutors. For information call 515-294-6624.

Supplemental Instruction (SI) is a free academic assistance program for difficult selected 100 and 200 level courses. Peer SI leaders who have demonstrated competence in the course, attend classes and conduct biweekly sessions to help students learn and study the course material. A complete schedule can be viewed on the Web.

The Learning Lab is a "learning how to learn" center. A service to students, the Learning Lab helps them with tips on how to succeed in the

classroom. The Learning Lab is staffed with psychology graduate assistants who work with students to pinpoint areas in their study strategies that might need improvement.

A one-credit study skills course, Psychology 131, that addresses academic success strategies as well as a variety of reading and study strategies and tactics from time management to test taking is offered each semester. Class size is limited to allow for group interaction as well as individual attention.

Greek Affairs

The Office of Greek Affairs oversees ISU's fraternities, sororities, and affiliated Greek organizations. Greek Affairs provides advising, consultation, and educational services to the fraternities and sororities at Iowa State. Professional staff and graduate assistants work with student leaders, members, and chapter advisers to provide support to the chapters and to advise Collegiate Panhellenic Council, Interfraternity Council, National Pan-Hellenic Council, Greek Week, Fall Blood Drive, Spring Blood Drive, Order of Omega, Junior Greek Council, and other student organizations and activities affiliated with the Greek Community.

The 49 fraternities and sororities at Iowa State University have approximately 2,600 student members (1,600 men and 1,100 women), or about 12 percent of the undergraduate student population. The Greek Affairs staff and local alumni work with each fraternity and sorority to ensure that the chapter is meeting the educational objectives of the university, their national affiliates and the developmental needs of the students. Fraternities and sororities have been active at Iowa State University since 1875. For more information visit B6 Memorial Union, call 515-294-1023, or view from the web, www.dso.iastate.edu/dept/greekaffairs/.

Judicial Affairs

The Office of Judicial Affairs is responsible for the university's Centralized Judicial System. Representatives from the Office of Judicial Affairs interpret university policies and conduct student disciplinary hearings for academic and nonacademic violations of the ISU Student Disciplinary Regulations. As members of the Iowa State University community, all students have certain rights and responsibilities. When an alleged violation of the Student Disciplinary Regulations occurs, a representative from the Office of Judicial Affairs investigates the complaint, interprets general university regulations and guidelines, conducts student discipline hearings which ensure the standards of due process, and consults with faculty, staff, and students regarding student conduct issues.

Student discipline hearings are conducted in accordance with the rules and regulations as set forth in university policies and procedures. Disciplinary hearings are administered by a member of the Judicial Affairs staff or by members of the All-University Judiciary (AUJ) committee. The Office of Judicial Affairs serves as a resource for anyone with

questions regarding a student conduct issue and is located in the Dean of Students Office, 1010 Student Services Building; 515-294-1021; or www.public.iastate.edu/~deanstdt_info/ja.

Lesbian Gay Bisexual Transgender Student Services (LGBTSS)

LGBTSS is a safe space for all members of the ISU community to explore aspects of sexual orientation and gender issues in an open nonjudgmental atmosphere. LGBTSS is committed to providing information and education that enhances the educational experience and overall quality of student life on campus.

LGBTSS, its staff, and advisory board work to provide assistance and support and to promote visibility and diversity through programming, a variety of services, and referral. In achieving its mission, LGBTSS strives to promote full inclusion of LGBT persons and their allies at ISU and to eliminate homophobia, heterosexism, and sexism on campus.

Programs and services of LGBTSS include the speakers bureau, peer-facilitated support groups, Lavender Graduation, Small Victories Celebration, National Coming Out Days events, supporting campus LGBT organizations, the Safe Zone sticker project, the lending library, and brochures and workshops on various LGBT issues. For more information: 1010H Student Services Building, (515) 294-5433, lgbtss@iastate.edu, or www.dso.iastate.edu/lgbtss.

Margaret Sloss Women's Center

The Margaret Sloss Women's Center promotes the educational, personal and career development of all women in the ISU/Ames community. Along with other departments, the Women's Center shares the university's responsibility of creating a safe and supportive environment for all individuals. The purpose of the Women's Center is to promote and sustain women through assistance, programs and information and referral services. The Women's center provides:

- A clearinghouse of information including a lending library, resource files, a calendar of events, and a variety of videos and audio tapes.
- Educational programming that focuses on helping students, staff, and faculty thrive in an academic environment by motivating them toward a greater understanding of, and involvement with, women's issues. Educational programs presented in residence halls, departments and organizations include workshops on a variety of topics – some require one gender audiences: self-esteem, images of women in the media, eating disorders, sexual harassment, date rape drugs and sexual assault, dating violence, what men can do to reduce the violence against women, gender roles and stereotypes, homophobia and sexism, men and masculinity, and more).
- Coordination and co-sponsorship of special

events including Women's Week, National Coming Out Day, Sexual Assault Awareness Week, and Women's History Month. Throughout the year, the Women's Center also sponsors a number of speakers on current issues, hosts conferences, and coordinates support and discussion groups.

- Assistance and support for women who work toward changing situations, which adversely affect them, both individually and institutionally.
- A space for women to meet, study, eat, network, discuss, find support, watch a video or just relax.
- A place to gain experience and/or credit as a journalism or design intern, practicum student, student programmer, board member, or volunteer.
- Other services include an electronic breast pump, lockers to rent, free condoms, meeting rooms for campus and community organizations, kitchen facilities, a TV and VCR.

The Women's Center is open Monday through Friday, 8 a.m.-5 p.m. and is housed in the Sloss House, located between Curtiss Hall and the Memorial Union. Call 515-294-4154 or view www.dso.iastate.edu/dept/mswc.

Office of Minority Student Affairs

Minority Student Affairs was established to assist the university in keeping its commitment to equal educational opportunity. MSA is responsible for the leadership in retention and graduation of undergraduate ethnic minority students by identifying climate, cultural, educational and financial barriers to their success. Minority Student Affairs staff work closely with all units of the University to achieve the following objectives:

- Increase the number of ethnic minority students entering and graduating from Iowa State University.
- Ensure access, choice, and persistence with all departments and organizations interested in the growth and development of students.
- Maintain liaison and coordinate programs with all departments and organizations interested in the growth and development of students.
- Develop students for a future beyond their undergraduate college experience – professionally, intellectually and culturally.
- Provide leadership for diversity awareness education.

These objectives assist in the achievement of the Office of Minority Student Affairs' mission. This is accomplished through the following programs:

Academic Program for Excellence (APEX) Summer Challenge, Carver Academy Program, George Washington Carver Scholarships, the Minority Student Affairs Emergency Loan Program, Early success Program – (ESP), Ethnic cultural celebrations – Hispanic Heritage Month, Black History Month, Asian American Celebrations, and the symposium on the American Indian.

Parents Association (ISUPA)

All parents of ISU undergraduate students are automatically considered to be members of the ISU Parents Association. The ISUPA serves as a link between the University and parents and families. Its mission is to serve and inform parents and to enhance the quality of student life at Iowa State.

There are no membership fees in the ISUPA; it is funded exclusively by contributions and fund-raisers, like the annual tuition raffle. The ISUPA Board of Directors, comprised of 36 parents, along with members of the Dean of Students Office staff, sponsors programs which include:

- Family Handbook, distributed to all new ISU parents at June orientation
- Parents Advisory Line (PAL), 1-800-772-8546, toll free assistance for parents
- Parent Calling Project, phon-a-thon to new ISU parents each autumn
- Family Weekend, the annual fall event largely funded by the ISUPA
- Involvement in ISU admissions events

For more information on the ISUPA, call the Dean of Students Office, 294-6054 or view www.dso.iastate.edu, then Web site Index, Parents Association.

Recreation Services

Recreation Services is dedicated to the provision of quality recreational opportunities for the campus community. Programs include intramural sports, sport clubs, informal recreation, outdoor recreation, special events, fitness programs, and recreation facility management. Assistance for other recreational services is provided.

The informal recreation program includes the opportunity for recreational sports activity in Beyer Hall, State Gymnasium, Forker Building (east campus), Lied Recreation/Athletic Center, outdoor tennis courts near the Forker Building, recreation fields east of the Towers and Maple-Willow-Larch Residence Halls, and the Southeast Field Complex east of the football stadium. Two regulation golf holes north of the Armory are open for ISU recreation golf use at no charge. The Ames/ISU Ice Arena is also available for drop in open skating or organized events.

The Group Fitness program provides nearly 60 classes per week for staying fit. The types of aerobics classes available include: high/low impact, step, toning and aqua. We also offer personal trainers for those that would like to have one on one assistance with their workout. The Rec Milers Program is designed to help students stay interested and involved in a regular exercise program. Participants have the flexibility to choose their own activities and can exercise at their own pace and convenience. Participants keep track of their recreational mileage for each month. To get mileage credit, progress slips must be deposited in the Rec Miler's boxes at the

Recreation Services Office, 2220 State Gym, or at the Lied Recreation/Athletic Facility. Monthly totals for each participant are posted at State Gym.

Participants may earn awards for specific milestones. Aerobic activities for Rec Miller credit include: bike, walk, basketball, handball, cross country skiing, stationary bike, fitness class, jump rope, soccer, jog/run, swim, racquetball and tennis.

The outdoor recreation program is composed of four basic elements: the camping-outdoor equipment checkout program; the organized trip program; basic instruction activity workshops; the Resource Center and Library. All of these programs and activities are designed to provide opportunities for natural environment experiences.

The sports club program is designed to serve individual interests in different sports club activities and is student-oriented in every aspect. Sports clubs offer team or individual recreational opportunities. Following are the sports clubs: archery, badminton, ballroom dance, baseball, bowling, boxing, canoe and kayak, cycling, equestrian, fencing, flying, hapkido, hockey, judo, karate, kum do, lacrosse, motorcycle, mountaineering/rock climbing, paintball, pool, racquetball, rifle and pistol, rodeo, rollerhockey, rugby, running, sailing, scuba, shotokan karate, ski and snowboard, skydivers, soccer, table tennis, tae-kwon-do, tennis, trap and skeet, triathlon, ultimate frisbee, unicycle, volleyball, water polo, water ski and weightlifting.

These clubs offer instruction and competition at the local and intercollegiate levels. The club members set dues, and most clubs receive financial subsidy from the Government of the Student Body to enable students to participate regardless of their financial situation.

The Intramural Sports Program involves competition among participants who enter as teams or individuals and play according to specific schedules. There are more than 50 intramural sport activities ranging from football to innertube water basketball and curling. Activities include men's, women's and co-rec divisions. Numerous special events add spice to the recreation program. These activities are of an endless variety and usually take place in a short time span. In general, they encompass demonstrations, performances, special contests, mass group participation, social occasions, excursions, displays, or special instruction.

Other physical, cultural, and social recreation programs are sponsored in coordination with various departments, organizations, and groups on and off campus. For further information concerning campus recreation activity, contact the Recreation Services Office, 2220 State Gym, or call (515) 294-4980, or www.recservices.iastate.edu/.

Student Activities Center

The Student Activities Center is committed to student involvement and retention. Its programs and services, including leadership

development and organization participation, strive to ensure student success. These practical experiences work toward enhancing the quality of student life. With over 600 organizations from which to choose, students learn about themselves and appreciate the diversity in others. The staff of the Student Activities Center is dedicated to utilizing their knowledge and experience to provide unique living and learning opportunities for all Iowa State students.

The Student Activities Center is responsible for registering the 600+ student, campus, and community organizations. The staff provides consultative services to student leaders, members, and advisers of organizations on an individual and group basis. They also provide training workshops and facilitate retreats for student groups. This office produces *Newslines*, an online newsletter distributed twice each semester to presidents and advisers of registered student organizations.

The Student Activities Center also annually publishes the Student Organizations Resource Manual (SORM), which informs the campus community about university policies and procedures that affect student organizations. The SORM is available online at the Student Activities Center web site which also includes information on the university's event and activity authorization process. The staff of the Student Activities Center also advises students involved in the Government of the Student Body (GSB) and VEISHEA. For more information visit the Student Activities Center, B6 Memorial Union, 294-1023, or view www.sac.iastate.edu/.

Student Assistance Services

When student life at Iowa State becomes overwhelming or situations arise when students need some advice, the staff of Student Assistance Services is ready to help. The Dean of Students Office staff provide resources for students to work through issues including:

- Academic concerns
- Personal concerns
- Personal and family emergencies, and
- Formal grievance procedures.

Assistance in understanding and navigating the University judicial systems and other university policies and procedures is also provided. Personalized referrals to other University resources and services are key in providing proactive and comprehensive assistance to students. Consultation and assistance is provided in an atmosphere of confidentiality and concern for each student's personal well being and educational objectives. For more information visit 1010 Student Services Building, call (515) 294-1020, or see Web site Index at www.dso.iastate.edu/.

Student Legal Services (SLS)

Student Legal Services is a cost-free legal aid office available to any student currently enrolled at Iowa State and registered student groups. SLS is staffed by full-time, practicing attorneys who are available to consult with students and offer advice with respect to most

legal problems. While SLS is a part of the Dean of Students Office, its financial support comes from the Government of the Student Body (GSB). The types of cases most often handled by the staff of the SLS include:

- Family Law and Divorce
- Criminal Law
- Landlord-Tenant Problems
- Off-Campus Employment Problems
- Consumer Issues
- Administrative Issues

However, SLS cannot actively represent students in controversies involving student vs. student, student vs. ISU, and ISU student judicial matters and does not handle the following cases: fee generating cases; felony defense; Federal Court matters; cases involving excessive time. More information is available at SLS, B11 Memorial Union, (515) 294-0978, see Web site Index at www.dso.iastate.edu/.

Student Support Services Program (SSSP)

SSSP, a federally funded program, provides academic support to eligible students and is designed to increase the retention and graduation rates of low-income individuals who are first generation college or individuals with disabilities. The needs of the students who are accepted into SSSP are thoroughly assessed through testing and counseling. SSSP participants receive personal and career counseling, along with academic advice, tutoring, and assistance in receiving financial aid.

Participants in SSSP are encouraged to work with an SSSP student mentor to become acclimated to the ISU environment. These relationships also encourage participants to fully access ISU resources. Study skills improvement sessions and basic skills instruction are provided in the areas of math and writing. In addition, cultural enrichment (i.e. theatre, dance, and musical events) and educational (leadership conferences, graduate/professional, etc.) activities are planned. These services are provided free of charge to eligible students after they are accepted into the program. SSSP is located in the Student Services Building; call (515) 294-0210 or view Web site Index at www.dso.iastate.edu/.

Vocational Rehabilitation

The State of Iowa Division of Vocational Rehabilitation Services Office provides services to students who based on medical documentation, have a disability and it is a substantial impediment to employment. Rehabilitation services may include the following: medical assessment; vocational evaluation; counseling and guidance; special adaptive equipment or devices; financial assistance toward training; job placement assistance. No direct fees are charged, but there may be some costs through involvement with services. For more information, contact Vocational Rehabilitation, 515-294-5059, Room 1045, Student Services Building, or see www.dso.iastate.edu/dept/vocrehab.

Student Life

Child Care

Child Care Resources, a unit of Human Resource Services, supports Iowa State University families by linking them with programs and services that can help meet their child care needs. The university child care consultant is available to assist families in accessing services available both on the campus and in the community.

Child care programs located on campus include:

- Center for Child Care Resources: Assistance in locating community child care services, 1038 Pammel Court, 515-294-8833 or 1-800-437-8599
- University Community Childcare at Pammel Court, 891 Pammel Court, 515-294-9838
- The Comfort Zone: Daycare for kids who don't feel so good, 1019 Pammel Court, 515-294-3333.
- Flex-Care: Part time care for children of ISU students, 1052 Pammel Court, 515-294-2471.
- University Child Care Center at Veterinary Medicine, 1700 Christensen Drive, 515-294-2273.
- ISU Child Development Laboratory School, Palmer HDFS Building, 515-294-3040.

For more information about child care options, contact the university child care consultant at 515-294-8827.

Forensics: Individual Events

ISU Forensics, the Iowa State speech team, participates in several kinds of competitive speech activities. Please contact Speech Communication Program at 515-294-7670 for further information.

Honor Societies

Alpha Epsilon—Agricultural Engineering

The purpose is to promote the high ideals of the engineering profession, to give recognition to those agricultural engineers who manifest worthy qualities of character, scholarship, and professional attainment, and to encourage and support such improvements in the agricultural engineering profession that make it an instrument of greater service to humanity. Membership is based on scholarship, leadership, and character.

Alpha Kappa Delta—Sociology

Members share interest in the field of sociology, research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition.

Alpha Lambda Delta/Phi Eta Sigma — Freshmen

First-year students who achieve at least a 3.5 GPA for one or more semesters their first year may be members of these national honor societies. These societies encourage superior scholastic attainment among students in their first year at institutions of higher education.

Alpha Pi Mu—Industrial Engineering

Members are chosen for character, achievement, and scholarship in industrial engineering. The group provides social and educational interaction for industrial engineering.

Alpha Upsilon Alpha—Education

An educational honorary that recognizes and encourages scholarship and leadership in the field of reading.

Alpha Zeta—Agriculture

Members must have completed three semesters of study in the College of Agriculture or Veterinary Medicine and be in the upper two-fifths of their class. Meetings are held to foster high standards of scholarship, character, and leadership. Alpha Zeta sponsors lectures, service projects, and promotes the agricultural programs at ISU.

Beta Alpha Psi – Accounting

A national honorary for students in accounting.

Beta Beta Beta Biological Honor Society

A national organization for students in the biological sciences with a purpose to recognize undergraduates with exceptional scholarship, leadership and character.

Beta Gamma Sigma

Honor society for collegiate schools of business.

Cardinal Key—Senior Leadership

The Senior Honor Society of Cardinal Key recognizes those persons who have been outstanding leaders in college life, who have rendered noteworthy service to Iowa State, who are of high moral character, and who rank high scholastically. Members are selected by application and interview.

Chi Epsilon—Civil Engineering

The purpose is to develop the profession of civil engineering through the interaction of members, fellow civil engineering students, and faculty. Scholarship, character, practicality, and sociability are the fundamental requirements for membership.

Chi Sigma Iota-Iota Sigma Upsilon

To promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in counseling.

Epsilon Pi Tau—Education in Technology

Members are selected from the upper one-fourth of the juniors, seniors, and graduate students in industrial technology. The group strives to promote skill, social and professional efficiency, and research.

Golden Key—All University

A national nonprofit academic honors organization, Golden Key is dedicated to recognizing and encouraging scholastic achievement in all undergraduate fields of study and to uniting collegiate faculty and administrators.

Iota Sigma Pi—Females in Chemical Sciences

An organization open to female students in the chemical sciences which provides functions for members to socialize and discuss science issues in chemistry.

Kappa Delta Pi—Education

In an effort to promote excellence in and recognize outstanding contributions to education, Kappa Delta Pi maintains a high degree of professional fellowship among its members, quickens professional growth, and honors achievement in educational work. Membership invitations are extended to second semester sophomores, juniors, and seniors with a GPA of 3.25 or above.

Kappa Omicron Nu, Gamma Chapter

Objectives of the honor society are to promote graduate study and research, and to stimulate scholarship and leadership toward the well-being of individuals and families throughout the world. Top 10 percent of junior and top 20 percent of senior students maintaining at least a B average, and outstanding graduate students in family and consumer sciences, are eligible for selection. Research within the college is shared at monthly meetings.

Kappa Tau Alpha—Journalism

Kappa Tau Alpha is the national society dedicated to the recognition and promotion of scholarship in the field of journalism. Members are selected from the upper 10 percent of the senior class. Graduate students and faculty who qualify are also eligible for membership.

Keramos National Ceramic Engineering Honor Fraternity

A national honorary that recognizes students with outstanding academic achievement and encourages interaction between students and alumni.

Mortar Board

Members are recognized for superior academic achievement and community service.

National Society of Collegiate Scholars

To recognize and celebrate high achievement in all academic disciplines, to provide opportunities for personal growth and leadership development, and to organize and encourage learning opportunities through community service.

Omega Chi Epsilon—Chemical Engineering

Membership is open to chemical engineering juniors in the top 20 percent of their class, or seniors in the top 30 percent. The purpose is recognition and promotion of high scholarship, original investigation, and professional service in chemical engineering.

Order of Omega—Fraternity and Sorority Honorary

A national Greek honorary, the Order of Omega was founded at Iowa State in 1957. Criteria for membership include character; scholarship; leadership; service to the individual chapter, the Greek system, the university, and the Ames community. Membership is limited to junior and senior students who comprise one percent of the Greek population.

Phi Alpha Theta—History

Students who have a B average in at least 15 hours of history are eligible for membership. The local branch sponsors social activities, co-sponsors prizes for undergraduate essays in history, and encourages students' participation in state wide, regional, and national Phi Alpha Theta conferences.

Phi Beta Kappa—Liberal Arts and Sciences

Phi Beta Kappa is a national honorary society, founded in 1776 "to recognize and encourage scholarship, friendship, and cultural interests." Membership is by invitation to students enrolled in the LAS curriculum. To be eligible, juniors must have at least a 3.80 cumulative grade point average and seniors, at least a 3.60 average. Other criteria for membership include requirements in the mathematical disciplines and a foreign language.

Phi Kappa Phi—All University

This national honor society recognizes and encourages superior scholarship in all academic disciplines. Membership is open to qualified undergraduates and graduates by invitation and occasionally to faculty and alumni.

Phi Sigma Theta

Phi Sigma Theta is dedicated to recognizing and rewarding academic achievement, and encouraging community service, leadership, and continued academic excellence.

Phi Upsilon Omicron—Family and Consumer Sciences

Members are selected from junior and senior family and consumer sciences students who have demonstrated academic excellence and professional leadership qualities. Membership is a means of furthering professional goals. Outstanding graduate students are also eligible for selection.

Pi Mu Epsilon—Mathematics

Pi Mu Epsilon is the national mathematics honorary society whose purpose is the promotion of scholarly activity in mathematics among students and staff. Members are students and faculty who have completed at least two years of college-level mathematics with honor (at least 3.33 GPA) and have maintained an overall GPA of at least 3.0.

Pi Sigma Alpha

Pi Sigma Alpha is the national honor political science honor society.

Pi Tau Sigma—Mechanical Engineering

Members are juniors and seniors in the upper ranks of their classes in mechanical engineering. Meetings and social functions are held to recognize and encourage outstanding scholastic achievement.

Psi Chi—Psychology

This national honor society in psychology recognizes and honors individuals maintaining high scholarship and documented interest in psychology.

Sigma Alpha – Women in Agriculture

Promotes women in all facets of agriculture.

Rho Lambda

Contact the Student Activities Center (515-294-1023) for more information.

Sigma Gamma Epsilon—Geological Sciences

The objectives of this national honorary society are the scholastic and scientific advancement of its members and the promotion of friendships and assistance among colleges, universities, and scientific schools devoted to the advancement of the earth sciences. Membership is intended for those scientists and students of science whose primary concern is the study of the earth.

Sigma Gamma Tau—Aerospace Engineering

Sigma Gamma Tau is the national honorary for aerospace-aeronautical engineering students who have displayed outstanding scholarship, leadership, and personal characteristics. Members are selected from the upper fourth of the junior class and upper third of the senior class who have maintained a 3.00 or better cumulative grade point average.

Sigma Lambda Chi—Construction Engineering

The purpose is the recognition of outstanding students in construction engineering. Upperclass students in construction engineering may be initiated into the society providing they have an overall scholastic average in the upper 20 percent of their class.

Sigma Xi—Research

Sigma Xi, the scientific research society, is a broad-based scientific honor society with over 500 chapters and clubs at universities and nonacademic scientific institutions. Sigma Xi awards associate membership to undergraduates and graduate students who have demonstrated research potential through participation in an original scientific research activity. Full membership in Sigma Xi recognizes a significant scientific research contribution.

Tau Beta Pi—Engineering

Tau Beta Pi honors engineering undergraduates, graduate students, and outstanding alumni who have distinguished themselves in scholarship and by exemplary character. Members are selected from engineering juniors in the upper eighth and seniors and graduate students in the upper fifth of their classes.

Upsilon Pi Epsilon

Honor society for computer science students. Xi Sigma Pi—Forestry
Xi Sigma Pi recognizes outstanding juniors, seniors, graduate students and faculty members in forestry. The objective is to encourage high professional standards in the profession of forestry and to promote fraternal relationships among foresters.

Lectures

Throughout the academic year the Committee on Lectures brings to the campus a number of speakers eminent in national and international affairs, the sciences, and the arts. In addition to giving formal lectures, a number of these speakers meet with students informally for discussions. Through these lectures and discussions the students are given a well-rounded presentation on subjects and areas affecting their culture, educational and economic philosophy, and scientific development. Past speakers include scholars E.O. Wilson and Stephen J. Gould; activists Gloria Steinem and Anita Hill; actor and comedian Bill Cosby; poet Maya Angelou; and astronaut Sally Ride.

The Institute on World Affairs is an annual series of speakers and on a topic of international interest held in the fall. Spring semester, the Institute on National Affairs is held with a topic of national concern as its focus. Focus, an annual fine arts festival with emphasis on student creativity in the arts, is held in the spring. The Committee on Lectures also sponsors or co-sponsors dramatic, dance, and musical events.

Students are encouraged to contact the lectures program office and become involved in the planning of these events.

Memorial Union

The Iowa State Memorial Union is regarded as the heart of campus life and the campus center of informal education at Iowa State University. It is the meeting place and headquarters for most student organizations and houses several university offices. Dances, exhibits, films, concerts, lectures banquets, and other campus gatherings are accommodated in its meeting rooms and ballrooms.

A food court with eight food vendors and a variety of choices, catering service, and a 24-hour vending area provide food service to the university community. The Maintenance Shop hosts some of the finest in blues, jazz, rock, and folk music performances at night and is a deli during the day. The Recreation Center offers autoscore bowling, billiards, pinball, and video games, and a large screen television.

Art is a way of life in the Union that includes special film showings, galleries, and a browsing library that offers reading, music, and video materials. The Workspace studios are staffed and equipped for individuals who wish to express themselves creatively.

A small, quiet chapel is available for services, weddings, or meditation. In addition, four wireless-equipped study lounges are available to students.

Campus visitors may choose to stay overnight in the guest rooms on the third, fourth, and fifth floors.

The Memorial Union also has a convenience store, automatic teller machines, a TicketMaster outlet, the University Book Store, a copy center, a full service post office, and an attached 640 car parking ramp.

Opened in 1928 as a proud memorial to the Iowa State men and women who served in the Armed Forces during World War I, the Memorial Union is now a living memorial to all Iowa Staters who have served in the United States military.

Motor Vehicles and Bicycles

Students are permitted to own and operate motor vehicles - automobiles, motor scooters, and motorcycles. However, motor vehicles are in no way necessary for an Iowa State University student. Iowa State University is primarily a pedestrian campus. Those who operate a motor vehicle or bicycle on campus must abide by the rather extensive traffic and parking regulations. Fines are levied for infractions of these regulations. All motor vehicles and bicycles owned or operated by students on university property must be registered with the Parking Division Office located in the Armory. Copies of the traffic and parking regulations also are available at this office.

Music Activities

Iowa State is a regular stop on the arts and entertainment circuit. CY Stephens Auditorium is where the arts come alive, from renowned classical music ensembles, ballets, musicals, operas, and plays to jazz, folk and pop concerts. Hilton Coliseum, with a capacity of over 14,000, hosts family shows and concerts - including rock and roll, country and alternative music, to name just a few.

The ISU Department of Music presents over 100 concerts each year - many of them free - in the Martha-Ellen Tye Recital Hall on central campus and at Stephens Auditorium. The Music Department concert series includes faculty recitals, guest artist performances, and student ensemble concerts. ISU students also have lots of opportunities to study music and to participate in musical ensembles - including five choral ensembles, seven bands, ISU Symphony Orchestra, and numerous chamber groups. Nearly one-fourth of all undergraduate students participate in some aspect of music while attending ISU. In addition, carillon concerts featuring the "The Bells of Iowa State" are heard on central campus daily throughout the academic year.

Sigma Alpha Iota (professional music fraternity for women), Kappa Kappa Psi and Tau Beta Sigma (professional band fraternity), and several professional organizations for music educators are represented on campus.

Religious Life

Iowa State University is a state-supported, nonsectarian institution, but it recognizes the importance of spiritual life and cooperates with the many off-campus groups that fulfill the religious needs of the community.

Most of the larger denominations have places of worship within easy walking distance of the campus. Several denominations have attractive student centers and conduct extensive student programs under the direction of professionally trained persons. A number of campus student organizations also address the religious needs of many students.

Theatre and Dramatics

The Iowa State University Theatre, Department of Music, produces a season of at least five major presentations each year. The season's bill endeavors to offer a variety of theatrical fare, including a musical, well-known dramatic literature and unusual and lesser-known plays. Practical experience in all phases of theatrical production is open to all interested, registered students within the university. The season is partially subsidized by an allocation from the Government of the Student Body; therefore, all students paying activity fees may purchase tickets to a performance at the reduced student price.

Other theatre-sponsored programs include student-produced plays, readers theatre programs, Theta Alpha Phi (a national dramatics honorary), the ISU Theatre Lab productions, the Minority Theatre Workshop, and the ISU Studio Theatre program.

Research Organizations

Research is an important activity at Iowa State University. Faculty members engage in research pursuits as well as teaching. Graduate students, and in some cases undergraduates, play an active part in this search for new knowledge.

Support for research at Iowa State University comes from state and federal appropriations as well as from contracts and grants involving the federal government and nonfederal organizations. As part of its total program, the university also operates extension services, special laboratories, centers, and institutes.

Official Research, Outreach, and/or Instructional Centers and Institutes at ISU as Recognized by the Board of Regents, State of Iowa, are listed below. Additional information concerning any of these organizations and student research opportunities they support may be obtained from their administrative offices.

Agricultural Marketing Resource Center (AgMRC)

www.agmrc.org/
Mary S. Holz-Clause, Co-Director
Donald M. Hofstrand, Co-Director
1111 NSRIC/294-5281

Airworthiness Assurance Center of Excellence (AAE)

www.cnde.iastate.edu/cnde/programs.html
Lisa Brasche, Interim Director
115 Applied Sciences Complex II/294-5227

Ames Center for Animal Health (ACAH)

www.vetmed.iastate.edu/services/institutes/acah.asp
James Roth, Professor-in-Charge
2160 Vet. Med./294-1850

Analog and Mixed-Signal VLSI Design Center

vlsi.ee.iastate.edu/
Robert J. Weber, Director
Dept. of Electrical and Computer Engineering, 2215 Coover Hall/294-8723

Bridge Engineering Center (BEC)—part of CTRE

www.ctre.iastate.edu/research.htm
Terry Wipf, Manager
2901 South Loop Drive, Suite 3100/294-9501

Carrie Chapman Catt Center for Women & Politics

www.iastate.edu/~cccatt/
Dianne Bystrom, Director
309 Catt/294-3181

Center for Academic Information Technology (AIT)

www.ait.iastate.edu/
Dorothy Lewis, Director
291 Durham Center/294-3402

Center for Advanced Technology Development (CATD)

www.catd.iastate.edu/
Mark Laurenzo, Interim Director
151 Applied Sciences Complex II/294-4644

Center for Agricultural & Rural Development (CARD)

cardsrv1.card.iastate.edu/
Bruce Babcock, Director
578 Heady/294-1183

Center for Agricultural History & Rural Studies

www.iastate.edu/~history/cenaghis.htm
Douglas Hurt, Director
618 Ross/294-5620

Center for Building Energy Research (CBER)

Michael Pate, Director
2028 Black Engineering/294-9691

Center for Catalysis

George A. Kraus, Director
2759 Gilman Hall/294-7794

Center for Crops Utilization Research (CCUR)

www.ag.iastate.edu/centers/ccur/
Lawrence Johnson, Director
1041 Food Sciences Building/294-0160

Center for Designer Crops

Basil Nikolau, Interim Director
2210 Molecular Biology Bldg./294-9423

Center for Designing Foods to Improve Nutrition (CDFIN)

www.fcs.iastate.edu/fshn/research/cdfin.htm
Colin Scanes, Interim Director
1127 Human Nutritional Sciences Bldg.
294-8489

Center for Excellence in Science and Mathematics Education

www.educ.iastate.edu/scimath/
Brian Hand, Director
N157 Lagomarcino/294-7010

Center for Family Policy

www.fcs.iastate.edu/policy/default.htm
Mary Winter, Director
126 MacKay/294-5982

Center for Family Research in Rural Mental Health—part of ISBR

Carolyn Cutrona, Interim Director
2625 N. Loop Drive, Suite 500/294-4518

Center for Food Security and Public Health

www.vetmed.iastate.edu/services/institutes/cfsph/
James A. Roth, Director
2160 Vet Med/294-7189

Center for Historical Studies of Technology & Science

Alan Marcus, Director
635 Ross/294-5956

Center for Industrial Research & Service (CIRAS)

www.ciras.iastate.edu/
Ron Cox, Director
Suite 2620, 2272 Howe Hall/294-3420

Center for Integrated Animal Genomics

Max F. Rothschild, Co-Director and
Susan Carpenter, Co-Director
2255 Kildee/294-6202 and 1136 Vet Med
294-5158

Center for Interfacial Materials & Crystallization

Glenn Schrader, Manager
3033 Sweeney/294-0519

Center for International Agricultural Finance (CIAF)

Neil Harl, Director
478 Heady/294-2210

Center for Nondestructive Evaluation (CNDE)—including the FAA Aviation Systems Reliability Program

www.cnde.iastate.edu/cnde.html
R. BruceThompson, Director
115 Applied Sciences Complex II/294-8152

Center for Physical & Computational Mathematics (CPCM)

www.iprt.iastate.edu/cpcm.html
Bruce Harmon, Interim Director
311 TASF/294-8902

Center for Plant Genomics

www.plantgenomics.iastate.edu/
Patrick Schnable, Director
G405 Agronomy/ 294-0975

Center for Plant Responses to Environmental Stresses

www.plantstress.iastate.edu/
Charlotte Bronson, Interim Director
351 Bessey/294-2264

Center for Plant Transformation and Gene Expression

www.planttransformation.iastate.edu/
Patrick Schnable, Director
G405 Agronomy/ 294-0975

Center for Portland Cement Concrete (PCC) Pavement Technology—part of CTRE

www.ctre.iastate.edu/research.htm
Dale Harrington, Director
2901 South Loop Drive, Suite 3100/294-8103

Center for Survey Statistics and Methodology
www.stat.iastate.edu/general/overview.html
 (Survey Section)
 Sarah M. Nusser, Director
 219 Snedecor/294-9773

Center for Sustainable Environmental Technologies (CSET)
webbook2.ameslab.gov/default.htm
 Robert C. Brown, Director
 288 Metals Development/ 294-3759

Center for Teaching Excellence (CTE)
www.cte.iastate.edu/
 Corley Brooke, Director
 207 Lab of Mechanics/ 294-2906

Center for Technology in Learning and Teaching
www.ctlt.iastate.edu/
 Ann Thompson, Co-Director
 Niki Davis, Co-Director
 N108 Lagomarcino/294-3147

Center for Transportation Research and Education (CTRE)
www.ctre.iastate.edu/
 Steven Andrie, Director
 2901 South Loop Drive, Suite 3100/294-8103

Computational Fluid Dynamics Center
 John Tannehill, Manager
 2271 Howe Hall, Rm. 1200/294-4766

Electric Power Research Center (EPRC)
www3.ee.iastate.edu/power/eprc/eprc.html
 Vijay Vittal, Director
 1126 Coover/294-8963

Engineering Research Institute (ERI)
 James Melsa, Director
 104 Marston/294-5933

Family and Consumer Sciences Research Institute (FCSRI)
 Mary Winter, Director
 126 MacKay/294-5982

Food and Agricultural Policy Research Institute (FAPRI)
www.fapri.org/
 Bruce Babcock, John Beghin, Co-Directors
 578 Heady/294-1183

Information Assurance Center (IAC)
www.issl.iastate.edu/infas.html
 Doug Jacobson, Director
 2419 Coover/294-8307

Institute for Design Research and Outreach (IDRO)
www.design.iastate.edu/framer.php3?list=idro
 Mark Engelbrecht, Director
 134 College of Design/ 294-7427

Institute for Food Safety and Security, The
 Catherine Woteki, Interim Director
 138 Curtiss/294-2518

Institute for International Cooperation in Animal Biologics (IICAB)
www.vetmed.iastate.edu/services/institutes/iicab/iicab.htm
 James Roth, Executive Director
 2160 Vet. Med./294-7632

Institute for Physical Research & Technology (IPRT)
www.iprt.iastate.edu/
 Tom Barton, Director
 311 TASF/294-2770

Institute for Social & Behavioral Research (ISBR)
www.isbr.iastate.edu/
 Carolyn Cutrona, Interim Director
 2625 N. Loop Drive, Suite 500/294-4518

Interdisciplinary Research Institute for Survey Science (IRISS)
 Kirk Wolter, Director
 219 Snedecor/294-9773

Iowa Beef Center
 John Lawrence, Director
 468 Heady/294-6290

Iowa Energy Center (IEC)
www.energy.iastate.edu/
 Floyd Barwig, Director
 2521 Elwood Drive, Suite 124/294-8819

Iowa Pork Industry Center
www.extension.iastate.edu/ipic/
 John Mabry, Director
 109 Kildee/294-4103

Iowa Small Business Development Center (SBDC)
www.iabusnet.org/sbdc/index.cfm
 Lars Peterson, Interim Director
 137 Lynn Avenue/ 292-6351

Iowa State University Biotechnology Outreach Education Center (BOEC)
www.biotech.iastate.edu/publications/BOEC/default.html
 Mike Zeller, Coordinator
 1320C MBB/294-9818

Iowa State University Industrial Assessment Center (IAC)
www.public.iastate.edu/~cber/
 Greg Maxwell, Program Director
 2043 Black Engineering/294-3080

Iowa State University Pappajohn Center for Entrepreneurship, The
www.isupjcenter.org/
 Steven T. Carter, Director
 2501 N. Loop Drive, Bldg. 1, Suite 1615
 296-6532

Iowa State Water Resources Research Institute (ISWRII)
www.water.iastate.edu/
 Stewart Melvin, Interim Director
 3212 NSRIC/294-8921

Laurence H. Baker Center for Bioinformatics and Biological Statistics
www.plantsciences.iastate.edu/research.html
 Robert Jernigan, Director
 123 Office & Laboratory/294-7278

Leopold Center for Sustainable Agriculture
www.ag.iastate.edu/centers/leopold/
 Fred Kirschenmann, Director
 209 Curtiss/294-3711

Materials Preparation Center (MPC)
www.mpc.ameslab.gov/
 Lawrence Jones, Director
 126 Metals Development/ 294-5236

Meat Export Research Center (MERC)
www.ag.iastate.edu/centers/merc/
 Joe Cordray, Contact Person
 194 Meat Lab/294-5310

Microanalytical Instrumentation Center (MIC)
www.mic.iastate.edu/
 Marc Porter, Director
 41 Spedding/294-6433

Microelectronics Research Center (MRC)
www.mrc.iastate.edu/
 Vikram Dalal, Director
 133 Applied Sciences Complex I/294-7732

Midwest Agribusiness Trade Research & Information Center (MATRIC)
www.card.iastate.edu/matric/home.html
 Bruce Babcock, Director
 578 Heady/294-1183

Midwest Forensics Resource Center (MFRC)
 David P. Baldwin, Director
 332 TASF/294-5783

Murray G. Bacon Center for Ethics in Business, The
www.bus.iastate.edu/centers/Bacon/
 Tony Smith, Co-Director and
 James Werbel, Co-Director
 443 Catt/294-0055; 300 Carver/294-8116

NASA Food Technology Commercial Space Center
www.ag.iastate.edu/centers/ftcsc/
 Tony Pometto, Director
 2901 South Loop Drive, Suite 3700/296-5383

North Central Regional Aquaculture Center (NCRAC)
www.ag.iastate.edu/departments/aecl/ncrac.htm
 Joseph Morris, Associate Director
 124 Science II/294-5280

North Central Regional Center for Rural Development (NCRCD)
www.ag.iastate.edu/centers/rdev/
 Cornelia Flora, Director
 107 Curtiss/294-8321

Plant Sciences Institute (PSI)
www.plantsciences.iastate.edu/
 Stephen Howell, Director
 112 O & L/294-5255

Raymond F. Baker Center for Plant Breeding

Kendell R. Lamkey, Director
1555 Agronomy/ 294-7826

Research Institute for Studies in Education (RISE)

www.educ.iastate.edu/rise/
Jackie Blount, Director
E005 Lagomarcino/294-7009

Seed Science Center

www.ag.iastate.edu/centers/seeds/
Manjit Misra, Director
102A Seed Science/ 294-6821

Veterinary Medical Research Institute (VMRI)

www.vetmed.iastate.edu/services/institutes/vmri.asp
Nolan Hartwig, Extension Leader
VMRI Building I, Rm 3/294-8790

Virtual Reality Applications Center (VRAC)

www.vrac.iastate.edu/index.html
James Bernard, Director
2274 Howe Hall, Rm 1620/ 294-3092

University Extension

Iowa State University Extension builds partnerships and provides research-based learning opportunities to improve quality of life in Iowa. ISU Extension continues to lead the university-wide effort to engage Iowans with education and information about their issues and priorities.

Iowa State University is the state's land-grant institution with the mission of learning, discovery, and engagement. Historically, ISU Extension has led the university in its formal engagement mission to Iowans. With an active partnership and presence in every county, ISU Extension continues to engage the people of Iowa with education and information through six program areas: Agriculture and Natural Resources; Business and Industry; Communities; Families; 4-H Youth Development; and Continuing Education.

Agriculture and Natural Resources. ISU Extension provides research-based information and education to agricultural producers, landowners, and agribusiness personnel to enhance the value of Iowa's agricultural industry, increase rural vitality, and protect the state's natural resources.

Business and Industry. ISU Extension links Iowa businesses and manufacturers with ISU specialists and research, community resources, training, assessment, and technical assistance for increased productivity and competitiveness.

Communities. ISU Extension helps organizations and local governments develop and build their capacity to make Iowa communities better places to live and work.

Families. ISU Extension offers education for families, professionals, and volunteers to build healthy family environments through meaningful behavior change.

4-H Youth Development. ISU Extension offers hands-on learning and science-based programs to help youth gain skills, confidence, and positive self-esteem so they can become successful, caring adults.

Continuing Education and Communication Services (CECS). CECS leverages resources and adds value to the programs and related materials needed by lifelong learners. CECS leads the development and delivery of ISU credit and noncredit courses, outreach institutes, seminars, conferences, workshops, and ISU Extension program materials to learners around the world.

Academic Life

The Academic Advising Program

Iowa State University's academic advisers are dedicated to enhancing each student's academic and career aspirations.

Each student is assigned an adviser when he or she arrives on campus, usually a faculty member or professional adviser in the student's academic department. If a major has not yet been declared, a member of the college faculty or staff will be assigned as adviser. The adviser can serve as a primary resource for the wide variety of university support services available to Iowa State University students, but it is the student's responsibility to ask for assistance.

Advisers assist in the development of an academic program that meets students' career objectives as well as curriculum requirements. Advisers can help students achieve their academic objectives by advising them about course requirements, recommended electives, and procedures for registration and schedule changes. It is the student's responsibility, however, to be knowledgeable about Iowa State policies and procedures and the graduation requirements for his or her individual program and to ensure that these requirements are met. Advisers will help students to get the most out of their educational experience.

In most departments, students may change advisers. A student who wants to change advisers should check with the department regarding the adviser change procedure.

Learning Communities

www.iastate.edu/~learncommunity

Learning communities are a university-wide initiative providing students the opportunity to connect with peers who have similar academic goals. Students in learning communities typically take two or three courses together and may live together (or near each other) in the same residence hall. Although most of the learning communities are focused on first-year students, opportunities are available for sophomores, juniors, and transfer students.

In addition to developing academic and social networks, advantages of joining a learning community include: getting to know people and making friends in your major or area of interest, getting to know faculty and staff members, making a smooth transition from high school to college, making connections between in-class and out-of-class learning, applying classroom learning to real world situations through hands-on experiences, exploring career opportunities, and having fun!

Most learning communities employ an upper-division student as a peer mentor who organizes various activities for the students, ranging from study groups to social events. We have found that students in learning communities are more satisfied with their overall experience at Iowa State, earn higher first-term grades, and are more likely to remain enrolled at Iowa State after one, two, and three years.

First-year students are offered the opportunity to sign up for learning community courses during summer orientation. For learning communities who offer a residential living environment, students will receive information in the mail prior to summer orientation.

Any student interested in joining a learning community should contact the learning community coordinator for more information. A list of coordinators, along with current opportunities, can be found at www.iastate.edu/~learncommunity.

ISU AccessPlus Information System

accessplus.iastate.edu

AccessPlus is a secure and confidential campus information system that is available via the World Wide Web. Students, employees, and affiliates view personalized menus from campus and home workstations. For public convenience, AccessPlus stations are available in the Memorial Union and at the Visitors Information Center. Students can use AccessPlus to register for classes using the Web Registration system. They can view and print current term schedules, class meeting rooms, class instructors, academic records, final grades, financial aid status, current university bill, academic adviser assignment and projected date of graduation. University employees use the system to view personal information such as pay history and insurance. Some employees also perform business-related functions. Information about and access to AccessPlus may be found at www.iastate.edu/~registrar/info/access.html or accessplus.iastate.edu.

Registration and Advising

Registration is a process by which students become officially enrolled in classes for a given term. Students who attend classes must complete registration and pay their assessed fees. Registration is not complete until all fees are paid, including board and room fees for those living in residence halls.

The registration process starts with an advising period, which begins two to five days prior to the first day of registration. Advisers provide important information to students that allow them to register for classes.

Dates for advising and registration are published in the university calendar on the Web at www.iastate.edu/~registrar/calendar, the ISU Directory, and the *Iowa State Daily*. The dates also are posted on departmental bulletin boards.

Continuing students register for the following term during the middle of the current term. For example, registration for spring term begins the middle of fall term; registration for summer session is completed during the previous spring at the same time as registration for fall semester.

Responsibilities

The registration process includes advising, enrollment in courses, and schedule changes. This process involves the student, the student's adviser, and the student services staff of the student's college, and in some cases, the dean of the college. Each is responsible for knowing and following the academic policies and procedures.

The **student** is responsible for knowing and adhering to university policies and procedures that apply to registration and schedule changes; checking the accuracy of his/her schedule on AccessPlus, including schedule adjustments (i.e., adds, drops, section changes); knowing the degree requirements of his or her major and/or curriculum; planning course schedules to meet those requirements; and monitoring the accuracy of the advisement/degree audit.

The **adviser** is responsible for consulting with advisees during the advising/registration period; providing information about student's major and curriculum requirements; providing guidance in the student's course selection; assisting in monitoring the advisement/degree audit for accuracy; and for notifying the college student services office with corrections to the advisement/degree audit.

The **college student services staff** is responsible for assisting new and reentering students with the registration process; resolving unusual scheduling problems; and updating the advisement/degree audit or solving problems concerning the advisement/degree audit.

The **dean** is responsible for making decisions with respect to requests for deviations from university policies, deadlines, etc. Students and staff should check with the college office to find out who is authorized to grant approvals or exceptions on behalf of the dean.

Registration Process

To register for classes, students need the following materials and information:

- Registration Worksheet, available for download at www.iastate.edu/~registrar.
- A RAN (registration access number) if required by their college.
- Course information from the Online Schedule of Classes at www.adp.iastate.edu/cgi-bin/class; or the Courses and Programs catalog, available on the Web or for a fee from campus bookstores.
- Other departmental information applicable to their curriculum, available from their adviser.

Students are expected to do the following in the advising and registration process:

1. Meet with their adviser, who will provide the following:

- a. advisement/degree audit
- b. guidance in course selection
- c. Registration Worksheet signature
- d. Registration Authorization Card, if applicable.

2. Choose specific sections of each course. Students are responsible for choosing their course sections. In most cases advisers will not be involved in selecting meeting times.

3. Review their registration start date/time information and any registration hold information on AccessPlus, under Current Information. Students in those colleges which require a four-digit registration access number (RAN) should meet with their adviser to obtain their Registration Authorization Card on which the RAN is printed.

- a. assigned date and time to register
- b. registration access number
- c. registration holds (prevents registration)

4. Register for courses using the AccessPlus registration system. Instructions are available at www.iastate.edu/~registrar/registration.

Registration Start Dates. Students are assigned a registration start date and time, which is the first day and time they can use the registration system. Registration start dates are assigned based on projected year in school classification (computed by combining total credits, current term credits, and current term test out credits). Then specific start dates within projected year in school are established by using the sum of total credits and current term test out credits. Students may choose to delay their registration until a later date, but courses will begin to fill on the first day of registration and any delay may reduce their course selection. A list of start dates (e.g., juniors) is available at www.iastate.edu/~registrar/registration.

AccessPlus Registration System. Students enter the system via AccessPlus by using university or social security number and university PIN. If required by their college, they also need to enter a registration access number (RAN).

The registration system provides messages after each entry indicating whether each request has been processed. Students also may review their current schedules at any time during registration. Students are held accountable for all changes made to their schedules.

All students are encouraged to register for courses through the AccessPlus registration system. However, students who are unable to use the system may register in person by processing their signed Registration Worksheet in the Registrar's Student Scheduling Office, 10 Alumni Hall.

Schedule Changes. Through the fifth day of classes, students may add courses or make other schedule changes using the registration system. For more information, see *Index, Making Schedule Changes*.

Classrooms are listed for each course in the Online Schedule of Classes at www.adp.iastate.edu/cgi-bin/class.

All changes processed before the first day of classes will be reflected on beginning class lists for instructors.

Registration holds. Students with holds on their registration will not have access to registration until the initiating offices have released the holds. Those who attempt to register before the holds have been released will receive a message indicating which offices have placed holds on their registration. Prior to their registration, students may check for holds on AccessPlus.

Credit limits. For fall and spring semesters, the credit limit is 18 credits for undergraduates and 15 credits for graduate students. For summer session, the limits are 12 credits for undergraduates and 10 credits for graduate students. Add requests beyond a student's credit limit will be denied. A student must drop credits before they may add another course. In some cases, the college dean may approve a higher or lower credit limit for individual students. Students may request a change in their credit limit by contacting their adviser. Advisers should notify the student's college student services office if the credit limit needs to be changed.

Restricted courses/sections. Some courses or sections are restricted to students who meet specified criteria including curriculum/major, college, and/or year in school. In addition, some sections may be restricted to new students to ensure that sufficient spaces are available when new students register during summer orientation. A department may waive a restriction for a student who has extenuating circumstances. The student must obtain the authorization from the department on a Schedule Change/Restriction Waiver form. The form is processed in the Registrar's Student Scheduling Office, 10 Alumni Hall.

Permission Required courses/sections. To register for these sections, students must obtain authorization on a Schedule Change/Restriction Waiver form and process the approved form in the Registrar's Student Scheduling Office, 10 Alumni Hall.

Cancelled courses/sections. In some cases, courses or sections may be cancelled due to low enrollment or departmental staffing considerations. Students who are registered for a cancelled course or section will be notified by the Office of the Registrar, the department, and/or on their AccessPlus schedule.

Registration for disabled students. Disabled students who need assistance with any phase of registration should contact Disability Resources. (See *Index, Disability Resources*.)

Fee Payment

The Receivables Office bills students for tuition, room and board, and various other university charges. A fee statement is mailed on the first of each month to each student's in-session or interim address. Students also may view their account status on AccessPlus at accessplus.iastate.edu/. It is the student's responsibility to ensure that the Office of the Registrar has a correct billing address. A student who does not receive a billing statement before the term begins should go to the Receivables Office to learn the amount of the account balance due. Failure to receive a billing statement will not exempt students from late penalties or from having a hold placed on their registration. Also see *Index, Fees and Expenses*.

Additional Registration Regulations

Students generally use AccessPlus to register for classes. Using the AccessPlus registration system is a privilege, which may be revoked if abuse is detected. Abuse includes, but is not limited to, creating and using an automated program to search for course openings and/or enrolling in a section with the intent of reserving space in that particular section for another student. The Office of the Registrar, college office, and/or advisers have the right to determine abuse and revoke privileges for any type of registration system abuse.

A late registration fee is assessed for registration initiated on or after the first day of classes for fall and spring terms. This fee is not charged for the summer term. If registration is not completed by the end of the fifth day of classes, students must obtain written permission from their advisers, the instructors for the courses they plan to take, as well as approval from the dean of the college in which they are registered. During the summer session, these approvals must be obtained in order to register after the third day of classes.

Registration is closed after the tenth day of classes for fall and spring semesters, and after the fifth day of classes for summer session.

Students may not enroll in courses with time conflicts without the approval of the departments concerned.

Students who participate in off-campus experiences for which they receive Iowa State University credit must register for that credit during the term when the experience is taking place, whether or not they are taking courses on campus during that time.

Validating Enrollment

To validate their enrollment in each course at the beginning of the semester, students must attend the first or second meeting (first meeting if the class meets only once a week). Students who add a course after the term begins must attend the next class meeting. The instructor has the option to offer a registered place in the course to another student when a registered student fails to attend and also to obtain prior approval of the instructor. Those students must drop the course or they will receive an F grade.

Making Schedule Changes

Procedures for schedule changes vary by the time period of the semester. The effective date of a schedule change is the date on which the change is entered into the registration system. Schedule change periods are as follows:

Period 1 ends on the fifth day of classes of the full semester. Schedule changes during period 1 are free and do not require adviser signatures. Instructor or departmental approval may be required for adds or section changes in some courses during period 1. Course drops during this period do not count toward a student's ISU course drop limit, and will not appear on a student's grade slip or permanent record. Schedule changes during period 1 may be processed through the AccessPlus registration system or by presenting a Schedule Change/Restriction Waiver form to the Registrar's Student Scheduling Office, 10 Alumni Hall.

Period 2 ends the third Friday of classes after the day midterm grades are due. During this period, schedule changes require signatures of adviser and instructor and are processed on a Schedule Change/Restriction Waiver form. A fee per visit is assessed for adds, drops, and section changes during this period. Course drops after period 1 count toward a student's ISU drop limit and appear as an X on the grade slip and permanent record. A section change does not require a drop.

Drops, including R courses (required courses) and other schedule changes that are judged to be beyond the student's control may be processed as administrative actions if approved by the college dean. There is no fee for administrative schedule changes. Administrative drops do not count toward a student's ISU drop limit and do not appear as an X on the grade slip and permanent record. The effective date of an administrative action is the date it is approved by the college dean.

Period 3 follows period 2. Schedule changes during this period are permitted only for extenuating circumstances beyond the student's control, require a written statement of support from both the instructor and the adviser, and must be approved by the dean of the student's college.

Specific deadlines for adding and dropping half-semester courses are published in the university calendar. Appropriate adjustments to add and drop deadlines are made for other partial term courses. For partial term course deadlines, contact the Registrar's Student Scheduling Office, 10 Alumni Hall.

Drop Limit

Students are limited in the number of courses they may drop during their academic career. (This refers to drops processed after the fifth day of classes of each semester.) Students who entered Iowa State University as freshmen are allowed to drop a maximum of five courses during their undergraduate career. If they entered at a level above freshman classification or in the College of Veterinary Medicine, they are allowed to drop a maximum of four courses. Courses dropped during their first term at Iowa State are not included in this limit, nor does the summer count as a first term for this purpose. Students who enroll at Iowa State University as undergraduates after receiving a bachelor's degree are permitted two drops.

Exceptions may be made for courses that must be dropped for reasons beyond the student's control. These exceptions are granted only by the dean or other authorized person on the dean's behalf in the student's college.

The number of drops students have left is indicated on their grade report (available on AccessPlus) each term. Students are responsible for not exceeding their limit. Students who attempt to drop a course beyond the limit without special permission by the dean of the student's college will continue to be enrolled in the course and will receive a grade at the end of the term.

Course Prerequisites

A prerequisite indicates the specific academic background or general academic maturity considered necessary for the student to be ready to undertake the course. Since an instructor has the prerogative to direct a student who lacks a stated prerequisite to drop the course, students are advised not to enroll in a course for which they lack a stated prerequisite without checking first with the course instructor. Permission of the instructor is understood to be an alternate to the stated prerequisites in all courses.

It is university policy that the instructor shall inform the students at the beginning of each course if students who have not met the prerequisite requirements must drop the course.

Course prerequisites are listed in the Online Schedule of Classes as well as in the Courses and Programs section of this publication.

Cancellation/Withdrawal

Students who decide not to attend classes before the date class work begins must cancel their registration to avoid tuition and fees assessment. Students who decide not to attend classes beginning the first day of class must **withdraw** from the university.

Registration Cancellation

A cancellation is processed when a student notifies the Office of the Registrar, prior to the day class work begins, of their decision not to attend classes for the current semester. All courses are removed and no tuition and fees are assessed.

Students may cancel their registration by contacting the Office of the Registrar at 0460 Beardshear Hall, 515-294-1889. Students who call should request the name of the person taking the call and make a record of the name as well as the time and date called.

Withdrawal

Beginning the first day of classes, a withdrawal is processed when a student notifies their academic adviser and College of their decision not to continue attending courses for a semester. Per the student's request, the "Request for Withdrawal" form is initiated and submitted by the College to the Office of the Registrar. The student is withdrawn from all courses based on the withdrawal date on the form, and tuition and fees are adjusted, if appropriate.

Student-Initiated Withdrawal

Students who find it necessary to leave the university before the end of a term, should follow the procedures described in this section. Otherwise, students' records may be adversely affected and reentry or transfer to another institution may be difficult.

Students who are considering withdrawal from the university should immediately consult their academic adviser, who may be able to provide guidance for more advantageous alternatives.

A request for withdrawal during period 3, (i.e., after the last day to drop a course without extenuating circumstances) will not be approved except for circumstances that are beyond the student's control. The dean of the student's college must approve such requests. Students should check with their college office to find out who is authorized to grant approvals or exceptions on behalf of the dean.

Students should not expect to withdraw during or after the final examination week. In a situation beyond a student's control, when examinations cannot be completed, arrangements should be made for incompletes rather than withdrawal during final exam week. Students who are on temporary enrollment and withdraw during period 3 will not be permitted to enroll the following term, except under extenuating circumstances.

Procedures

To withdraw from the university, students must do the following:

1. Complete a Request for Withdrawal form, with adviser's signature.
2. Request the approval and obtain the signature of the college in which they are enrolled. (If the request is approved, the withdrawal form will be forwarded to the Office of the Registrar where it will be recorded; the information is sent to the appropriate offices.)

The effective date of the withdrawal is the date on which it is approved by the college dean. Students should check with their college office to find out who is authorized to grant approvals or exceptions on behalf of the dean.

If students complete the withdrawal procedure, the courses they are taking will not be included on their permanent record nor counted as part of their drop allowance. Half semester courses completed prior to withdrawal will be included on their permanent record. Incompletes will not be accepted for withdrawals.

Withdrawal procedures must be followed otherwise instructors of the courses involved will assign whatever grades or marks they consider appropriate. Since these grades may be Fs, students are warned that failure to follow the prescribed withdrawal procedures may adversely affect a later application for reentry or transfer to another institution.

University-Initiated Withdrawal Basis for Interim or Permanent Medical Withdrawal

The University may order involuntary withdrawal of a student if it is determined that the student is suffering from a mental disorder as defined by the current American Psychiatric Association Diagnostic Manual such that the disorder causes, or threatens to cause, the student to engage in behavior which poses a significant danger of causing imminent harm to the student, to others or to substantial property rights, or renders the student unable to engage in basic required activities necessary to obtain an education.

Status of Conduct Proceedings

If the student has been charged with violation of the Conduct Code, but it appears that medical reasons exist for the objectionable behavior, this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process. If the student is ordered medically withdrawn from the University, such action terminates the pending disciplinary action. If the student is found not to be subject to medical withdrawal under this section, conduct proceedings may be reinstated.

Interim Action

The OJA (Office of Judicial Affairs) Administrator or the Dean of students may order interim medical suspension of a student where there appears to be an imminent threat of harm to

self or others. If the student is suspended, within 48 hours of ordering interim medical suspension, the Dean of Students will schedule an interim hearing before the Medical Withdrawal Committee, consisting of the Director of Student Health (or designee), the Director of the Student Counseling Service (or designee), and the Dean of Students. The student and the OJA Administrator will have an opportunity to present information as to whether interim medical suspension should be continued or modified, and whether medical withdrawal should be considered.

The Medical Withdrawal Committee may order the student to be referred for an evaluation by a licensed mental health professional of the University's choosing if there is adequate reason to believe that a basis for medical withdrawal exists. The order of referral must be sent to the student and notify the student of the scheduled evaluation to occur no later than seven days from the date of the referral letter. The University will cover the cost of the evaluation. If a student fails to complete the evaluation, the University may continue interim medical suspension and may order restrictions on campus access until the evaluation is completed and reviewed by the University. The decision to continue interim medical suspension and for referral may be appealed within 48 hours, in writing, to the Vice President for Student Affairs. The student may be assisted by any two individuals of his or her choice in any hearing or appeal.

Involuntary Medical Withdrawal

If the medical evaluation supports medical withdrawal, a hearing will be scheduled before the Dean of Students, the Director of Student Health and a member of the Student Counseling staff. The student will have at least 48 hours to independently review the psychological or psychiatric evaluation prior to the hearing. The student and the OJA Administrator may present arguments for or against involuntary Medical Withdrawal. A written decision shall be rendered by the Medical Withdrawal Committee stating the reasons for its determination. The decision may be appealed, in writing to the Vice President for Student Affairs. A student who has undergone involuntary medical withdrawal must reapply, and may not reenter the University without providing competent medical evidence that the medical condition no longer exists, or is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the condition which caused medical withdrawal. The University may require the student, at the student's cost, to undergo a medical evaluation by a licensed mental health professional of the University's choosing. A medical withdrawal is not considered a disciplinary action, though a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.

Tuition and Fees Adjustments for Withdrawals

Tuition and fees adjustments are made for withdrawals according to the following schedule for full term courses (appropriate adjustments will be made when partial term courses are involved):

Withdrawal Date	Student Pays
Days 1-8	10%
Days 9-20	50%
Days 21-40	75%
After 40th class day	100%

Students may appeal a tuition and fees assessment for withdrawal by obtaining a "Procedures for Appealing Assessed Tuition" form from the fees section in the Office of the Registrar. The Office of the Registrar will review appeals for possible tuition and fees adjustment for the semester in question only after the written appeal and appropriate support documentation are received from the student. Determinations will be made by the Office of the Registrar based on extenuating circumstances beyond the control of the student. The results will be sent to the student in writing.

Students may appeal the decision of the Office of the Registrar by writing an appeal letter to the Tuition Appeals Review Committee. This letter should be submitted to the Office of the Registrar within 10 calendar days after receiving the original decision. A final appeal of the Tuition Appeals Review Committee decision can be made by submitting a request in writing to the Office of the Provost.

Room and Board Fee Refund

Refund of the unused portion of the contract is based on the daily rate of the remaining room and board fee. If fees have been paid, a refund will be authorized. If fees have not been paid, a charge will be made for the used portion of the contract. A refund is not authorized for any student who leaves the residence halls after December 1 in fall semester or May 1 in spring semester.

Any student living off campus who has contracted for the meal plan to eat in a residence hall dining room and later terminates the contract will be refunded as above.

Returning/Reentry to the University

U.S. students who have been absent from Iowa State University less than 12 months may be admitted as a returning student. If more than 12 months have elapsed, a U.S. student must apply for reentry to the University. All international students must apply for reentry regardless of the time away from the university.

Returning Students

U.S. undergraduate and nondegree undergraduate students planning to return to Iowa State University after an absence of less than 12 months do not complete a reentry form;

however, international undergraduate and nondegree undergraduate students planning to return to Iowa State University after an absence of less than 12 months must complete a reentry form.

Returning U.S. students and graduate students should contact the Office of the Registrar to have their records updated and registration access created. Students should contact their advisers or major professor to select courses and begin the registration process.

Returning students who want to change their curricula should follow the same procedure as in-school students. Students who were dropped from enrollment at Iowa State University must obtain reinstatement by the Academic Standards Committee of the college that initiated the drop. (See below for policies that apply to requests for reinstatement.)

Reentry Students

Undergraduate and nondegree undergraduate (special) students who plan to attend Iowa State University after an absence of twelve months or more must complete a reentry form. Forms are available from www.iastate.edu/~registrar/info/reentry.html

Students with a bachelor's degree who plan to take supporting graduate level coursework prior to applying for graduate degree admission should request a **nondegree graduate admission application**.

Students who have previously attended Iowa State University only as nondegree (special) students and who now seek to earn an undergraduate degree should request an **undergraduate application**.

International students must complete a reentry form. Forms are available from www.iastate.edu/~registrar/info/reentry.html. Financial certification of ability to cover all educational and living expenses will be required.

The reentry form should be completed and returned to the Office of the Registrar, 0460 Beardshear, well in advance of the term of reentry. Students who have attended another college or university since enrollment at Iowa State University must have an official transcript(s) of all course work attempted sent to the Office of Admissions, 100 Alumni Hall. Reentering students must also contact their departmental office/adviser to prepare a class schedule. Reentry must be approved prior to registration.

Iowa State University requests the information on the reentry form for the purpose of making a reentry decision. If the required information is not provided, the university may not consider the request to reenter.

Reentry Approval Process

Generally, a request to reenter Iowa State University will be approved within the Office of the Registrar. However, the Office of the Registrar will refer the reentry form to the college to which a student plans to return if the student: (a) desires to change curriculum; (b) has a previous Iowa State University cumulative grade point average below 2.00; (c) was dropped from the university for unsatisfactory academic progress or was not otherwise in good standing; or (d) since leaving Iowa State University, has completed additional college study with less than a 2.00 grade point average. Also see *Index, Reinstatement*.

Academic Renewal Policy

Students who are returning to Iowa State University to pursue an undergraduate degree after an extended absence may request permission to remove one or more of their complete academic terms from future degree and GPA considerations. See *Index, Academic Renewal Policy*.

Academic Regulations

Class Attendance

Students are expected to attend all class meetings as scheduled. Each instructor sets his or her policy with respect to class attendance, and excuses for absence from class are handled between the student and instructor. The instructor is expected to announce his or her policy at the beginning of the course. See *Index, Validation of Enrollment* for regulations concerning attendance to validate students' enrollment in a class.

In order to attend a given class, a student must be registered for that class for credit or audit. Exceptions to this policy are at the discretion of the instructor of the course.

Veteran Attendance

Students receiving benefits from the Veterans Administration are identified on class lists and are required by the V.A. to attend class regularly to maintain their V.A. eligibility. If the instructor knows that a student receiving V.A. benefits is not attending class, the instructor is obligated to notify the Office of the Registrar and a notification will be forwarded to the Veterans Administration. More information about veteran benefits is available on the Web, www.iastate.edu/~registrar/info/vabeneft.html

Field Trips

Trips away from campus are sometimes arranged as a means of enriching the students' learning experience in a given course. Such trips may not take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday through Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered. Students should check with their college office to find out who is authorized to grant approvals or exceptions on behalf of the dean.

In order to go on a field trip, students must first obtain permission from the instructors whose classes they will miss. If permission to miss class is not granted, students cannot be required to go on the field trip nor can they be penalized for missing the trip.

Special fees are often charged to cover the costs of field trips. Field trip fees are noted in the Schedule of Classes.

Ownership of Course-related Presentations

The presenter owns course-related presentations, including lectures. Individuals may take written notes or make other recordings of the presentations for educational purposes, but specific written permission to sell the notes or recordings must be obtained from the presenter. Selling notes by students without the required permission is a violation of the Student Disciplinary Regulations.

Recording and Transmission of Classes

Recordings and transmission of classes may take place for a variety of legitimate reasons, including providing educational opportunities for those who cannot attend classes on campus, assisting students with disabilities that impair classroom notetaking, and giving the instructor feedback on his or her classroom performance.

Because the lectures of faculty represent their intellectual labors, individuals are expected to request permission to make recordings of lectures and other classroom interactions.

Recordings may be used for the purposes of the particular class, although in some cases the recordings may be preserved and used for other classes as well.

Credit Involving a Paid Activity

Students may obtain credit for an activity, either on- or off-campus, for which they are also paid, provided the activity is academically relevant. In order for an activity to be defined as academically relevant, prior arrangements for receiving credit must be made with a faculty member in an appropriate department. The arrangements must include agreement on (1) the academic objectives which the activity is expected to achieve, and (2) the procedure by which the student's learning will be assessed. This policy does not apply to registrations for R credit.

Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as his or her own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts or plagiarism. Such behavior is abhorrent to the university, and students found responsible for academic dishonesty face expulsion, suspension, conduct probation, or reprimand. Instances of academic dishonesty ultimately affect all students and the entire university community by degrading the value of diplomas when some are obtained dishonestly, and by

lowering the grades of students working honestly.

Examples of specific acts of academic dishonesty include but are not limited to:

a. Obtaining unauthorized information.

Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, or by looking at your notes or other written work during an examination when not specifically permitted to do so.

b. Tendering of information. Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving someone answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.

c. Misrepresentation. Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person's paper (even with modifications) and submitting it as their own; having another student do their computer program or having someone else take their exam.

d. Bribery. Offering money or any item or service to a faculty member or any other person to gain academic advantage for yourself or another is dishonest.

e. Plagiarism. "Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism." One is responsible for plagiarism when: the exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source. Acknowledging the sources of borrowed material is a simple, straightforward procedure that will strengthen the paper and assure the integrity of the writer. The *English 104-105 Student Manual*, provides guidelines to aid students in documenting material borrowed from other sources, as does almost every handbook on writing style. Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty or academic misconduct is therefore subject to appropriate academic penalty; to be determined by the instructor of the course, as well as sanctions under the university *Student Disciplinary Regulations*.

If an instructor believes that a student has behaved dishonestly in a course, these steps are to be followed:

1. The instructor should confront the student with the charge of dishonesty and arrange a meeting with the student to discuss the charge and to hear the student's explanation.
2. If the student admits responsibility for academic misconduct, the instructor shall inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade.

Because academic dishonesty is also a student conduct violation under Section 4.2.1 of the Student Disciplinary Regulations, **the instructor must report the incident in writing to the Dean of Students.** After investigating the incident and discussing it with the instructor, the Dean of Students, or his/her designee, will meet with the student and depending on the severity of the offense as well as on the student's past conduct record, may handle the matter through an administrative hearing or schedule a hearing before the All University Judiciary (AUJ). This hearing, conducted according to the procedures outlined in the *Student Disciplinary Regulations*, is to determine the disciplinary action to be taken. In any case, the student's academic adviser will be informed of the incident but may not insert any record of it in the student's academic file.

3. If the student claims to be not responsible for the alleged violation of academic misconduct, the instructor may not assign the student a grade for the work in question until the question of responsibility is resolved, unless circumstances require that an interim grade be assigned. The instructor shall consult with his or her department chair and report the incident in writing to the Dean of Students.

The Dean of Students will refer the case to the Office of Judicial Affairs for investigation. After reviewing the report and completing an investigation, the Office of Judicial Affairs will file a formal complaint against the student if it is determined that there is cause to believe academic misconduct occurred. The case may be adjudicated through an administrative hearing or referred to a hearing before the All University Judiciary (AUJ) depending on the nature and severity of the violation as set forth in the *Student Disciplinary Regulations*.

If the case is referred to the AUJ both the student and instructor will be invited to attend an AUJ hearing and present pertinent information. If the Administrative Hearing Officer (in a minor case) or the AUJ (in a major case) finds the student responsible for the charge of academic misconduct, the instructor will inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade. The Administrative Hearing Officer or AUJ will determine the appropriate disciplinary action with respect to the nature of the violation.

If the Administrative Hearing Officer or AUJ finds the student "not responsible" for academic misconduct, the instructor will grade the student accordingly on the work in question and the student's grade in the course will not be adversely affected. If the student is found responsible the student's adviser will be informed of the decision but shall not insert any record of the action in the student's academic file.

4. If a student either admits dishonest behavior or is found responsible for academic misconduct by the AUJ, the Office of Judicial Affairs (OJA) or AUJ may impose any of the following sanctions:

a) Disciplinary Reprimand

An official written notice to the student that his/her conduct is in violation of university rules and regulations.

b) Conduct Probation

A more severe sanction than a disciplinary reprimand, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period.

c) Suspension Deferred Suspension

The suspension is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for a further violation of the University *Student Disciplinary Regulations* or an order of a judiciary body, suspension will take place immediately.

•Defined Length

The student is dropped from the university for a specific length of time. This suspension cannot be for less than one semester or more than two years.

•Indefinite Suspension

The Student is dropped from the university indefinitely. Reinstatement may be contingent upon meeting the written requirements of the AUJ specified at the time the sanction was imposed. Normally, a student who is suspended indefinitely may not be reinstated for a minimum of two years.

d) Expulsion

The student is permanently deprived of the opportunity to continue at the University in any status.

5. A student accused of academic misconduct has the option to stay in the class or to drop the class if the drop is made within the approved time periods and according to the regulations established by the University. If the student chooses to drop the class, the student will be required to sign a statement of understanding that if the student is later found responsible for academic misconduct, then the student will receive an "F" for the course.

6. Procedures for appeal of either the All University Judiciary's conduct decision or the instructor's grade are outlined in the *Student Information Handbook*.

7. In instances in which the student admits responsibility or is judged to be responsible by OJA or the AUJ, a staff member of the Dean of Students Office will counsel with the student in an effort to deter any further such incidents.

8. Student records concerning academic dishonesty are maintained in the Dean of Students Office for a period of seven years, after which the file records are purged. These student records are confidential; nothing from them appears on a student's academic transcript.

9. In the event that an instructor is uncertain how to handle an incident of suspected academic dishonesty, the Dean of Students is available at any time to provide advice and assistance to the instructor in deciding a proper course of action to be taken.

10. Students enrolled in the College of Veterinary Medicine are bound by an honor code. A charge of academic dishonesty may be made by a student or instructor to the Interclass Honor Board chairperson according to the procedures outlined in the Honor Code, or the instructor may follow procedures outlined above. The Interclass Honor Board functions as the judiciary of the College of Veterinary Medicine for the allegations presented to it.

Other violations related to academic misconduct may include subsection 4.1.11 *Misuse of Computers* and subsection 4.2.20 *Unauthorized Sale of Others' Intellectual Works*. These subsections are located in the Iowa State University *Student Disciplinary Regulations* under section 4 of the Conduct Code.

Progressing Toward a Degree Classification

An indication that a student is making progress toward a degree is the change in classification. Classification is determined by the number of credits completed and reported to the registrar, and is based on credit hours earned, not merely hours attempted. The grades F and NP and the marks I and X do not count in this classification system.

Classification in all colleges except Veterinary Medicine is as follows:

Sophomore: 30 credit hours earned
 Junior classification: 60 credit hours earned
 Senior classification: 90 credit hours earned

Students who have a bachelor's degree and are working toward another undergraduate degree, licensure, or admission to a specific graduate or professional program, may be classified as a senior.

Transfer students without a degree are classified on the basis of credits accepted by Iowa State University.

Veterinary medicine students are promoted from the first- to the second-, third-, and fourth-year classes based upon satisfactory completion of the required courses for each year. To be promoted to the second-year class, students must have a cumulative grade-point average of at least 1.67 for all courses in the first year of the veterinary medicine curriculum. To be promoted to the third- and fourth-year classes, students must have a cumulative grade point average of at least 2.00 for all courses in the professional curriculum.

A student who is attending Iowa State and decides not to work toward an undergraduate degree, will be classified as a special student. Admission requirements and academic standards regulations are the same as regular students. Credits taken as a special student are applicable for undergraduate degree purposes if the student is admitted later as a regular undergraduate. Credits obtained as a special student may not, however, be applied toward a graduate degree.

Students enrolled in the Intensive English and Orientation Program (IEOP) are classified as special students in the College of Liberal Arts and Sciences and usually are not permitted to enroll in academic courses until they have satisfied requirements for admission as regular students. Permission to enroll in one academic course may be granted under special circumstances.

Transfer of Credits

Credits presented from another institution are evaluated initially by the Office of Admissions to determine whether the courses are acceptable for transfer credit. Credits applied toward a degree will be determined by the student's college, based on relevance to the students' program requirements as well as the level of performance deemed necessary for successful progress in that program. Courses that are deemed important to a program but were earned with less than a C grade may or may not be approved for a program. This policy also applies to students already enrolled at Iowa State University. Grades earned in courses transferred to Iowa State University will not be used in calculating a transfer student's Iowa State cumulative grade point average.

A student who is admitted as a transfer from another college or university is required to have at least a 2.00 cumulative grade-point average for all transferable work taken elsewhere. If, due to special circumstances, a student is admitted with less than a 2.00 average, that student has a transfer quality-point deficiency. This deficiency will be added to any deficiency accumulated at Iowa State University and will be used to determine whether satisfactory progress toward a degree is being made. To graduate, students must earn sufficient quality points above a 2.00 at Iowa State University to offset any transfer quality-point deficiency.

Students should consult with their academic advisers and the Office of Admissions before taking coursework at other colleges and universities to be certain it will be applicable to their program of study. Students who believe that any transfer credits have not been correctly evaluated should consult with their academic adviser and with the Office of Admissions. Questions concerning transfer credits applied toward a degree program should be referred to the academic adviser and college office.

No more than 65 semester or 97 quarter credits earned at two-year colleges can be applied to a bachelor's degree from Iowa State University. While there is no limit to the number of credits that may be transferred from a four-year institution, the last 32 semester credits must be completed at Iowa State University.

Iowa State University students who attend one of the other Iowa Regent universities under the Regent Universities Student Exchange Program will have the credits earned at the other university counted as resident credit and grades received included in their Iowa State University cumulative grade point average. For information on applying to the program see Index, Regent Universities Student Exchange Program.

Degree Planning

In addition to being properly registered, students are responsible for knowing the requirements for their degree and planning their schedule to meet those requirements. Each college has a procedure to determine whether a student will fulfill all degree requirements for graduation.

At each fall and spring registration, students receive an advisement/degree audit printout. This printout shows in a degree program format those courses that have been completed and those courses in which the student is currently enrolled. Also shown are the graduation requirements that have not been completed.

Students should use the information on this printout to help them select courses for the next term and to evaluate their progress toward their degree. Graduation evaluators in the Office of the Registrar use a similar printout during the term a student will graduate to evaluate a student's graduation status.

For information about how completed courses fulfill degree requirements or how other courses will apply toward their degree requirements, students should see their adviser.

Two Bachelor's Degrees

Students may receive two bachelor's degrees if the requirements for each major (curriculum) are met and the total number of semester credits earned is at least 30 more than the requirements of the curriculum requiring the greater number of credits. The same rule applies to degrees that are not awarded at the

same time. Students should have an academic adviser in each major (curriculum), with one adviser being designated as the registration adviser. Students should request approval to pursue two degrees by completing the form, Request for Double Major/Curriculum or Two Degrees. This form is available from advisers and classification offices. Each adviser will have access to the student's information after this form has been processed. The appropriate department and college must approve each degree program.

Students who have earned advanced degrees and wish to earn a second Bachelor's Degree may be eligible for a college waiver of certain basic and general education requirements. Students should contact the department offering the major for advice and appropriate planning.

Double Major/Curriculum

A double major is a program for a single degree in which all requirements for two or more majors (curricula) have been met. The majors (curricula) may be in different colleges or within the same college or department. The diploma and permanent record will designate all majors (curricula) that are completed at the same time.

To declare a double major (curriculum), students should complete the form, "Request for a Double Major/Curriculum or Two Degrees." This form, available from advisers and classification offices, should be completed no later than the beginning of the senior year. One major (curriculum) should be designated as primary and the other secondary for purposes of record keeping, but the student's rights and responsibilities are the same in both majors. The adviser of the primary major will serve as the student's registration adviser, but both advisers will have access to the student's information. Degree programs must be approved for each major (curriculum) by the appropriate department and college. One of the majors may subsequently be canceled using the same form.

In addition to their engineering degree, students in the College of Engineering may earn majors in other colleges of the university. A major must meet all requirements of the offering department or program and its college and contain a minimum of 15 additional credits beyond the requirements for a B.S. degree in engineering for each major area of study. Within the College of Engineering, only double degrees are permitted.

Students with a primary major in another college who wish to take a second major in the College of Liberal Arts and Sciences are not required to meet the Liberal Arts and Sciences General Education requirements. They must, however, meet all requirements for the major, including complementary courses. Students in the B.L.S. curriculum in the College of Liberal Arts and Sciences do not have majors.

Second Major (Curriculum) Completed after the Bachelor's Degree

After receiving a bachelor's degree, a person may wish to complete all requirements for another major (curriculum). Approval of the department of the second major (curriculum) is needed before study for the program is begun. At the completion of the program a notation will be made on the permanent record (transcript), but no change will be made on the diploma received at the time of graduation. A degree program must be approved for the second major/curriculum by the department and by the dean's office.

Changing Curriculum or Major

A student's freedom to change their major, and the procedure that should be followed, depend on the student's academic standing as well as on policies of individual colleges as approved by the provost.

1. If students are not on temporary enrollment and have never been dismissed and reinstated, they may change their major by consulting first with their adviser. (If, however, they have been on temporary enrollment in the past, they may also be subject to regulation 4, below.) Beyond that, they should follow these procedures:

a. If the change involves majors within the same college, they should check with the college office to obtain instructions as to how to make the change.

b. If the change involves majors in different colleges, they should obtain a Change of Curriculum/Major form and their file from their adviser, present these materials to the classification office of their present college, then to the classification office of the college to which they are transferring, and finally to the office of their new major.

2. Students on temporary enrollment must first obtain permission to enter the new major. Permission comes from the dean of the college responsible for that major in consultation with the department head. If permission is granted, students should then follow the procedures described above. If they are on temporary enrollment and want to transfer to another college in the university, they must do so before the last day to drop a course in period 2 (see Index, Making Schedule Changes).

3. Students who have been reinstated may not transfer to another college during the first term following reinstatement, and they may not at any time transfer back to the college that originally dismissed them without the permission of the academic standards committee of that college.

4. Students who transferred from one college to another while on temporary enrollment, may not transfer back unless they have the permission of the academic standards committee of the college from which they originally transferred.

Declaring a Minor

Many departments and programs in the university specify requirements for an undergraduate minor. A record of requirements completed appears on students' transcripts. All minors require at least 15 credits, including at least 6 credits in courses numbered 300 or above taken at Iowa State. The minor must include at least 9 credits that are not used to meet any other department, college, or university requirement. Courses taken for a minor may not be taken on a pass-not pass basis. For additional information regarding policies which govern minors, see Index, Minor. To declare a minor, students must submit a completed Request for a Minor form to their college office at least one term before graduation. The minor may be from the catalog under which the student is graduating or a later catalog.

Graduation

Seniors must file a graduation application with the Graduation Office, 10A Alumni Hall, by the Friday of the first week of classes for students who plan to graduate in fall and spring semesters, and the last day of spring semester for students who plan to graduate in summer. Applications may be obtained from the adviser; college office; www.iastate.edu/~registrar/forms; the Student Answer Center, or the Graduation Office, 10A Alumni Hall. Students will be notified by mail approximately four weeks after the semester begins of their graduation status.

Individual college ceremonies take place at the end of fall and spring semesters. The formal commencement ceremony for graduate students takes place on the Friday at the end of the semester, and the undergraduate ceremony takes place on Saturday. A combined undergraduate and graduate college commencement ceremony takes place at the end of the summer term.

Final grade checks will be made approximately two weeks after the end of the semester and diplomas will be mailed to all successful degree candidates.

Students must ensure the following before they can graduate:

1. Registration for the term has been completed and the date of graduation is correct on the advisement/degree audit printout.

2. Sufficient credits, acceptable toward graduation, have been earned to meet the minimum requirements for their curriculum. (Some examples of credit not acceptable toward graduation are: elective credits beyond those allowed in a curriculum, credits earned in passing the same course more than once, more than four credits of Athletics 101, and credit in two courses for which the catalog states that only one may count toward graduation.)

3. Their major department has certified that the student has achieved an adequate level of proficiency in written communication.

4. A cumulative grade point average of at least 2.00 was earned in all work taken at Iowa State and have also met any special grade point averages required by their college, department, or program in specified groups of courses.

a. Students admitted from another college or university with a quality-point deficiency, must have earned sufficient quality points above a 2.00 at Iowa State to offset their transfer grade point deficiency.

b. Students who have taken work at another college or university prior to or after having been a student at Iowa State, must have submitted a transcript of all such college study attempted to the Office of Admissions. This work must average 2.00 or the deficiency of quality points will be assessed against the student. Failure to submit such a transcript is grounds for dismissal.

5. Incompletes in courses required for graduation have been removed by midterm of the term of graduation.

6. At least 32 credits have been earned in residence at Iowa State University, and the final 32 credits were taken at Iowa State. (Six of the last 32 credits may be transferred to Iowa State, with prior written permission of their major department.) Iowa State University must receive a transcript of all transfer work by midterm of the term of graduation.

7. Outstanding financial obligations owed the university have been paid in full. Students who owe an outstanding obligation to the university will have a hold placed on their records and they will not receive their diploma or transcript. If students have questions about this policy, they should contact the graduation section of the Office of the Registrar, 10A Alumni Hall.

Evaluation of Academic Progress

Evaluation Procedures

It is university policy that the instructor shall inform the students at the beginning of each course of the evaluation procedures planned for use in the course.

Retention of Records

Records of all graded work must be retained by the instructors until midterm of the semester following completion of a course or until all pending appeals and incompletes are resolved, whichever is later. Instructors leaving the university must file test and grade records with their department office before departure.

Examinations

Examinations are one of the most important ways an instructor assesses students' performance in a course. In order that examinations can be a useful part of the educational process, the following policies have been instituted:

1. One purpose of examinations is to help students' learning activity. Therefore, examinations shall be evaluated as soon as possible

after they are given and the results shall be made available to the students.

2. All tests and examinations administered between the beginning of the term and final examination week shall be held during a regularly scheduled lecture or laboratory class period for that course. A department may request permission to administer a separately scheduled examination if all of the following criteria are met: (a) the course is multi-sectioned; (b) a common departmentally developed examination will be administered to all students in all sections at the same time; and (c) the test scores will be used as a basis for a uniform grading procedure for all sections of the course. Requests to hold separately scheduled examinations must be made to the registrar and approved by the provost in time to be announced in the *Schedule of Classes*. Whenever a separately scheduled examination is administered, a regular class meeting during that week shall be omitted. Students who are unable to take a separately scheduled examination at the scheduled time because of a course conflict or other legitimate reason must notify the instructor in advance and must be given the opportunity to be examined at another time mutually convenient for the student and the instructor; the instructor shall determine whether to administer the same examination or an alternate examination, or use an alternate assessment procedure.

3. At the end of the semester, a week is set aside for final examinations or other term evaluations, with a period normally of two hours scheduled for each course. The following policies govern the responsibilities of students and faculty members during this week:

a. Final exams in courses of two or more credits may not be given at a time other than that for which the exam is scheduled by the registrar. An instructor may not give a final exam prior to final exam week nor change the time of offering of the final examination as it appears in the final exam schedule.

Permission to change the time for which an exam is scheduled may be given only by the dean of the college. If the instructor elects not to give a final exam, the class is required to meet at the scheduled final exam period for other educational activity such as a review of the course or feedback on previous exams.

b. Final exam periods are determined according to the regularly scheduled meeting time of the class. However, certain courses are assigned special group exam times so that several sections of the same course may be tested together. If this results in conflicting group examination periods, students should inform the instructor in charge of the first of the two conflicting courses as listed on the final exam schedule within the special groups in question; that instructor is responsible for arranging a special examination or making some other adjustment.

c. The final exam for a class that regularly meets in the evening must be held at the time the class would normally meet during the final

exam week. If this exam conflicts with an evening group exam, the instructor responsible for the latter must arrange a special examination for any students who have a conflict.

d. If unusual circumstances involve the need for students to change the time of their final examination, they must obtain the approval of the instructor of the course.

e. If a student has three examinations scheduled on the same calendar day and wishes to change one to another day, the instructor of the course having the smallest number of students is responsible for arranging an alternate examination time for the student unless make-up exam times are available in one of the other courses.

f. All faculty members are considered to be on duty throughout the entire final examination week and are expected to be available to students during that week for discussion of any matters pertaining to the final examination and final grade or to other aspects of the course.

Dead Week

The last week of fall and spring undergraduate classes has been designated Dead Week by the Government of the Student Body and Iowa State University. The intent is to provide students with time for review and preparation for final examinations. Therefore, no student organization registered with the Student Organization Office may hold meetings or sponsor events without the expressed permission of Program Coordinator of the Dean of Students Office. For academic programs, the last week of classes is considered to be a normal week in the semester except that in developing their syllabi faculty shall consider the following guidelines:

a. Mandatory final examinations in any course may not be given during Dead Week except for laboratory courses and for those classes meeting once a week only and for which there is no contact during the normal final exam week. Take-home final exams and small quizzes are generally acceptable. (For example, quizzes worth no more than 10 percent of the final grade and/or that cover no more than one-fourth of assigned reading material in the course could be given.)

b. Major course assignments should be assigned prior to Dead Week (major assignments include major research papers, projects, etc.). Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.

c. Major course assignments should be due no later than the Friday prior to Dead Week. Exceptions include class presentations by students, semester-long projects such as a design project assignment in lieu of a final, and extensions of the deadline requested by individual students. Instructors are reminded that most students are enrolled in several

courses each semester, and widespread violation of these guidelines can cause student workloads to be excessive as students begin their preparation for final examinations. Students are reminded that their academic curriculum is their principal reason for being in college and they have a responsibility to study in a timely fashion throughout the entire semester.

The Grading System

Grades represent the permanent official record of a student's academic performance. The grading system at Iowa State operates according to the following regulations:

1. Student performance or status is recorded by the grades and marks described below. A student's grade point average is calculated on the basis of credits earned at Iowa State with the grades and quality points shown below. Credits earned with P, S, or T are not used in calculating the grade point average but may be applied toward meeting degree requirements. A cumulative grade point average of 2.00 is required for a bachelor's degree.

Grades	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

P—Passing mark obtained under the Pass-Not Pass system. See Index, Pass-Not Pass.

NP—Non-passing mark obtained under the Pass-Not Pass system. See Index, Pass-Not Pass.

S—Satisfactory completion of a course offered on a Satisfactory-Fail grading basis. May also be reported to indicate satisfactory performance in R (required-credit) courses, and in courses numbered 290, 490, 590, and 690.

T—Satisfactory performance (equivalent to a grade of C or better in courses numbered 100-499, and a grade of B or better in courses numbered 500-699) in a special examination for academic credit.

X—The course was officially dropped by the student after the first week of the term.

N—No report was submitted by the instructor. This is not a recognized grade or mark; it merely indicates the instructor has not submitted a grade and that a grade report has been requested.

I—Incomplete. An incomplete mark may be assigned when the student is passing at the time of the request, but special circumstances beyond the student's control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning are not valid excuses.

The student and instructor must complete and sign an incomplete contract (Incomplete Mark Report form) that states the reason for the I, the requirements for resolving it, and the date by which it must be resolved, not to exceed one calendar year. The instructor then enters an I on the final grade report, attaches the form to the report, and submits both to the registrar.

If the student is not available at the end of the term to sign the Incomplete Mark Report form because of ill health or other reasons, the instructor may assign an incomplete mark and submit the form without the student's signature. The Office of the Registrar will record the incomplete mark and mail a copy of the form to the student. If the student chooses not to accept the incomplete, the student has until midterm of the following semester to contact his or her instructor and request a grade be submitted to the registrar. If the student has not contacted the instructor by midterm, the student must resolve the incomplete according to the conditions set forth in the Incomplete Mark Report form.

When a student completes the requirements specified on the Incomplete Mark Report form, the instructor submits the appropriate grade, which becomes part of the student's cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.

A final course grade, once submitted to the registrar, may not be changed to an Incomplete except to correct an error at the request of the instructor and with the approval of the instructor's department head and the dean of the instructor's college. The instructor should send a card (Grade Report to the Registrar) reporting the change, and an Incomplete Mark Report form to the appropriate dean who will forward them to the registrar if the change is approved.

Incompletes in all courses must be resolved by the middle of the student's term of graduation. Repeating a course will not resolve an I mark. A mark of I will automatically change to a grade of F after one calendar year (whether or not the student was enrolled during the period).

2. To change a grade or mark already reported to the registrar, the instructor submits a change card (Grade Report to the Registrar). This card is used for resolving an I with a grade, for correcting an instructor error, or for the late report of a grade.

3. **Midterm Grades.** The registrar will collect C-, D, and F **midterm grades** and nonattendance notifications and report this information to students and their advisers using AccessPlus. In addition to returning the midterm list, the instructor is responsible for informing the class of the basis on which midterm grades have been submitted.

4. Grades in all courses attempted remain on each student's record. If a course is repeated, the record will show the grade obtained on the

initial attempt as well as grades received on subsequent attempts.

5. The cumulative grade point average is calculated by dividing the total number of quality points earned by the total number of credits in all courses attempted. Grades of S, P, NP, and T are not counted in calculating the grade point average. If a course is repeated, the cumulative grade point average is calculated according to the process described in item 6a below.

6. Repeating Courses.

a. The most recent grade for a course a student repeats will be used in computing the student's cumulative grade point average rather than the previous grade(s), up to a limit of 15 credits. (This could result in a lowered grade point average if the second grade is lower than the first, or even loss of credit if the grade is lowered to an F.) All grades will remain on the student's record.

b. Students may repeat any course for which an F grade or any passing grade except P or S was received, but they may not elect to repeat the course under the Pass-Not Pass system.

c. Beyond 15 credits of repeats, both grades will be included in computing the cumulative grade point average.

d. Courses should be repeated as soon as possible, preferably within three semesters in residence, because of changes that occur with course updating, change in course number, or revision in number of credits. Approval to repeat a course after more than three semesters have elapsed must be noted on a Designation of Repeated Course form, which can be obtained from departmental offices. This form must be signed by the head of the department offering the course and by the student's adviser, and then taken to the Office of the Registrar. This form must also be used in cases in which the course number or number of credits has changed. Deadlines for filing repeated course forms for full-semester and half-semester courses are published in the university calendar.

e. Transfer students may repeat courses at Iowa State University for which a D or F was received at another institution. They must process a designated -repeat form indicating they are repeating the course to reduce a transfer deficiency. Such repeated credits will count toward the 15-credit request limit and will affect only their transfer deficiency.

f. A student who has earned an F at Iowa State University may repeat the course at another institution and the credits earned may be applied toward graduation at Iowa State, but the grade earned will not be used in computing a cumulative grade point average.

7. Students who want to protest a grade submitted by an instructor should follow the procedures described in the section on *Appeal of Academic Grievances*.

Academic Progress

Each college has an academic standards committee that is responsible for monitoring the academic progress of all undergraduate students in that college, based on policies and minimum requirements set by the Faculty Senate Committee on Academic Standards and Admissions and ratified by the Faculty Senate. Individual college faculties may, with the approval of the Faculty Senate Committee on Academic Standards and Admissions, set additional requirements that are not lower than those established for the university. These additional requirements must be reviewed at least every third catalog by the college academic standards committee to determine if they should be continued. Requirements approved by the college academic standards committees will then be forwarded to the Faculty Senate Committee on Academic Standards and Admissions for final approval. The college committees are responsible for actions involving individual students with respect to placing students on temporary enrollment, dismissing students from the university for unsatisfactory academic progress, and reinstating students who have been dismissed. For questions concerning interpretation and application of the rules governing academic progress, students should contact the chair or secretary of their college academic standards committee in the administrative office of their college.

The university's academic standards rules are presented below. In addition to taking action based on these rules, a college academic standards committee may also place a student on temporary enrollment or dismiss a student from enrollment in the university when, in the college committee's judgment, the student's academic performance or progress toward a degree is exceptionally deficient. Likewise, a college committee may, under exceptional circumstances, exempt individual students from the application of these rules.

Students who participate in the Regent Universities Student Exchange Program, or in a similar program where the credit taken at the other school will be considered as resident credit and the grades included in the student's ISU cumulative grade point average, are subject to Iowa State University's academic standards.

Temporary Enrollment Status and Academic Dismissal

Students are placed on temporary enrollment status as a warning that their academic progress is not satisfactory and that they must improve their academic performance to avoid dismissal from the university. Students who are placed on temporary enrollment should immediately seek assistance in academic improvement from such sources as academic advisers, instructors, the Student Counseling Service, and the Academic Success Center.

Students may be admitted to Iowa State University on temporary enrollment or may subsequently be placed on temporary enrollment as a result of unsatisfactory

academic performance. Students on temporary enrollment status who do not meet the minimum requirements described below will be dismissed from enrollment in the university.

Decisions regarding temporary enrollment and academic dismissal are based on the student's cumulative quality-point deficiency. The number of deficient quality-points is determined by subtracting the total number of ISU quality-points from twice the number of ISU credits attempted. If a student enters Iowa State University with a quality-point deficiency, this deficiency will be added to any deficiency accumulated at Iowa State University to determine the cumulative quality-point deficiency. Example: Assume a student has attempted 65 credit hours of coursework, and has a cumulative grade-point average of 1.80. This student needs 130 quality points (i.e., 65 credit hours x 2.00 points) in order to have a zero quality-point deficiency. The student currently has earned 117 quality points (i.e., 65 credit hours x 1.80 grade point average**). Thus, the student currently is deficient by 13 quality points (i.e., 130–117).

Assume the student must remove this 13 quality-point deficiency over the next 30 credit hours. The student would need to earn 73 quality points (i.e., 30 credit hours x 2.00 quality points = 60 quality points) in order to not add to the deficiency. Thus, a grade-point average of 2.44 (i.e., 73 quality points/30 credit hours) for the next 30 credit hours is needed to remove the deficiency.

Students who are placed, or continued, on temporary enrollment at the end of the spring semester may enroll for the summer term without being placed in jeopardy of academic dismissal from the university at the end of that summer term. However, the cumulative quality-point deficiency at the end of the summer term will be used for temporary enrollment decisions. This is true for all students enrolled in the summer term. Students considered for academic dismissal at the end of spring semester will be permitted to enroll for the summer term. The cumulative quality-point deficiency at the end of the summer term will be used to determine whether the student should be permitted to continue. The individual colleges determine if students reinstated for the spring semester will be permitted to utilize the summer term option. (Reinstated students should also see the section on Reinstatement.)

1. Students with fewer than 90 credits attempted or earned,* whichever is greater, will be placed on temporary enrollment at the end of any semester or summer term when their cumulative quality-point deficiency equals 10 or more quality points. At the end of any term in which a student is on temporary enrollment, the student will be:

a. dismissed from enrollment in the university if the cumulative quality-point deficiency has increased;

b. continued on temporary enrollment if the cumulative quality-point deficiency has not increased but remains 10 or more;

c. removed from temporary enrollment if the cumulative quality-point deficiency is now less than 10.

2. Students with 90 or more credits attempted or earned,* whichever is greater, will be placed on temporary enrollment at the end of any semester or summer term when they have any quality-point deficiency. At the end of the term in which a student is on temporary enrollment, the student will be:

a. dismissed from enrollment in the university if the cumulative quality-point deficiency has increased;

b. continued on temporary enrollment if the cumulative quality-point deficiency has not increased but remains greater than zero;

c. removed from temporary enrollment if the cumulative quality-point deficiency has been removed.

3. A student on temporary enrollment may transfer to another college within the university only with the permission of the department chair of the new department and dean of the new college. Transfer during period 3 (after the last day to drop a course) may be approved by the department chair of the new department and dean of the new college only under exceptional circumstances. The student will be subject to any additional specific academic requirements determined by the academic standards committee of the college to which the transfer is made.

4. A student who has transferred from a college while on temporary enrollment cannot transfer back unless permission is granted by the academic standards committee of the original college.

5. A student on temporary enrollment who withdraws during period 3 will not be permitted to enroll the following term, except under extenuating circumstances as judged by the college academic standards committee.

Additional Academic Progress Regulations

Colleges, departments, or programs may have special grade point requirements for admission, continuation, or graduation. These are presented in connection with statements of college and department curriculum requirements.

1. Business: In addition to the requirements listed above, students enrolled in the College of Business with 60 or more credits attempted or earned,* whichever is greater, will be placed on temporary enrollment at the end of any semester when they earn less than a 2.00 grade point average for that semester. Students placed on temporary enrollment under provisions of this requirement will be dismissed from enrollment in the College of

Business if they fail to achieve, for the following semester, at least a 2.00 semester grade point average.

Summer term grades will be combined with the student's grades for the prior term to compute a single semester grade point average to be used for temporary enrollment and academic dismissal decisions. Credit hours and quality points will be combined for the purpose of obtaining the average. When courses are repeated, both grades will be used in this computation.

Students considered for academic dismissal at the end of a spring semester under provisions of the preceding paragraphs will be permitted to enroll for the following summer session.

Students who are dismissed from the College of Business must seek admission to another college before the beginning of the following semester to stay enrolled in the university. Proof of admission to another college must be presented to the College of Business by the last business day before the beginning of the following semester. Students who fail to do so will be dismissed from the university.

2. Design: In addition to the requirements listed above, students in the College of Design who have attempted thirty (30) credits or more will be placed on temporary enrollment at the end of any semester in which their cumulative grade point average falls below 2.00. Students placed on temporary enrollment under the provisions of this requirement will be dismissed from enrollment in the college if they fail to achieve, for the following semester, at least a 2.00 grade point average for that semester.

Summer term grades will be combined with the student's grades for the prior term to compute a single semester grade point average to be used for temporary enrollment and academic dismissal decisions.

Students considered for academic dismissal at the end of a spring semester under provisions of the preceding paragraphs will be permitted to enroll for the following summer session.

Students who are dismissed from the College of Design must seek admission to another college before the beginning of the following semester to stay enrolled in the university. Proof of admission to another college must be presented to the College of Design by the last business day before the beginning of the following semester. Students who fail to do so will be dismissed from the university.

3. Engineering: In addition to the requirements listed above, students enrolled in the College of Engineering with 60 or more credits attempted or earned,* whichever is greater, will be placed on temporary enrollment at the end of any semester when they earn less than a 2.00 grade point average for that semester. Students placed on temporary enrollment under provisions of this requirement will be dismissed from enrollment in the university if they fail to achieve, for the following semester, at least a 2.00 semester grade point average.

Summer term grades will be combined with the student's grades for the prior term completed to form a single semester grade point average to be used for temporary enrollment and academic dismissal decisions. Credit hours and quality points will be combined for the purpose of obtaining the average. When courses are repeated, both grades will be used in this computation.

Students considered for academic dismissal at the end of a spring semester under provisions of the preceding paragraphs will be permitted to enroll for the following summer session.

4. Veterinary Medicine: Additional rules for minimum satisfactory progress are in effect.

5. Special students: Students matriculated in this classification category are governed by the regular academic progress regulations. Furthermore, by special action of their college academic standards committee, additional standards may be required.

Reinstatement

The procedures delineated in this section apply to students who were dismissed from Iowa State for academic reasons. Students who left Iowa State in good academic standing and who are seeking reentry should see Index, Reentry for more information.

1. Reinstatement is not automatic. A student who has been dismissed for academic reasons should contact the Dean's Office in the college he or she wishes to enter for instructions specific to that college. The college Academic Standards Committee reviews each petition and other relevant information, and reinstatement is based upon that review. The student must identify the causes of her or his poor academic performance, and demonstrate that he or she has taken actions to avoid or eliminate these causes. The student must submit a plan for academic success.

2. A student can only be reinstated when at least one academic semester has elapsed since she or he was academically dismissed. The summer session is not a semester for the purpose of being out of school one semester.

3. A student who has been dismissed from enrollment two or more times is not eligible for reinstatement until at least two academic semesters have elapsed since his or her last academic dismissal.

4. A student who was dismissed by one college and subsequently reinstated by another college cannot transfer back unless permission is granted by the Academic Standards Committee of the original college. This procedure applies regardless of the student's current academic standing.

5. To be considered for reinstatement to the university, a student must file a reentry form and submit a petition to the Academic Standards Committee of the college in which she or he desires to enroll at least 45 days before the beginning of the semester. (A

student dismissed for the second time and requesting reinstatement in the College of Liberal Arts and Sciences must submit his or her petition 70 days before the beginning of the semester.)

6. As conditions of reinstatement, a student will reenter on temporary enrollment, and must accept whatever additional requirements are stipulated by the college Academic Standards Committee. Some examples may include full- or part-time status, specified credit hours, specific courses, specific GPAs, restriction on choice of major, and required counseling. Other conditions may also be imposed.

Student Appeal

1. Students may appeal a decision regarding their academic status if they believe that new information can be provided or extenuating circumstances exist that would alter the application of any rule in this section. The appeal should be made in writing to the Academic Standards Committee of the college in which the student is enrolled. The written appeal must include the reasons for the appeal and the evidence to substantiate these reasons.

The student should initiate the appeal process by contacting the secretary of the college Academic Standards Committee in the administrative office of her or his college immediately upon receipt of notification of the committee's action, and at least ten calendar days before the beginning of the semester. The secretary will then inform the student of the deadline for submission of the written appeal.

2. If the student is dissatisfied with the committee's action, he or she may submit an appeal in writing to the dean of her or his college within seven calendar days. The dean must respond in writing within seven calendar days of receipt of the appeal.

3. If the issue is not resolved within the college, further appeals may be made in writing to the provost and subsequently to the president of the university. Appeals beyond the college level will, however, be considered only if based on one or both of the following contentions: (a) appropriate procedures were not followed at the college level; (b) academic rules were not applied correctly at the college level.

Removal of Unmet High School Requirements

In some instances, students are admitted to the university and permitted to enroll with a limited number of unmet high school requirements. Any unmet high school requirement must be removed within one year (12 months) of enrollment at Iowa State University. The following procedures apply.

1. Students may remove their unmet requirements by satisfactorily completing the necessary ISU courses. Courses taken to remove deficiencies will be used in the student's degree program as they normally would be used.

2. Students may also take coursework at another institution to remove their unmet requirements. However, students will be informed that evidence of satisfactory completion of the courses must be available to ISU officials by a specified deadline.

3. Students are required to remove their unmet requirements within one year of their enrollment at ISU, even though they may withdraw or drop out of school during the first year. The College of Liberal Arts and Sciences allows students until the end of their third year to remove unmet Foreign Language requirements.

4. The college Academic Standards Committee determines whether a student should be granted an extension due to extenuating circumstances.

5. Students will be permitted to register for each succeeding term at ISU during the year they are trying to remove unmet requirements. If the unmet requirements are not removed by the end of that year, the student's registration will be canceled and a hold placed on their record.

Academic Renewal Policy

Students who are returning to Iowa State University to pursue an undergraduate degree after an extended absence may request permission to remove one or more of their complete academic terms from future degree and GPA considerations.

1. Eligibility. To be eligible for academic renewal consideration, students must meet these requirements:

a. Students must not have enrolled at Iowa State University for five or more consecutive years.

b. Students must not have graduated from Iowa State University.

c. Students must currently be in good academic standing. (If the student was previously dismissed, he or she must be reinstated.)

2. Conditions. Academic renewal is based on the following conditions:

a. All courses and credits that were taken during the chosen terms will be removed from consideration for GPA and degree requirements. Students may not combine courses from multiple terms to comprise the semester(s) or quarter(s) dropped. Degree requirements met during the dropped terms will ordinarily have to be repeated.

b. Renewal may be applied only to academic terms completed prior to the students' extended absence.

c. All courses and grades for the chosen terms will remain on the students' academic record.

d. Designated repeats, drops and P/NP options will be reinstated for the terms dropped.

e. Students who have used all of their drop options will be given one extra drop.

f. Students may be granted only one academic renewal.

To be eligible for a degree, students must complete a minimum of 24 credit hours at Iowa State after the granting of academic renewal.

3. Procedures.

a. Students should discuss their desire to pursue academic renewal with an adviser in the college they wish to enter.

b. Students should submit a petition for academic renewal to the Office of the Registrar. Students may obtain a petition from their college office.

Satisfactory Academic Progress for Financial Aid Recipients

In order to remain eligible to receive financial aid from the student aid programs listed below, a student must meet both quantitative and qualitative academic standards as described within this policy. These standards are minimum expectations; specific aid programs may require a higher level of progress. A student not in compliance will be unable to receive aid from these programs until the deficiency has been corrected. Progress toward a degree will be reviewed each term and enforced at intervals no longer than one year. The programs affected by this policy are:

Pell Grant
Robert C. Byrd Scholarship
Supplemental Educational Opportunity Grant (SEOG)
Iowa State University Grant
College Work-Study Program (CWSP)
Perkins Loan
Health Professions Student Loan (HPSL)
Federal Direct Subsidized Loan
Federal Direct Unsubsidized Loan
Federal Direct PLUS Loan
ISU Partnership Loan
University Long-Term Loan

1. All students must meet the quality standard for continued enrollment in order to remain eligible to receive financial aid. See *Index, Academic Progress, Quality Standard*.

2. The quantity standard for full-time undergraduate students is described below:

a. Duration of eligibility. Students may receive federal and institutional aid for a maximum of six academic years or twelve semesters. Students who have not accumulated sufficient credit hours at the end of this time period to complete their course of study will not be eligible to continue to receive financial aid.

b. Annual credit hours to be earned. An undergraduate student who receives financial aid from one or more of the programs cited above must complete credit at a rate at least equal to the scale below, where the numbers in the top row indicate academic years completed, and those in the bottom row indicate credit hours required:

1	2	3	4	5	6
15	30	51	72	96	120

3. The quantity standard for all part-time students:

a. The duration of eligibility for part-time students is the same as above, but adjusted by the rate of attendance. For example, a student with a maximum duration of six years who is attending school half-time would have the duration of eligibility adjusted to twelve years.

b. Part-time students who are otherwise eligible for financial aid must maintain the academic standards or rate of completion as stated above, adjusted by the number of hours attempted at the time the financial aid was disbursed.

9 to 11 credit hours = 3/4 time

6 to 8 credit hours = 1/2 time

4. Regaining eligibility. If a student is denied financial aid because of failure to comply with the above standards, the additionally required credit must be earned at the student's own expense at Iowa State University, or the student must transfer sufficient hours taken at another institution to make up the deficiency.

5. Transfer students. A student transferring to Iowa State University for the first time will be treated as a first-term student and will not be held responsible for previous terms or credit hours taken at former institutions. If a student attends Iowa State University, transfers to another institution, and then transfers back to Iowa State, the credits earned at the other institution will be added to the student's total earned credit hours.

6. Noncredit courses. Noncredit courses may be converted to credit hours by translating weekly contact hours as defined by the Office of the Registrar.

7. Appeals. Students ineligible for financial aid as a result of this policy, or ineligible for any other reason, may appeal this decision by submitting in writing extenuating circumstances beyond their control that affected their progress to the director of the Student Financial Aid Office and/or the designated representative. Forms for this purpose are available on the Office of Student Financial Aid web site at www.iastate.edu/~fin_aid_info/. The appeal may be accompanied by a recommendation from the student's academic adviser. If this appeal is denied, a further appeal may be made to a committee composed of the chair of the University Financial Aid Committee, the chair of the University

Academic Advising Committee, and the director of Student Financial Aid. Appeals of other financial aid decisions, including loss of athletic grants-in-aid, shall also follow this procedure.

8. General Information and Definitions

a. Incompletes, repeated courses, withdrawals. A student who receives an Incomplete, repeats a course, or withdraws may continue to receive financial aid upon reentering the university as long as the student completes the required credit hours for each academic school year and maintains the minimum quality-point standards. However, the duration of eligibility will not be extended for a student who withdraws or repeats a course. (See the section Duration of Eligibility.)

b. Exceptions to the policy.

(1) Professional students. For those students enrolled in the College of Veterinary Medicine, eligibility will be based on the academic criteria of the college.

(2) Special undergraduate students. These students are eligible for Stafford only, and must maintain a minimum GPA of 2.00.

c. Academic school year. This includes the summer session and regular semesters within any 12-month period. Credits earned during the summer session will be included when totaling credit hours earned each academic year.

d. Changes in program of study. The duration of eligibility will not be extended for a student who changes from one program of study to another. (See Duration of Eligibility, in the section, Satisfactory Academic Progress for Financial Aid Recipients.)

These academic progress criteria are defined in minimal terms. If the student earns only the minimum credit hours for financial aid eligibility, the student's total eligibility for particular programs may be exhausted prior to degree completion. (See Duration of Eligibility and Credit Hour Earning Scale.) In addition, the student's college or department may require more credit hours than required by this policy.

Sources of Help with Academic Problems

If students are having trouble in a course, the following persons and places may be able to provide help:

1. The instructor of the course may be able to help the student determine the problem with the course and recommend methods for improvements.

2. The student's adviser may be able to recommend support services or remedial strategies.

3. Academic Success Center has a collection of services such as tutoring, supplemental instruction (SI), the academic success course, learning lab, disability resources, and workshops designed to help students reach their academic goals.

4. The office of the department that offers the course may have a list of persons qualified to provide tutoring services for the course. The locations of the department offices are listed in the front of the ISU Directory.

5. The Student Counseling Service provides professional counseling services for students with problems which affect academic performance. Tutoring may be arranged through Tutoring Services in the Dean of Students Office.

Scholastic Recognition

The university recognizes those students who are doing exceptionally well in several ways.

1. **Dean's List.** Each semester the university issues a dean's list made up of those students who have carried at least 12 hours of graded or S-F courses with a 3.50 grade-point average or above for the semester. Courses taken on a P-NP basis do not count as part of the 12-hour requirement. No dean's list is issued for summer school.

2. **Annual Recognition Ceremony.** In the spring the university sponsors a ceremony at which high scholarship students in all classes are recognized.

3. **Graduation with Distinction.** Undergraduates who have a cumulative grade point average of 3.50 or higher at the beginning of their final term are graduated "with distinction" provided they have completed 60 semester credits of coursework at Iowa State University at the time they graduate. Of these 60 credits, 50 graded credits are required. This recognition appears on the student's permanent record and diploma, and in the commencement program. Recognition for students graduating in veterinary medicine is based only on the grades earned while enrolled in that college. Candidates for the bachelor of liberal studies degree may be graduated with distinction providing that they (a) have achieved a cumulative grade point average of 3.50 or higher for all ISU credits; (b) have achieved a cumulative grade point average of 3.50 or higher for all other credits taken at the other Iowa Regent universities; and (c) have completed 45 semester credits of coursework at the three Iowa Regent universities at the time of graduation.

Academic Privileges and Opportunities

A. Credit by Examination

Academic credit may be earned by means of special examinations. The Credit by Examination (CBE) program is available to current Iowa State students as well as prospective and entering students. Students with college-level proficiency in particular areas are encouraged to investigate credit by examination early in their college careers. For more information, see Index, Credit by Examination.

B. Pass-Not Pass Grading

Students who want to broaden their education at Iowa State may choose to take a maximum of 9 semester credit hours on a Pass-Not Pass basis, meaning that only a P or NP will be recorded as their final grade in the course. The purpose of P-NP grading is to encourage students to take courses outside the usual program of study for their major and minor disciplines. The following policies apply:

1. Undergraduate students who have earned at least 40 semester credits and who are not on temporary enrollment at the beginning of the semester are eligible. A special student must obtain approval from their academic adviser and college dean.

2. Only elective courses may be taken on a P-NP basis. In specific majors, some restrictions may apply, so students should consult with their academic adviser.

3. Except for restrictions on its own undergraduate majors, a department may not deny the availability of any of its course offerings on a P-NP basis.

4. Courses offered on a satisfactory-fail basis may not be taken P-NP.

5. Students should register for a P-NP course in the same manner and at the same time that they register for their other courses. Students should then change to P-NP by processing a schedule change form with their academic adviser's signature in the P-NP approval section of the form.

6. Students who elect to change back to a graded basis should process the change using the P-NP section of the schedule change form.

7. Changes to or from a P-NP basis must be made before the last day to drop (usually the Friday of week 10 of the term). If the change from P-NP to a graded basis is made after the first 10 class days of a semester (first five days of summer session), the course will count toward the total P-NP credits allowed.

8. Registration on a P-NP basis is not indicated on the instructor's class list. Students will receive a P if their grade is D minus or better and an NP if their grade was F.

9. Neither P (earned grade of D minus or better) nor NP (earned grade of F) is counted in calculating a student's grade point average (GPA).

10. Students who pass a course taken under the P-NP system may not repeat the course. When students have taken a course and received a grade, they may not repeat it for P-NP credit.

11. When students change their curriculum, any P credits that they have accumulated will be accepted by the new department if such credits are in courses normally accepted by the department.

12. Credits taken on a P-NP basis at another institution and transferred to Iowa State may be applied as electives in a student's degree program if the credits are otherwise acceptable in that program. The number of P-NP transfer credits that can be accepted depends on the number permitted by the institution from which the student is transferring. If a student transfers more than nine semester P-NP credits, no additional Iowa State P-NP credits can be applied to the student's degree program.

C. Auditing

To audit a course means to enroll in the course without receiving credit for it. The instructor must approve all audits and students must register for audits by day 10 of the semester. Students are assessed fees as though they were taking the course for credit, but the course does not count in determining full-time student status. Changing a course from credit to audit requires dropping the course for credit and adding it as an audit on a schedule change request form. If this occurs after day 5 of the semester, the drop will count toward the total allowable ISU drops.

Requests to audit a course will be honored only if there is space available in the course after the four-week registration period has ended. Once enrolled in a course, auditors have the same rights and privileges as any student taking the course for credit. Their names appear on the class list with a notation that they are auditing. To change the status of an audited course to a graded course, students must process the schedule change request form by day 5 of the semester. Audited courses do not appear on the student's permanent record except by special request from the student and the student's adviser with evidence showing that the student was actively involved in the course. Audited courses do not apply toward V.A. benefits.

An agreement to audit a 500 or 600 level course must be negotiated between the student and the course instructor. An audited course counts for only one credit in the graduate student's allowable course load; however, fees will be assessed for the full number of credits for the course.

D. Independent Study

Most departments offer opportunities for independent study through a 490 course listing. Usually a minimum of 6 to 10 credits of coursework in the department is required before independent study is permitted. Students who are interested in this kind of experience in a particular department should check the catalog to determine the department's prerequisites to register for 490. 490H sections are reserved for students in the University Honors Program.

Students should check with the department about procedures, in addition to meeting the prerequisites, for registering for 490. A written plan of study is prepared in advance with a faculty member who has agreed to supervise

the student's work, to evaluate progress and the final product, and to assign a grade. Initiation of the plan of study should occur prior to the semester in which enrollment is desired. Both the student and the instructor should agree on the number of credits for which the student will enroll, the amount and kind of work he or she will do for that credit, and the system by which she or he will be graded (A-F or S/F). Students should not expect to register for or add 490 credit without an instructor's permission. Some colleges and/or departments have limits on the number of credits of 490 that may be applied toward graduation.

Appeal of Academic Grievances

Students who believe a faculty member (in his or her academic capacity) has behaved unfairly or unprofessionally may have their grievance reviewed through the procedure described below. A student may not initiate an appeal more than one year following completion of the course, and may not initiate the appeal of a course grade beyond midterm of the semester following completion of the course.

Prior to initiating a formal appeal, a student may wish to discuss the situation informally with the Dean of Students or designee, who can offer advice as to the most effective way to deal with it.

Grievances arising out of classroom or other academic situations should be resolved, if at all possible, with the student and the instructor involved. If resolution cannot be reached, or if the grievance involves sexual or racial harassment and the student prefers not to deal directly with the instructor, the student should discuss the grievance with the instructor's department chair and submit it in writing to him or her. The department chair will investigate the grievance, including discussing it with the instructor involved and/or referring it to a departmental grievance committee. The department chair should respond in writing within five class days of receipt of the written notice of the grievance.

If the student is not satisfied with the resolution of the grievance proposed by the department chair, the student may appeal in writing to the dean of the instructor's college. (In the case of a grievance involving a Graduate College *policy* or *procedure*, an appeal of the chair's decision should be directed to the Dean of the Graduate College rather than to the dean of the instructor's college.) The dean will hear the explanations of the department chair and instructor, and should respond to the student in writing within ten class days of receipt of the written notice of the appeal. If the grievance cannot be resolved with the dean, the student may forward a written appeal to the provost, who will convene a Committee to Review Student Grievances (see below) to consider the appeal within ten class days of receipt of the written notice of the appeal. Within five class days following the convening of the committee, the

provost will make a decision with regard to the grievance and will transmit this decision in writing to the grievant, the dean, the department chair, and the instructor. An appeal of the provost's decision may be made to the president of the university. The time limit specified at each level may be extended by mutual agreement of all parties concerned.

The Committee to Review Student Grievances is composed of faculty members named by the president of the Faculty Senate and students named by the president of the Government of the Student Body. The provost may serve as a chairperson for the committee, or may designate another chairperson for a specific grievance hearing. A minimum of two faculty members, two students, and the chairperson shall constitute a quorum for the convening committee.

Information Disclosure

Iowa State University is required by law to make available to enrolled students, prospective students, and their parents certain information about the University. The information disclosure is available at the following URL: www.iastate.edu/~disclosure. Students without electronic access can obtain the information from the Office of the Registrar, 214 Alumni Hall, 515-294-1840 or from the Office of Admissions, 100 Alumni Hall, 515-294-5836. A paper copy of the information will be provided upon request.

Student Records

Iowa State University maintains various records concerning students, to document their academic progress as well as to record their interactions with university staff and officials. In order that their right to privacy be preserved and to conform with federal law, the university has established certain policies to govern the handling of student records. All policies conform with FERPA, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment).

Public Information

Certain information concerning students is considered to be open to the public upon inquiry. This public information is of two types: directory information and other information not included in the ISU Directory. Directory information includes local address, telephone number, and campus e-mail address; home town, college, curriculum, year in school, and enrollment status. Other public information includes mailing address, date and place of birth, dates of attendance at Iowa State, expected date of graduation, names of advisers, awards and academic honors, Iowa State degree(s) and date(s) awarded, previous educational institutions attended, degrees received, dates of attendance, full- or part-time status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Public information will be released by the registrar to anyone upon inquiry, unless students have requested that their information

not be released. A request to have public information withheld should be made at the Office of the Registrar, 214 Alumni Hall. If the request is granted, the registrar will notify the appropriate university offices.

It is the policy of the university to respect the privacy of students; therefore, only lists and labels containing names of students with directory information will be made available to members of the public. This directory information will be provided on a time-available basis for the cost of producing the information. Directories are also available in the bookstores for those persons needing directory information. Directory information is available on the World Wide Web using the online phonebook; and from printed directories, which may be purchased at the bookstores.

Confidential Information

With the exception of the information noted above, all student records are considered to be confidential and are open only to university personnel; to offices and agencies carrying out their accreditation and audit functions of university programs; to persons in compliance with a judicial order; to organizations conducting studies for or on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students or other persons.

The following policies govern access to student records:

1. Each type of student record is the responsibility of a designated university official, and only that person or the dean or director to whom that person reports has authority to release the record. The following is a list of the responsible officials:

- a. Academic records: registrar
- b. Admissions records: director of admissions
- c. Financial aid records: director of student financial aid
- d. Business records: university controller
- e. Traffic and security records: director, ISU Department of Public Safety
- f. Medical records: director, Thielen Student Health Center
- g. Counseling records and test scores: director, Student Counseling Service
- h. Actions of Academic Standards Committees: college deans
- i. Disciplinary records: dean of students
- j. Residence hall records: director of residence
- k. Placement records: college placement officers
- l. Evaluations for admission to ISU graduate or professional programs: deans or department chairs
- m. Special academic programs: faculty member in charge of the program and the dean of the college.

2. The responsible official may release records to university personnel who have a legitimate

need for the information. "University personnel" includes students appointed to specified committees. A list of those persons who normally have access to each type of student record is available in 214 Alumni Hall.

3. All student records are reviewed periodically. Information concerning the frequency of review and expurgation of specific records is available in 214 Alumni Hall.

4. Students have the right to review upon request any records that pertain directly to them, and may obtain a copy of the record for a fee. This provision does not apply to records to which the student has waived his or her right to review, nor does it apply to medical and counseling records.

5. A student may waive the right to review a specific record by submitting in writing a statement to this effect to the official responsible for that record.

6. A file containing copies of records pertinent to advising is maintained on each student for use by the student's adviser. Ordinarily this file is kept in the possession of the adviser, but for convenience it may be stored elsewhere such as in the department office. When the student changes majors, or changes advisers within the same major, the file is transferred to the new adviser. Under the university's student records policy, the student is considered to have the right of access to this file.

7. Medical and counseling records shall be released at the written request of the student to medical or psychological professionals outside the university or to university officials.

8. University personnel who have access to student records in the course of carrying out their university responsibilities shall not be permitted to release the record to persons outside the university, unless authorized in writing by the student or unless one of the exceptions stated earlier is involved.

9. Confidential information may be released to parents by obtaining the student's written consent or by having the parent establish the student's dependency as defined by the Internal Revenue Code of 1954, section 152, by furnishing a certified copy of the parent's most recent federal income tax return.

10. Iowa high schools receive a freshman year report containing first year academic progress data of all their graduates attending Iowa State University for the purpose of evaluating and improving their instructional programs.

11. The officials responsible for custody of student records will maintain records of requests and disclosures of personally identifiable nonpublic information. The records of requests, whether granted or not, shall include the person or agency requesting the information and the purpose of the release. These records of requests and disclosures will be available to the student on request. Records of requests and disclosures are not

necessary for requests made by the student, by school officials in carrying out their official responsibilities, by persons employed by agencies and offices conducting audits and accreditations of university programs, or any of the other exceptions listed previously.

Posting Grades and Test Scores

The test scores or course grades of students may be posted in public locations to inform students of their performance provided that the information is presented in such a way as not to reveal the name or entire ID number of specific individuals.

Release of Grades

Reports of a student's grades are not routinely sent to the student's parents. Parents of students under 18 years of age may obtain grades by writing to the Office of the Registrar. The grades of other students will be sent to their parents only with written permission of the student, or by establishing dependency as outlined in item 9 under Confidential Information.

When Records May Be Withheld

The appropriate university official may request that a student's record not be released if that student is delinquent in an account with the university or an affiliated organization. The effect of this action is that a transcript will not be released and registration will be withheld.

The appropriate official may also request that records be withheld in instances when official disciplinary action has been taken against a student. Authorization for these actions is supported by The Iowa Code and The Iowa Administrative Code.

In order for such an action to be rescinded, the Office of the Registrar must receive written authorization from the official who originally requested the action, indicating that the student has met the obligation. Further information about this policy can be obtained from the Office of the Registrar.

Review and Challenge of Records

A student may challenge the accuracy of handling of records maintained by the university on grounds that the records are inaccurate, misleading, or otherwise violate the privacy or other rights of the student. The university has established the following procedures to provide an opportunity for the student to correct or delete inaccurate records, or to insert into the record a written explanation of the content.

Students who question their records should discuss the issue first with the individual staff person who established or maintains the records. Presumably most issues can be resolved at this level. If a satisfactory resolution cannot be reached, the student should submit the question to the head of the department in which the record is maintained.

The department head will discuss the issue with the staff person and the student challenging the record. If resolution cannot be

reached after meeting with the department head, the student may submit the question to the dean or director to whom the department head is responsible. The dean or director will investigate, and will respond in writing.

If the record has not been reconciled through these measures, the student may direct a written request to the president of the university. The president will convene an Ad Hoc Hearing Panel of Access and Confidentiality of Educational Records, composed of two faculty members, two students, and one administrator, appointed by the president for a period of one year, with the president or a designee serving as nonvoting chairperson. The student shall be given an opportunity to present to the panel evidence relevant to the issues raised, and the panel will issue a written response.

ISUCard and Identification Number

Each student is assigned a random university identification number on entry to the university. This number appears on the ISUCard that is provided to each student at the time of first registration. The ISUCard, may be required for some services and/or activities. At the time the ISUCard is issued each student also selects a personal identification number (PIN), which is required for electronic access to personal student information.

Loss of an ISUCard should be reported immediately to the ISUCard Office, where the lost card will be invalidated and replaced for a charge. Disciplinary sanctions may be imposed for improper use of the ID card or attempts to obtain, by fraudulent means, any form of identification.

Social Security Number

Social security numbers are collected from prospective and current students, for administrative coordination and record identification purposes only. Although procedures have been established by the registrar for assignment of an alternative number upon request, students who wish to be employed on campus or to receive financial aid are required by law to provide their social security numbers for administrative use. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

Policy on Student Names

Iowa Regents universities have a common policy regarding student names and name changes. The name on the student record should be the student's complete and legal name. In evaluating and processing all name change requests, the university reserves the right to require adequate and appropriate documentation as warranted.

Designators-Course Abbreviations

A E	Agricultural Engineering	Env S	Environmental Studies	NREM	Natural Resource Ecology and Management
A Ecl	Animal Ecology	Ex Sp	Exercise and Sport Science	N S	Naval Science
Acct	Accounting	FFP	Family Financial Planning	Neuro	Neuroscience
Advrt	Advertising	F Lng	Foreign Languages and Literatures	OLHRD	Organizational Learning and Human Resource Development
Aer E	Aerospace Engineering	FCEdS	Family and Consumer Sciences Education and Studies	P M	Pest Management
Af Am	African American Studies	Fin	Finance	P Phy	Plant Physiology
AFAS	Air Force Aerospace Studies	For	Forestry	Perf	Performing Arts
AgEdS	Agricultural Education and Studies	Frnch	French	Phil	Philosophy
Agron	Agronomy	FS HN	Food Science and Human Nutrition	Phys	Physics
Am In	American Indian Studies	Gen	Genetics	PI HP	Plant Health and Protection
An S	Animal Science	Genet	Genetics—Interdisciplinary	PI P	Plant Pathology
Anthr	Anthropology	Geol	Geology	Pol S	Political Science
Arch	Architecture	Ger	German	POM	Production/Operations Management
Art	Art and Design	Geron	Gerontology	Port	Portuguese
Art H	Art History	Gr St	Graduate Studies	Psych	Psychology
ArtEd	Art Education	Greek	Greek	Relig	Religious Studies
ArtGr	Art: Graphic Design	H P C	Historical, Philosophical, and Comparative Studies in Education	ResEv	Research and Evaluation
ArtID	Art: Interior Design	H S	Health Studies	Rus	Russian
ArtIS	Integrated Studio Arts	HD FS	Human Development and Family Studies	Soc	Sociology
AST	Agricultural Systems Technology	Hg Ed	Higher Education	Sp Cm	Speech Communication
Astro	Astronomy and Astrophysics	Hist	History	Sp Ed	Special Education
Ath	Athletics	Hon	Honors	Span	Spanish
B M E	Biomedical Engineering	Hort	Horticulture	Stat	Statistics
B M S	Biomedical Sciences	HRI	Hotel, Restaurant, and Institution Management	SusAg	Sustainable Agriculture
BBMB	Biochemistry, Biophysics, and Molecular Biology	I E	Industrial Engineering	T C	Textiles and Clothing
BCB	Bioinformatics and Computational Biology	I R	Industrial Relations	T SC	Technology and Social Change
Biol	Biology	I Tec	Industrial Technology	Thtre	Theatre
Bot	Botany	la LL	Iowa Lakeside Laboratory	Tox	Toxicology
BPM I	Biological/Pre-Medical Illustration	IGS	Interdisciplinary Graduate Studies	Trans	Transportation
BRT	Biorenewable Resources and Technology	Imbio	Immunobiology	TrLog	Transportation and Logistics
BusAd	Business Administration	InfAs	Information Assurance	U St	University Studies
C E	Civil Engineering	IntSt	International Studies	V C S	Veterinary Clinical Sciences
C I	Curriculum Instruction	Ital	Italian	V Med	Veterinary Medicine
C R P	Community and Regional Planning	JI MC	Journalism and Mass Communication	V MPM	Veterinary Microbiology and Preventive Medicine
Ch E	Chemical Engineering	L A	Landscape Architecture	V Pth	Veterinary Pathology
CAS	Complex Adaptive Systems	LAS	Liberal Arts and Sciences Cross-Disciplinary Studies	VDPAM	Veterinary Diagnostic and Production Animal Medicine
Chem	Chemistry	Latin	Latin	W Res	Water Resources
Chin	Chinese	Lib	Library	W S	Women's Studies
CJ St	Criminal Justice Studies	Ling	Linguistics	Zool	Zoology
Cl St	Classical Studies	M E	Mechanical Engineering		
CmDis	Communication Disorders	M S	Military Science		
Co Ed	Counselor Education	M S E	Materials Science and Engineering		
Com S	Computer Science	Mat E	Materials Engineering		
ComSt	Communication Studies	Math	Mathematics		
Con E	Construction Engineering	MCDB	Molecular, Cellular and Developmental Biology		
Cpr E	Computer Engineering	Mgmt	Management		
Dance	Dance	Micro	Microbiology		
Dsn S	Design Studies	MIS	Management Information Systems		
E App	Engineering Applications	Mkt	Marketing		
E E	Electrical Engineering	Mteor	Meteorology		
E M	Engineering Mechanics	Music	Music		
E Sci	Engineering Science				
Econ	Economics				
EdAdm	Educational Administration				
EEB	Ecology and Evolutionary Biology				
EL PS	Educational Leadership and Policy Studies				
Engl	English				
Engr	Engineering				
EnSci	Environmental Science				
Ent	Entomology				

Colleges and Curricula

Undergraduate and Professional Degree Programs

The university is organized into nine colleges, including the Graduate College. Seven colleges offer undergraduate degree programs, and the College of Veterinary Medicine offers the Doctor of Veterinary Medicine degree. For a listing of the more than 100 majors offered by the Graduate College, see the summary at the end of the Graduate College section of this publication.

Iowa State University is accredited by the Commission of Institutions of Higher Education of the North Central Association of Colleges and Schools.

The main undergraduate academic programs of each college are listed below, together with the degrees awarded upon completion. In many cases certain majors, minors, options, or electives allow for increased specialization within the programs. Programs which are administered jointly by two colleges are listed within both colleges.

College of Agriculture

Agricultural Biochemistry, B.S.
 Agricultural Business, B.S.
 Agricultural Education, B.S.
 Agricultural Studies, B.S.
 Agricultural Systems Technology, B.S.
 Agronomy, B.S.
 Animal Ecology, B.S.
 Animal Science, B.S.
 Dairy Science, B.S.
 Dietetics, B.S.
 Entomology, B.S.
 Environmental Science, B.S.
 Environmental Studies, B.S.
 Food Science, B.S.
 Forestry, B.S.
 Genetics, B.S.
 Horticulture, B.S.
 International Agriculture, B.S.
 Microbiology, B.S.
 Nutritional Science, B.S.
 Pest Management, B.S.
 Plant Health and Protection, B.S.
 Public Service and Administration in Agriculture, B.S.
 Seed Science, B.S.
 Zoology, B.S.

College of Business

Accounting, B.S.
 Finance, B.S.
 International Business, B.S.
 Management, B.S.
 Management Information Systems, B.S.
 Marketing, B.S.
 Production/Operations Management, B.S.
 Transportation and Logistics, B.S.

College of Design

Architecture, B.Arch.
 Art and Design, B.A., B.F.A.
 Community and Regional Planning, B.S.
 Graphic Design, B.F.A.
 Interior Design, B.F.A.
 Landscape Architecture, B.L.A.

College of Education

Early Childhood Education, B.S.
 Elementary Education, B.S.
 Environmental Studies, B.S.
 Health and Human Performance, B.S.
 Industrial Technology, B.S.
 Secondary Education (See licensure programs offered by the colleges of Agriculture, Design, Education, Family and Consumer Sciences, and Liberal Arts and Sciences.)

College of Engineering

Aerospace Engineering, B.S.
 Agricultural Engineering, B.S.
 Chemical Engineering, B.S.
 Civil Engineering, B.S.
 Computer Engineering, B.S.
 Construction Engineering, B.S.
 Electrical Engineering, B.S.
 Industrial Engineering, B.S.
 Materials Engineering, B.S.
 Mechanical Engineering, B.S.

College of Family and Consumer Sciences

Apparel Merchandising, Design, and Production, B.S.
 Child, Adult, and Family Services, B.S.
 Dietetics, B.S.
 Early Childhood Education, B.S.
 Family and Consumer Sciences Education and Studies, B.S.
 Family Resource Management and Consumer Sciences, B.S.
 Food Science, B.S.
 Hotel, Restaurant, and Institution Management, B.S.
 Housing and the Near Environment, B.S.
 Nutritional Science, B.S.

College of Liberal Arts and Sciences

Advertising, B.A.
 Anthropology, B.A., B.S.
 Applied Physics, B.S.
 Biochemistry, B.S.
 Biological/Pre-Medical Illustration, B.A.
 Biology, B.S.
 Biophysics, B.S.
 Botany, B.S.
 Chemistry, B.A., B.S.
 Communication Studies, B.A.
 Computer Science, B.S.
 Earth Science, B.A., B.S.
 Economics, B.S.
 English, B.A., B.S.
 Environmental Science, B.S.
 Environmental Studies, B.A., B.S.
 Foreign Languages and Literatures
 French, B.A.
 German, B.A.
 Spanish, B.A.
 Genetics, B.S.
 Geology, B.S.
 History, B.A., B.S.
 Interdisciplinary Studies, B.A., B.S.
 International Studies, B.A., B.S.
 Journalism and Mass Communication, B.A., B.S.
 Liberal Studies, B.L.S.
 Linguistics, B.A.
 Mathematics, B.S.
 Meteorology, B.S.
 Music, B.A., B.Mus.
 Performing Arts, B.A.
 Philosophy, B.A.
 Physics, B.S.
 Political Science, B.A.
 Psychology, B.A., B.S.
 Religious Studies, B.A.
 Russian Studies, B.A.
 Sociology, B.A., B.S.
 Speech Communication, B.A., B.S.
 Statistics, B.S.
 Technical Communication, B.S.
 Women's Studies, B.A., B.S.
 Zoology, B.S.

College of Veterinary Medicine

Veterinary Medicine, D.V.M.

Bachelor's Degree Requirements

To receive a degree, a student must meet the requirements of the curriculum in which the degree is to be awarded. Verification that the student has met those requirements is made by the dean of the college, who also has the authority to waive a requirement under exceptional circumstances.

A cumulative grade point average of at least 2.00 in all work taken at Iowa State University is required for graduation.

A student admitted as a transfer from another college or university is normally required to have a 2.00 cumulative average at the time of entrance. A student may, however, be admitted with a quality-point deficiency, but will be required to earn sufficient quality-points above a 2.00 at Iowa State to offset the quality-point deficiency at the time of entrance.

No more than 65 semester or 97 quarter credits earned at two-year colleges can be applied to a bachelor's degree from Iowa State University. There is no limit to the number of credits that may be transferred from a four-year institution.

A student who takes work at another college or university after having been enrolled at Iowa State must submit transcripts of all work attempted to the Office of Admissions at Iowa State. This work must average a 2.00 or the deficiency of quality points will be assessed against the student. Failure to submit such transcripts will be grounds for dismissal.

In unusual circumstances, the Academic Standards Committees of the respective colleges may review and give further consideration to the records of students who, except for grade-point average, have satisfactorily completed all graduation requirements. If the appropriate college Academic Standards Committee considers that the educational and professional needs of such a student have been satisfactorily met, or can be satisfactorily met by imposing further conditions, the committee may recommend to the dean of the college that the student be graduated or that a supplemental program be accepted in place of the fully unqualified grade point average. The college Academic Standards Committee chairperson reports such exceptional actions to the Faculty Senate Committee on Academic Standards and Admissions.

To qualify for a bachelor's degree, a student must take a minimum of 32 credits in residence at Iowa State University. Also required is that the last 32 credits must be taken in residence, although under special circumstances, with prior written approval of the student's major department, six of the last 32 credits may be transferred and applied toward a degree at Iowa State University.

A student may receive two bachelor's degrees if he or she meets the requirements of each curriculum and earns at least 30 credits beyond the requirements of the curriculum

requiring the greater number of credits. Each degree program must be approved by the appropriate department chair or head.

A student fulfilling the requirements of two separate curricula in different colleges may, in certain cases, receive a degree from one of the colleges with double majors crossing college lines. The permission of both deans must be obtained and each degree program must be approved by the appropriate department and dean.

Minors

Requirements for an undergraduate minor are specified by many departments and programs in the university; a record of completion of such requirements appears on a student's transcript. Lists of undergraduate minors offered by each college appear in the college description; minors offered by cross-disciplinary programs not administered by a single college include gerontology, and international studies. Undergraduate students in any college may elect to meet the requirements of any undergraduate minor offered in the university. Credits used to meet the minor requirements may also be used to satisfy the credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of both the minor and the curriculum/major.

All minors require at least 15 credits, including at least 6 credits taken at Iowa State University in courses numbered 300 or above. The minor must include at least 9 credits that are not used to meet any other department, college, or university requirement. Courses taken for a minor may not be taken on a pass-not pass basis. Specific requirements and/or restrictions are available from the department or program offering the minor.

English Proficiency Policy

Iowa State University believes that written communication is a fundamental skill of an educated person; therefore its graduates are expected to acquire reasonable competence in written communication during their educational careers. The following are designed to ensure that this competence is developed and maintained:

1. All students must earn credit in a sequence of basic composition courses (English 104 and 105) normally in the freshman year.
2. Continued development of communication skills following the freshman year is the responsibility of the student's major department. This development may be promoted by requiring and critically evaluating term papers and other written assignments as part of courses offered by the department and by encouraging students to enroll in advanced English composition courses that meet their particular needs.

3. Each department is responsible for certifying that its majors have achieved an adequate level of proficiency in written communication at the time of graduation.

English Requirement: Students Whose First language is not English

Students whose first language is not English must demonstrate ability to study in this English-speaking university. Such students—beginning as well as those who transfer from other institutions—must take an English placement test when they arrive on campus. The test is administered by the English Department and is offered at the opening of each semester.

Students whose performance on this placement examination is satisfactory will follow the regular English requirements of their major department. Students who have deficiencies will enroll in special English classes, as determined by the test results.

Library Study

Independent study and investigation through the use of books and libraries enable students to grow intellectually and professionally in college and afterward. For this reason, all students receive instruction in the use of the University Library, including practice in how to locate the published literature of their respective fields of study.

U.S. Diversity and International Perspective Requirements

One of Iowa State University's goals is to prepare its students to meet the challenges of responsible citizenship and effective professional roles in a culturally diverse global community. To help achieve this goal, all undergraduate students must fulfill graduation requirements in two areas: U.S. Diversity and International Perspectives. The specific standards used to certify students' fulfillment of these requirements vary from major to major, but all require three credits of course work (or the equivalent in some alternative academic experience) for each of the requirements. In most cases, courses used to meet the U.S. Diversity and International Perspectives requirements can also be used to fulfill general education requirements of the student's college or requirements of the student's major. Students should consult with advisers for details of the requirements in particular majors.

The focus of the U.S. Diversity requirement is the multicultural society of the United States. Courses or alternative academic work used to meet the requirement address significant manifestations of human diversity and provide students with insights that enhance their understanding of diversity among people in the U.S. The focus of the International Perspectives requirement is the global community. Its objective is to promote students' understanding of cultural diversity and interdependence on a global scale. A period of immersion in a foreign culture is often a particularly effective way of meeting

these objectives, so Iowa State University encourages the use of study-abroad experiences as a means of fulfilling the International Perspectives requirement. International students, because they are “studying abroad” from their home country’s perspective, are normally deemed to have met the International Perspectives requirement.

Curriculum Requirements

The curriculum requirements, both in number of credit hours and specific courses, are guidelines for the student and his or her adviser in planning an academic program. The curriculum is subject to change and because of these changes, adjustments may need to be made.

Catalog in Effect

A student may choose to graduate under the catalog in effect at the time of graduation, or one of the two immediately preceding catalogs, provided it covers a period of his or her enrollment. Full requirements of the chosen catalog must be met except that adjustments will be made in instances where courses are no longer available or where programs have been changed.

Special Programs Honors Program

The Iowa State University Honors Program is designed for students who have demonstrated the ability and motivation to assume more than the usual responsibility for their undergraduate education. The goal of the program is to enable Honors students to gain maximum benefit from their undergraduate education. Students who graduate in the Honors Program receive the Honors designation on their transcripts and on their baccalaureate diplomas.

Special educational opportunities. Students in the Honors Program determine their educational objectives and devise an individualized program of study to meet those objectives. An honors program may include substitutions for required courses, combinations of courses from several departments to form a new major or minor, Honors courses or seminars, independent study and research, and other forms of innovation. Information about Honors courses and seminars for the current academic year can be obtained from the Honors Program Office.

Other benefits. Members of the Honors Program have 24-hour access to the Honors building as a quiet place to study, use the computers, and visit with other Honors students. Students also have off-campus opportunities such as attending Honors seminars and Wingspread conferences. Full members—those with approved honors degree programs—receive extended loan privileges at the Library, priority scheduling, and the opportunity to apply for research funds.

Eligibility. Students who have a cumulative grade-point average of at least 3.35 become eligible to apply for admission to the Honors

Program during their second semester in residence and continue to be eligible for admission as long as they have at least 48 semester credits remaining before graduation. Decisions with respect to admission are made by the college Honors Program committees.

Freshman Honors Program. Entering freshmen with outstanding high school records and academic ability may be eligible to participate in the Freshman Honors Program. The Freshman Honors Program, which is designed to introduce students to an honors education, consists of special honors sections of English 105 and Library 160, a Freshman Honors Seminar, and advising by specially selected honors advisers. Students may also choose to participate in the Mentor Program, designed to introduce students to the research arena. Participants select an area of interest and are matched with faculty members conducting research in that area. Admission to the Freshman Honors Program is limited and by invitation, and is based on past academic achievement, potential, and interest in an honors education.

Further information. Further information concerning the University Honors Program and the Freshman Honors Program can be obtained from the Honors Program Office in Jischke Honors Building.

Inter-institutional Programs

Students have the opportunity to complete two years of study at another institution and the last two years at Iowa State through coordinated programs offered by the College of Family and Consumer Sciences.

Dual-degree Programs

Students who complete the first three years in certain curricula at Iowa State and who satisfactorily complete the first year in a recognized medical, dental, veterinary medical, or law curriculum may then be awarded a bachelor’s degree from Iowa State. (See Index, *Preprofessional Study*.)

Iowa Lakeside Laboratory

Iowa Lakeside Laboratory is an off-campus teaching facility situated on a 140-acre campus on West Okoboji Lake in Northwest Iowa. It is run cooperatively by Iowa State University, the University of Iowa, the University of Northern Iowa, and Drake University. Each summer Iowa State University students can take up to three undergraduate and/or graduate courses in archaeology, biology, ecology, environmental science, and/or geology for credit at Lakeside (see course listings under *Iowa Lakeside Laboratory*). All Lakeside courses are small, full-immersion, field-oriented courses that run for 1-4 weeks. Lakeside also offers a variety of short courses for teachers and a series of nontechnical short courses on various aspects of the natural history of Iowa. Information about Lakeside courses as well as registration and housing information can be obtained from the Administrative Office, Iowa Lakeside Laboratory, 131 Bessey Hall.

Gulf Coast Research Laboratory

Through an affiliation with Gulf Coast Research Laboratory (GCRL) at Ocean Springs, Mississippi, Iowa State University provides opportunities for students to take courses and do research relating to marine environments during the summer. Credit taken at GCRL may be transferred back to ISU degree programs. Listings of courses taught at GCRL and research opportunities can be seen at www.coms.usm.edu/gindex.htm. Further information and application forms are available in early spring semester in 201 Bessey Hall.

The Washington Center Program

Iowa State University, in conjunction with The Washington Center, offers its students the opportunity to gain academic credit and first hand professional work experience in the governmental, nonprofit, and private sectors through a summer- or semester-long internship in the nation’s capital. The Washington Center, the largest nonprofit organization of its kind, places students in a variety of internships and also offers a wide array of academic programs and seminars to complement their internship experience. Further information about the requirements can be obtained from Career Services, 0570 Beardshear Hall, 515-294-9490.

Regent Universities Student Exchange Program

Iowa State University students may take courses at either of the other two Regent universities for Iowa State resident credit. Regular, degree-bound students in good standing at any of the three Regent universities may attend another Regent university for a maximum of two semesters, and the credits earned at the other university will be counted as resident credit at the home institution. Approval for participation and credit in the exchange program must be obtained well in advance of registration since the department head must approve the acceptance of such credits if these are to apply to the major, and to ensure complete processing of the application between the cooperating universities within specified dates for enrollment. Detailed information and application forms for the exchange program are available from the Office of the Registrar.

National Student Exchange (NSE)

Iowa State University is a member of National Student Exchange. The NSE Consortium has 180 colleges and universities throughout the United States and Canada. Iowa State students with a cumulative GPA of at least 2.50 are eligible to apply. Credits earned as an NSE participant will be recorded on the students Iowa State transcript. Approval for credit in the NSE program should be sought from a students academic adviser in advance of registration. Detailed information and applications forms are available from:

National Student Exchange
2072 Student Services Building
(515) 294-6479
nse@iastate.edu
www.iastate.edu/~nse