

# Iowa State University

## Courses and Programs Catalog 2009 - 2011

### **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/](http://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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Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3210 Beardshear Hall, (515) 294-7612.

# Academic Calendar 2009 - 2011

## **Fall Semester 2009**

Classwork begins  
Monday, August 24

University holiday, offices closed  
Monday, September 7

Thanksgiving break, classes recessed,  
Monday through Friday, November 23-27

University holidays, offices closed  
Thursday and Friday, November 26-27

Classes resume  
Monday, November 30

Commencement  
Friday and Saturday, December 18-19

University holidays, offices closed  
Thursday and Friday, December 24-25

## **Spring Semester 2010**

University holiday, offices closed  
Friday, January 1

Classwork begins  
Monday, January 11

University holiday, offices closed  
Monday, January 18

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

Classes resume  
Monday, March 22

Commencement  
Friday and Saturday, May 7-8

## **Summer Session 2010**

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 2010**

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 2011**

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 2011**

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. Established 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.

## 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 theater that totally immerses the user in images and sound.

\*Iowa State's faculty members are recognized for their scholarly efforts. They serve as editors and on editorial and advisory boards of national and international academic professional journals.

\*Iowa State is one of the top three U.S. universities in the development of patentable biotechnology.

\*Iowa State's faculty includes two professors who have been recognized among the top 100 young technology innovators in the world.

\*Iowa State's faculty includes members of the National Academy of Engineering and the National Academy of Sciences.

\*Iowa State is a member of the prestigious Association of American Universities that 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 rated among the nation's best.

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

\*Iowa State students have a reputation for winning national and international awards. They win contests for apparel design, NASA food technology, news writing for print and broadcast, computer software, vocal music, 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 600 works of art on campus make its public art collection the largest of any 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 two world records certified by the Guinness Book of World Records: one for making the world's largest Rice Krispies Treat to celebrate that Mildred Day, an Iowa State alumna, helped create the recipe for the popular snack food; and one for growing the tallest amaranth plant in the world.

\*Iowa State's wrestling program boasts 5 Olympic gold medalists – the latest being graduate Cael Sanderson at the 2004 Olympic Games in Athens, Greece. 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.

\**Washington Monthly* magazine ranks Iowa State among the top 20 public universities that do the best at serving the United States through educating economically challenged students, undertaking vital research that drives the U.S. economy and promoting the ethic of service to country.

\*Iowa State's undergraduate programs for future entrepreneurs are ranked among the top 25 in the country.

\*Iowa State's interior design, architecture and landscape architecture programs are ranked among the best in the nation.

\*With more than 100 majors, 1700 faculty and 600 clubs and organizations, Iowa State has built a reputation for almost unlimited academic and social opportunities in a personal and welcoming environment.

## 2005-2010 Strategic Plan

### Mission

*Create, share, and apply knowledge to make Iowa and the world a better place.*

- Create knowledge through world-class scholarship in teaching, research, and creative endeavors.
- Share knowledge through outstanding undergraduate, graduate, professional, and outreach programs.
- Apply knowledge to improve the quality of life for current and future generations.

In carrying out its mission, Iowa State will increase and support diversity in the university community. Diversity enlivens the exchange of ideas, broadens scholarship, and prepares students for lifelong, productive participation in society. See *Nondiscrimination and Affirmative Action Policy* in this section.

### Culture

We accomplish our mission:

- through innovation, collaboration, and continuous improvement,
- with honesty, integrity, and professional ethics, and
- with sensitivity and responsiveness to the needs of our state, nation, and the world.

### Core Values

We value:

- land-grant ideals,
- a diversity of ideas, peoples, and cultures,
- intellectual freedom,
- leadership, and
- excellence in all we do.

### Vision

*Iowa State University will be the best at advancing the land-grant ideals and putting science and technology to work.*

Students will become broadly educated, global citizens who are culturally informed, technologically adept, and ready to lead. Faculty and staff will share a passion for creating, sharing, and applying knowledge to improve lives worldwide. Collaborations among partners both inside and outside the university community will flourish. The spirit of Iowa State University will be evident in the integration of the sciences and humanities and in the energy and creativity of its people.

## Priorities for 2005-2010

Iowa State is a leading international, comprehensive university with a wide range of dynamic and diverse programs and initiatives. The university commits to continuously evaluating, improving, and evolving these programs as well as exploring and innovating new areas of inquiry and application.

Five priority areas and accompanying goals for 2005-2010 have been identified to reinforce existing strengths and pursue our vision.

### Priority: Education

*Strengthen undergraduate, graduate, and professional education to enhance student success at Iowa State University and beyond.*

#### Goals

- Improve the rigor, challenge, and international reputation of academic programs.

- Strengthen students' critical thinking, creative abilities, and communication skills.

Enhance students' understanding of global, cultural, ethical, and diversity issues.

- Create an environment that welcomes students to explore a variety of disciplines and career paths.

- Increase interdisciplinary and experiential learning opportunities, such as learning communities, service learning, internships, research experiences, and international exchanges.

- Enhance programs for high-ability students.

- Partner with K-12 schools and community colleges to facilitate transfer to and student success at Iowa State University.

- Enhance services to enable students to find rewarding careers.

- Develop, recognize, and reward excellent teaching.

### Priority: Programs

*Increase the number of graduate, professional, and research programs that are among the very best -- especially in areas that build on university strengths and address local and global critical needs.*

#### Goals

- Recruit and retain outstanding faculty who are or will be leaders in their fields.

- Increase the number and elevate the overall quality of graduate and professional students.

- Leverage strengths in science and technology to enhance research and scholarly excellence with emphasis on interdisciplinary initiatives involving biological, materials, and information sciences.

- Enhance areas of excellence in the arts, humanities, and social sciences that build on and complement the university's unique strengths.

- Improve facilities and support services for research.

- Enhance the visibility of outstanding faculty members and staff, research accomplishments, and graduate and research programs.

### Priority: Economic Impact

*Translate discoveries into viable technologies, products, and services to strengthen the economies of Iowa and the world.*

#### Goals

- Expand the use of intellectual property developed at Iowa State University.

- Strengthen educational and outreach programs aimed at Iowa's economic, workforce, and technology development.

Foster an environment that encourages faculty, staff, and students to engage in transfer of technology and entrepreneurial activities.

### Priority: Iowa Life

*Elevate the state's appeal as a place to live, learn, work, and play.*

#### Goals

- Strengthen our partnerships and communications with Iowans to better identify, address, and solve problems.

- Enhance the vitality of Iowa's communities and well-being of its people.

- Promote the wise use of Iowa's resources and build a sustainable future.

- Expand learning opportunities for Iowans of all ages.

- Partner with Iowans to strengthen their communities' economies and entrepreneurial capacities.

### Priority: University Life

*Ensure that the university is a great place to learn and work.*

#### Goals

- Recruit and retain faculty, staff, and students who are dedicated to individual and organizational excellence and achievement.

- Expand the diversity of people, ideas, and cultures, and nurture an environment in which diversity can thrive.

- Achieve a sustainable balance between responsibilities and resources that will allow the university to efficiently and effectively realize its vision.

- Foster an environment in which all members of the university community can contribute their fullest while pursuing satisfying personal lives.

- Provide a rich array of extracurricular opportunities to learn, lead, and enjoy life.

- Promote a university that conserves resources and enhances environmental quality.

- Maintain the attractiveness of campus and improve the quality of its facilities.

- Advance the excellence of the university through enhanced connections between ISU and its family of alumni and friends.

- Ensure that intercollegiate athletics programs are models of academic success, integrity, and competitiveness.

## **Nondiscrimination and Affirmative Action Statement**

(July 28, 2008 Reaffirmation)

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. We insist 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 non-discriminatory environment complements a commitment to academic inquiry and intellectual and personal growth.

The goal is to provide a non-discriminatory work environment, a non-discriminatory living and learning environment and a non-discriminatory environment for visitors to the campus. Iowa State University herein recommits itself to comply with all federal and state laws, regulations, and orders, including the policies of the Iowa Board of Regents, 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, gender identity, sex, marital status, disability, or status as a U.S. 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 does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3210 Beardshear Hall, (515) 294-7612. 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 discrimination and harassment. 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 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 R. Espinoza as the affirmative action officer and assigns overall program responsibility to her as the Director of Equal Opportunity and Diversity. Questions regarding complaints and/or compliance with affirmative action or equal opportunity should be directed to her at 3210 Beardshear Hall, Iowa State University, Ames, IA 50011-2024, (515) 294-7612

# Iowa State University Accreditation and Administration

## 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.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

## Board of Regents, State of Iowa

<http://www2.state.ia.us/regents/>

The laws of the United States and of the State of Iowa provide for residential 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 Urbandale.

## Officers of Administration

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

Elizabeth Hoffman, Ph.D.  
Executive Vice President and Provost

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

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

Wendy K. Wintersteen, Ph.D.  
Dean of the College of Agriculture and Life Sciences

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

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

James E. Bernard, Ph.D.  
Interim Dean of the College of Engineering

Pamela J. White, Ph.D.  
Interim Dean of the College of Human Sciences

Michael B. Whiteford, Ph.D.  
Dean of the College of Liberal Arts and Sciences

John U. Thomson, DVM  
Dean of the College of Veterinary Medicine

Jack M. Payne, Ph.D.  
Vice President for Extension and Outreach

Sharon Quisenberry, Ph.D.  
Vice President for Research and Economic Development

David K. Holger, Ph.D.  
Dean of the Graduate College

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

Dione D. Somerville, Ed.D.  
Dean of Students

# Admissions and Registrar

## Office of Admissions

Director: Marc Harding, M.Ed.  
Senior Associate Directors: Phil Caffrey, M.S.;  
Stephanie Salasek, M.S.

## Office of the Registrar

Assistant Vice President for Enrollment and  
Registrar: Kathleen M. Jones, M.S.  
Senior Associate Registrar and Director for  
Transfer Relations: Laura Doering, M.S.  
Associate Registrar: Larry Dau, B.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](http://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](http://www.admissions.iastate.edu).

Iowa State University operates on a rolling admissions basis. Admission of applicants for fall semester begins in July of the preceding year. Admission for other terms begins approximately 12 months prior to the beginning of the term. 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 Soult's Family Visitor Center, located in the Memorial Union, is open Monday through Friday from 8 a.m. until 5 p.m., and most Saturday mornings from 9 a.m. until 1 p.m. 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 other opportunities. Visitors are offered student-guided walking tours of campus and the residence halls along with an enrollment presentation and an academic information session.

Prospective students and parents are encouraged to visit the campus and the Soult's Family Visitor Center. Arrangements for a campus visit or registration for "Experience Iowa State" or "Transfer Visit Days" open house programs can be made at [www.admissions.iastate.edu](http://www.admissions.iastate.edu) or by contacting the Soult's Family Visitor Center at 800-262-3810 or locally at 515-294-5836.

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 and the appropriate application fee (see [www.admissions.iastate.edu](http://www.admissions.iastate.edu) for current application fee information). In addition applicants must have their secondary school provide an official transcript of their academic record, including cumulative grade point average, rank in class, and certification of graduation.

Applicants must also arrange to have their ACT or SAT scores reported to Iowa State directly from the testing agency. U.S. citizen and immigrant applicants who will not graduate from an approved Iowa high school and whose primary language is not English must meet university communication proficiency requirements. This can be accomplished by achieving satisfactory scores on the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the ACT or SAT. Contact the Office of Admissions for minimum score requirements for each examination.

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 achieve a Regent Admission Index (RAI) score of at least 245 will be offered admission. Graduates of approved Iowa high schools who have the subject-matter background required by Iowa State University and who achieve less than a 245 RAI score will be considered for admission on an individual basis.

The RAI score will be calculated for each applicant based on the following equation:

$$\begin{aligned} & (2 \times \text{ACT composite score}) \\ & + (1 \times \text{percentile class rank}) \\ & + (20 \times \text{high school GPA}) \\ & + (5 \times \text{number of years of high school core} \\ & \quad \text{courses completed}) \end{aligned}$$

RAI Score

Note: For purposes of calculating the RAI, SAT scores will be converted to ACT composite

equivalents; high school rank is expressed as a percentile with 99% as the top value; high school GPA is expressed on a 4-point scale; and number of high school courses completed in the core subject areas is expressed in terms of years or fractions of years of study.

Applicants from high schools that do not present all four of the factors required for calculation of the RAI score will be considered for admission on an individual basis.

Those applicants who are not offered unconditional admission will either be given the opportunity to enroll for a trial period during the preceding summer session or 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 and the College of Engineering**

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 applying to the College of Engineering must have completed 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 and curriculum of their choice.

Applicants must submit an application for admission, and the appropriate application fee (see [www.admissions.iastate.edu](http://www.admissions.iastate.edu) for current application fee information). Applicants must also 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 is completed prior to entry at Iowa State University, applicants must also request that their official high school transcript and ACT or SAT 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.

U.S. citizen and immigrant applicants who have not graduated from an approved Iowa high school and whose primary language is not English must meet the university's English communication requirement. This can be accomplished by achieving satisfactory scores on the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the ACT or SAT. Contact the Office of Admissions for minimum score requirements for each examination.

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 14 examinations: Financial Accounting, Principles of Accounting, American Government, Biology, Calculus, French Language, Humanities, Principles of Macroeconomics, Principles of Microeconomics, Natural Sciences, Introductory Psychology, Social Sciences and History, Introductory Sociology, 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.admissions.iastate.edu/cbe/cbe\\_clep.php](http://www.admissions.iastate.edu/cbe/cbe_clep.php).

### 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 or the College of Business 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 that college. College of Business students will still be required to take an ethics and a global course to satisfy general education requirements unless they are taken as part of the associate of arts degree.

### C. Associate of Science (A.S.) 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 science degree from an Iowa public community college, and who have at least 60 prescribed semester credits acceptable for transfer and at least a 2.00 cumulative grade point average, will be enrolled at junior level status upon entry to Iowa State University, College of Liberal Arts and Sciences. Transfer students with AS degrees will have their transfer credits evaluated course-by-course to determine how the courses will be applied to their intended Iowa State major/degree program requirements.

### D. Career-technical credit from Iowa public community colleges.

Iowa State University will accept up to 16 semester (24 quarter) credits earned in career-technical courses where the sending Iowa public community college will accept such courses toward its associate of arts or associate in science degree. Certain career-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 career-technical maximum. Please refer to the course equivalency guides on the Web ([www.admissions.iastate.edu/equiv](http://www.admissions.iastate.edu/equiv)) or contact the Office of Admissions for more information.

### E. 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.

## On-line Transfer Articulation System (TRANSIT)

TRANSIT is Iowa State's online system, which displays how credits from a community college or another university may transfer to a degree program at Iowa State. In TRANSIT, prospective or current students can generate a transfer credit evaluation showing how their courses and degrees from a community college or university transfer to Iowa State University. In addition, students can request an unofficial degree audit, which will display how their transfer courses are applied within a particular Iowa State major/degree program. TRANSIT is easy to use and can be accessed by going to <http://transit.iastate.edu>.

## 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 Students and Scholars 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).

The graduate student must request the resident tuition assessment by **midterm** of the term in question. The benefit will not be granted retroactively.

### 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. See Index, *Registration*.

## Enrollment Status

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

Full-time status, fall or spring semester

Undergraduates: 12 credits  
Graduates: 9 credits

Half-time status, fall or spring semester

Undergraduates: 6 credits  
Graduates: 5 credits

### Summer status

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.

With the exception of enrollment certification for veterans' benefits, credit hours are rounded up to the next whole number. For example, credit load of 11.5 credits is rounded up to 12 credits. Contact the Office of the Registrar for more information.

## 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). Iowa State's policies for awarding credit for each of these programs may be found at [www.admissions.iastate.edu/cbe](http://www.admissions.iastate.edu/cbe).

## 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.com/student/testing/ap/about.html](http://www.collegeboard.com/student/testing/ap/about.html).

## International Baccalaureate Examinations

The International Baccalaureate (IB) 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 higher scores. Official IB examination results must be sent directly to the Office of Admissions from the International Baccalaureate North America Office. Results listed on high school transcripts are not considered official.

Correspondence concerning the IB Program should be addressed to IB North America, 475 Riverside Drive, Suite 240, New York, NY 10115, [ibna@ibo.org](mailto:ibna@ibo.org), or visit their website at [www.ibo.org](http://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. For a listing of common departmental test-out exams, refer to [www.public.iastate.edu/~stdtcouns/TestOuts2.html](http://www.public.iastate.edu/~stdtcouns/TestOuts2.html). 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 and Iowa State University only accepts the CLEP tests listed in this section, and does not accept College Mathematics or English Composition. Up to six semester credit hours in each of these three CLEP general tests is awarded: Social Sciences and History, Humanities, and Natural Sciences. 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 include American Government (Pol S 215); Financial Accounting (Acct 284; engineering majors should consult with their academic adviser before registering for this examination); Biology (Biol 101, not for biology or engineering majors); Introductory Psychology (Psych 101); Introductory Sociology (Soc 134); Principles of Macroeconomics (Econ 102); Principles of Microeconomics (Econ 101); and Calculus (Math 165).

In addition, Iowa State University will award up to 16 semester credit hours for CLEP French Language and up to 16 semester credit hours for CLEP Spanish Language. 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 your academic adviser. To obtain information on any of the CLEP tests, contact the SCS Testing Office, Rm. 2030 Student Services Building, Iowa State University, Ames, Iowa 50011, or send e-mail to [scsclep@iastate.edu](mailto:scsclep@iastate.edu). To print a copy of the institutional CLEP registration form, go to [www.public.iastate.edu/~stdtcouns/](http://www.public.iastate.edu/~stdtcouns/) and select Testing Services.

## 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 throughout the year.
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 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

Orientation assists new undergraduates with the transition to Iowa State University. At orientation, students plan their academic programs, register for classes, learn about university policies and procedures, and prepare for personal and social adjustments to the university. The university Orientation Committee, composed of Iowa State University 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. New students receive an invitation to attend an orientation program before their first semester at the university.

### Summer Orientation

Summer orientation for freshmen is a two-day program scheduled in June. As early as January, new freshman 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 informational activities 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 in the development of a clearer understanding 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.

Housing and meals are available at campus residence halls for a nominal fee during June freshman orientation.

### **Destination Iowa State**

The Destination Iowa State program is held for all new freshman and transfer students on the Thursday, Friday, and Saturday before classes begin fall semester; and on the Saturday before classes begin spring semester. The program helps new students develop academic 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.

### **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 policy is available at [www.iastate.edu/~disclosure](http://www.iastate.edu/~disclosure). Students without electronic access can obtain the information from the Office of the Registrar, 214 Enrollment Services Center, 515-294-1840 or from the Office of Admissions, 100 Enrollment Services Center, 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. ISU directory information includes local address, telephone number, 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 Enrollment Services Center. Once the request is processed, the registrar will notify the appropriate university offices.

For the purposes of FERPA, Iowa State University defines directory information to include both ISU directory information and public information as defined above.

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 school officials. A school official is a person employed by the university in administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Iowa State University's notification of rights under FERPA can be found at [www.public.iastate.edu/~registrar/info/ferpanotice.html](http://www.public.iastate.edu/~registrar/info/ferpanotice.html).

The following policies govern access to student records:

1. Each type of student record is the responsibility of a designated school 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 designated official may release records to other school officials who have a legitimate need for the information. A list of those persons who normally have access to each type of student record is available in 214 Enrollment Services Center.
  3. All student records are reviewed periodically. Information concerning the frequency of review and expurgation of specific records is available in 214 Enrollment Services Center.
  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. This file may be maintained in hard copy or electronic format. Ordinarily this file is kept in the possession of the adviser, but for convenience it may be stored elsewhere such as in the dean's office or 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 by students to their parents or other trusted third parties through the AccessPlus third party system. Confidential information may also be released 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. 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**

Instructors who wish to inform students of their performance may post grades and test scores on a secure course web site as long as individual students may only access their own grades. The test scores or course grades of students may not be posted in any public location (World Wide Web or hard copy posting) unless the instructor posts the information using a code for each student that is known only by the instructor and the student.

### **Release of Grades**

Students who choose to release their grades to parents or other trusted third parties may do so using the AccessPlus third party system. 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 university password, 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, desire to claim federal educational tax benefits, or are applying 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 Regent 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.

# Tuition, Fees and Expenses

For the most current and complete information see [www.iastate.edu/~registrar/fees](http://www.iastate.edu/~registrar/fees)

All tuition, fees, and expenses, and policies listed in this publication are effective summer session 2009 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 10th day of class, which is the last day for adjustments downward in tuition and fee assessment.

## Tuition

Enrollment is not complete until fees are paid. Tuition is charged based upon the number of credits in which a student is enrolled. 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, Building and Recreation:** The activity, services & building fee is a mandatory fee that supports a variety of activities and services for all students. It is not based on whether or not a student uses an individual activity or service. This fee provides several benefits such as student admission rates to concerts and athletic events and, unlimited use of CyRide, the Ames bus system. In addition, the fee provides support for campus recreation facilities, the Memorial Union, and campus organizations and services as allocated by the Government of the Student Body. All students will be charged a maximum of \$226.35 each fall and spring semester, and \$113.75 per summer semester. Exemptions are granted for students exclusively registered for the following: distance education courses (sections beginning with X); courses for which no tuition is assessed; continuous registration status courses, and high school students enrolled under the Post-Secondary Enrollment Options Act. Students in exemption categories named above may elect to pay this fee and will be assessed based upon their enrollment status.

For students who withdraw or change to an exempt status as defined above, the tuition adjustment schedule will also be used for the activity fee.

## Tuition Schedule Per Semester

*In effect for Fall 2009. Subject to change without notice.*

Full Time Rates	Resident	Nonresident
Undergraduate (12 or more credits)	\$2,878	\$8,488
Business Juniors and Seniors (Includes \$250 differential tuition)	\$3,128	\$8,738
Engineering Juniors and Seniors	\$3,815	\$9,406
Graduate (9 or more credits)	\$3,358	\$8,908
Engineering Graduate:	\$3,869	\$9,414
Veterinary Medicine (12+ credits)	\$7,841	\$18,630

*For students enrolled for less than a full course load and for the most current and complete information, see the Fee Schedule Per Credit list at [www.iastate.edu/~registrar/fees](http://www.iastate.edu/~registrar/fees).*

### Additional information:

**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.

**Saturday MBA/Des Moines MBA classes:** MBA students are assessed the graduate rate plus \$113 per credit supplemental tuition fee (supplemental tuition fee subject to change without notice).

**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.

**Application:** The application fee for domestic undergraduates and graduate students is \$40, the fee for international undergraduate students is \$50, while the fee for international graduate students is \$90. All applicants for Veterinary Medicine pay an application fee of \$60. 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.

**Applied Music (Private 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 \$150; the fee for two credits is \$190.

**Camp:** A special tuition rate is assessed to students participating in camp programs. The undergraduate assessment is \$240 per credit and the graduate rate is \$374 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.

**Career Services:** The career services fees vary among college-based career services offices ranging from \$0 - \$25 per student.

**Catalog:** First semester students (transfer or incoming freshmen) receive complimentary copies of the catalog. Catalog information is also available on the Web at <http://www.iastate.edu/~catalog/> or provided to high school guidance offices or community college student service areas. Individuals and organizations may purchase a catalog from the University Bookstore for a cost of \$5 plus shipping.

**Computer:** All students will be charged a computer fee each semester.

Full-time graduate and undergraduate students enrolled in the College of Engineering (including Systems Engineering) are charged \$223 per semester.

Full-time graduate and undergraduate students majoring in Computer Science are charged \$223 per semester.

Full-time undergraduate students enrolled in the College of Business are charged \$135 per semester, while full-time graduate students are charged \$112 per semester.

All other full-time undergraduate students are charged the standard computer fee of \$115 per semester. Full-time graduate students are charged an \$92 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.

High school students enrolled under the Postsecondary Enrollment Options Act; or students enrolled exclusively in courses for which no tuition is assessed are not assessed a computer fee.

For students who withdraw, computer fee adjustments will be made according to the tuition adjustment schedule. Adjustments for a reduction in credits below a full time load is 100 percent through the second week, with no refunds after the second 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 second week. If the change occurs after the second week, then no change in the computer fee assessment will occur.

**Delivery:** Some distance education courses charge a delivery fee to offset additional expenses incurred in offering a course at a distance. Applicable delivery fees are listed with the specific course in the Schedule of Classes available at <http://classes.iastate.edu>. Delivery fees also appear on each student's schedule detail available on AccessPlus.

**Developmental:** A developmental course fee is charged in addition to the tuition charged for other courses on the student's schedule. For example: A student taking 12 credits plus a developmental course will pay full-time tuition for the 12 credits, *plus* the developmental course fee(s). These fees are intended to cover the direct costs of offering these developmental courses. Developmental course fees are listed with the specific course in the Schedule of Classes available at <http://classes.iastate.edu/>

**Diploma Replacement:** Individuals who have lost their diploma may request a replacement for \$25.

**Graduation:** Undergraduate and graduate students are charged a \$50 nonrefundable 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 with sections beginning with X); courses for which no tuition is assessed; continuous registration status courses; and high school students enrolled under the Postsecondary Enrollment Options Act. These exceptions do not apply to international students (except where noted) or graduate students on graduate assistantships. 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.

Students who carry the ISU sponsored student health insurance must also be assessed the health facility fee.

**Health (Student Health):** A \$98 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 or fewer credits or students exclusively registered for the following: distance education courses (courses with sections beginning with X); 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 graduate assistantships.) Students who are exempt from the mandatory health fee may use the services of the Thielen Student Health Center on a fee for service basis, or may elect to pay the \$98 Health Fee and \$8 Health Facility Fee, which allows participants to receive services at the Thielen Student Health Center for the same rate as students who pay the mandatory health fees. Spouses/domestic partners of students who wish to use the Thielen Student Health Center must pay the \$98 Health Fee and \$8 Health Facility Fee.

Students who withdraw or change to an exempt status as defined above will receive a credit adjustment of 100 percent during the first two weeks, with no credit adjustment after the second 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 Fee and Health Facility Fee.

**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 should contact the Student Health Insurance Office at 515-294-4820 for more information.

**Identification Card (ISUCard) Replacement:** All students receive their first identification card free of charge. Those cardholders who have lost or misplaced their identification cards are assessed a \$25 fee to cover the cost of replacement.

**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 \$190 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.

**Returned Check/Direct Debit Charge:** This \$30 fee is a charge against the person who writes a dishonored check or authorizes a direct debit to an account that has been closed or has insufficient funds.

**Schedule Change:** Starting the sixth day of classes a \$10 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.

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

**Special Course:** 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 <http://classes.iastate.edu/>. Special course fees also appear on each student's schedule detail available on AccessPlus.

**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.

**Thesis Fee:** This \$100 nonrefundable fee is charged to any student who submits a master's degree thesis or doctoral dissertation to the Graduate College.

**Transcript:** Students may obtain an official transcript of their student academic record for \$15. An additional \$5 service charge for each transcript is assessed for same day service.

**Workshops:** The fee for one-credit workshops, with no other course enrollments, is \$240 for undergraduate students and \$374 for graduate students.

## Fee Payment

The Accounts Receivable Office bills students for tuition, room, meal plan, and various other university charges. A statement of new charges is available on the first of each month on Access Plus and each student will receive an email message at that time at their Iowa State e-mail address telling them that their bill is available. It is the student's responsibility to ensure that the university has a correct e-mail address and to regularly check their Iowa State e-mail account. Students who do not receive a billing statement before the term begins or are unable to use AccessPlus to view their bill, should contact the Accounts Receivable 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. Payments for fall semester are due August 20. Payments for spring semester are due January 20. Payments for summer semester are due May 20.

Students may pay their university bill by direct debit through AccessPlus. They may also pay by mail by sending a check or money order (along with the bottom portion of the billing statement printed from AccessPlus) to Iowa State University, Treasurer's Office, 1220 Beardshear Hall, Ames, IA 50011-2044. Payments may also be made in person in the Treasurer's Office.

## Deferred Payment

Each term, students who do not pay their first installment in full by the due date will automatically select the deferred option, and will be charged a \$20 administrative fee.

University fees may be paid in three installments each academic term. 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 will be due May 20, June 20 and July 20.

## Monthly Payment Plan

Under the Monthly 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 a designated bank account. For more information about the Monthly Payment Plan, contact the Accounts Receivable Office.

## Past Due Accounts

If students have past due accounts receivable charges prior to the beginning of classes, they may be dropped from enrollment if these past due charges are not paid by the Friday before the first day of class. Students that are subject to being dropped will be notified via their Iowa State e-mail account.

## 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 the semester to avoid tuition assessment. Beginning on the first day of the semester, 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/](http://www.iastate.edu/~registrar/registration/)

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

Student Pays	Withdrawal Date
Before first day of classes	0%
During class days 1-5	10%
During class days 6-10	25%
During class days 11-15	50%
During class days 16-20	75%
After the twentieth 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 with a reduction in credits below full-time:

100 percent if change is made during first two weeks. No adjustment is made after the second week. Prorated adjustments in the tuition adjustment schedule are made for summer session courses, or any courses which are less than one semester in length (79 days).

## 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 helps families afford Iowa State University. Grants, scholarships, loans, and part-time employment opportunities are available to assist students and families in meeting their college expenses.

Eligibility for financial aid is determined by the Free Application for Federal Student Aid (FAFSA). Students can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) beginning January 1 for the coming academic year. Students should submit the FAFSA before to March 1 to receive consideration for most grants and scholarships. A new application must be completed each academic year.

The priority deadline for financial aid is March 1. Priority financial aid is awarded to eligible students who complete the FAFSA prior to March 1 each year. Students who apply after this date will be considered for the Federal Pell Grant and student loans. 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 most financial aid programs, a student must be a U.S. citizen or permanent resident, enrolled at least half-time, and making satisfactory academic progress toward a degree.

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, 3224 Memorial Union, or the Office of Student Financial Aid, 0210 Beardshear Hall.

There are three general types of financial aid programs: 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 Scholarships.** Scholarships are awarded on the basis of achievement, although many also require demonstrated financial need. Find out more about scholarships at [www.financialaid.iastate.edu](http://www.financialaid.iastate.edu).

**2. Military Officer Education (ROTC) Scholarships:**

**Army.** The Military Science Department offers 2-, 3-, and 4-year Army ROTC scholarships to qualified students on a competitive basis in virtually any academic discipline. These scholarships provide monies for 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.

**3. Other Scholarship Sources:** Students are encouraged to pursue scholarship opportunities from outside agencies and private organizations. Check the financial aid Web site for current postings and additional resources.

### B. Grants

**1. Federal Pell Grant.** This federal grant is for undergraduates working toward their first bachelor's degree. The amount of Pell Grant is based on the Estimated Family Contribution (EFC) as calculated using a federal formula.

**2. Federal Supplemental Educational Opportunity Grant.** This federal grant is awarded to high-need students who also qualify for the Pell Grant. Students who file their FAFSA prior to March 1 are considered for this award.

**3. ISU Grant.** This university grant is for undergraduate students who show financial need. The FAFSA must be filed prior to March 1 to be considered for this award.

**4. Academic Competitiveness Grant.** This federal grant will provide up to \$750 for the first year and up to \$1300 for the second year of undergraduate study to students who are U.S. citizens, eligible for the Pell Grant, and have completed a rigorous high school program as determined by the student's state of residence.

**5. SMART Grant:** The National SMART Grant will provide up to \$4000 for the third and fourth years of undergraduate study to students who are U.S. citizens, eligible for the Pell Grant, have a cumulative GPA of at least 3.00, and are enrolled in an eligible major.

**6. 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.

**7. Tuition Assistance Grant for Undergraduate International Students.** Undergraduate international students who have been at Iowa State University for at least a year and are faced with financial hardship resulting from unforeseen circumstances may apply for this grant. Apply via the International Students and Scholars Web site ([www.iastate.edu/~internat\\_info](http://www.iastate.edu/~internat_info)).

**8. International Student Financial Aid.** International students raise money through cross-cultural activities toward a scholarship fund. These monies will be used to assist international students who have unforeseen financial emergencies. For further information, contact the International Student Council at [www.stuorg.iastate.edu/isc/](http://www.stuorg.iastate.edu/isc/).

## II. Loans

### A. William D. Ford Federal Direct Loan Program.

These student loans are obtained through the U.S. Department of Education by filing the FAFSA.

1. **Federal Direct Subsidized Loan.** The interest on this need-based loan is paid by the federal government as long as the student remains in school at least half-time. Borrower repayment and interest charges begin six months after graduation or less than half-time enrollment. The interest rate will range from 3.4% to 6.8% depending on the year in which the loan was borrowed.
  2. **Federal Direct Unsubsidized Stafford Loan.** The interest on this non-need based loan is charged to the borrower from the time the loan is disbursed until paid in full. Interest may be paid while you are in school or added to the principal balance of the loan. Borrower repayment begins six months after graduation or less than half-time enrollment. The interest rate is fixed at 6.8%.
- B. Federal Perkins Loan Program.** The interest on this need-based loan is paid by the federal government as long as the student remains in school at least half-time. Borrower repayment and interest charges begin nine months after graduation or less than half-time enrollment. The interest rate is fixed at 5 percent.
- C. Federal Health Professions Loans.** This student loan is limited to students enrolled in the College of Veterinary Medicine. The FAFSA is required, and parental information must be provided, regardless of age or dependency of the student. The interest rate is fixed at 5 percent, and interest does not accrue while the student is enrolled full-time. Borrower repayment begins twelve months after graduation or less than half-time enrollment.

**D. Federal Direct PLUS (Parent Loan for Undergraduate Students).** This loan is for parents of a dependent student and the loan is subject to credit analysis. A parent may borrow up to the cost of attendance less any other financial aid. The interest rate is fixed at 7.9 percent. Interest on this loan is charged to the borrower from the time the loan is disbursed until paid in full. Borrower repayment begins 60 days after the loan has been disbursed in full unless the parent requests a deferment until after the student graduates. This loan is not need-based, and does not require filing the FAFSA.

**E. Federal Direct PLUS Loan for Graduate & Professional Students (Vet Med).** This loan is for Graduate and Professional Students (such as Vet Med students) and is subject to credit analysis. Students may borrow up to the cost of attendance less any other financial aid. The interest rate is fixed at 7.9 percent. Interest on this loan is charged to the borrower from the time the loan is disbursed until paid in full. Borrower repayment can be deferred as long as the student is enrolled at least half-time.

**F. Private Loan Options.** Private loans supplement the federal loan programs and are subject to credit analysis. These loan programs do not require filing the FAFSA.

## III. Part-time Employment

There are many part-time employment opportunities available for students, both on campus and off campus. Students who secure part-time jobs gain valuable experience to aid in job placement after graduation. Part-time employment can also help reduce loan indebtedness.

- A. Federal College Work-Study.** Work-study positions provide hourly employment for students with financial need, as determined by filing the FAFSA. Students with work-study eligibility are able to view work-study positions on the Student Job Board on AccessPLUS.
- B. Other Part-Time Employment.** The Student Job Board on AccessPLUS lists positions which do not require filing the FAFSA. All students can view these listings for current job openings.

## 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:** Pete Englin

**Director of ISU Dining:** Nancy Levandowski

**Associate Directors:**

Virginia Arthur (Residence Life)

Darryl Knight (Facilities Operations)

Jill Arroyo (Residential Dining)

**Assistant Directors:**

Karen Larson (Catering)

Kristi Patel (Retail Operations)

Lisa Ludovico (Residence)

Jamie Lenz (Food Stores / Vending)

The university provides housing for more than 8,000 students in on-campus residence halls and apartments. Housing is available for undergraduate and graduate students; single students and families.

Each student who accepts admission to the University is eligible to submit a housing contract. Acceptance of admission to the university is necessary before a housing contract will be accepted. Contracts can be submitted on-line using AccessPlus. Housing priority for new students is based upon the date the completed contract is received in the Department of Residence Administrative Services Office.

Questions and correspondence concerning on-campus housing and dining should be directed to the Department of Residence Administrative Services Office, 2419 Friley Hall, Iowa State University, Ames, Iowa 50012. E-mail: [housing@iastate.edu](mailto:housing@iastate.edu). Phone: (800) 854-9050. Additional information may be obtained at <http://housing.iastate.edu/>.

## Undergraduate Residence Halls

Most residence hall rooms are double occupancy; however, a limited number of triple and single occupancy rooms are also available. All rooms are furnished with extra-long twin beds and mattresses, closet or wardrobe, clothing drawers, desks and chairs, expanded basic cable and high-speed university Ethernet. Students provide their own bedding, towels, study lamps, etc. Students are responsible for cleaning their own rooms.

All students who live in an undergraduate residence hall are required to purchase one of seven convenient, flexible Weekly or Semester meal plans. Weekly plans range from seven to an unlimited number of meals allotted per week, while Semester plans include 175 or 225 meals allotted each semester. Weekly and Semester plans also include Dining Dollar\$, a cash equivalent that can be used in all ISU Dining locations. Students can use their meals to eat in one of ISU Dining's "all-you-care-to-eat" dining centers or to purchase a meal bundle in one of ISU Dining's cafés, restaurants or dining centers.

All housing and dining contracts are for the full academic year, both fall and spring semesters, or the remainder thereof, if the contract is signed after fall semester begins. With the exception of Linden Hall, all undergraduate Residence Halls close during Winter Break. For a complete listing of rates, please visit the Department of Residence web site: <http://housing.iastate.edu/rates/>.

Housing and dining contracts are "academically friendly." Students who leave the University as the result of graduation, withdraw, dismissal or participation in a University approved study-abroad, internship, co-op, or student teaching program are eligible to cancel their contract without penalty. For reasons other than those listed, students who cancel their housing contract after the cancellation deadline (March 1 for current ISU students, May 1 for newly admitted ISU students) may be responsible for paying for 80 percent of the remaining value of their entire contract, both housing and dining. For additional information concerning the residence hall contract, students should contact the Administrative Services Office

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 recreation/entertainment items, recreational equipment, and mail delivery; laundry facilities; study areas; meeting rooms and offices for student organizations; computer labs; and parking lots assigned to the residence halls.

The residence halls are organized geographically into two neighborhoods: 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 neighborhoods are joined in an Inter-Residence Hall Association (IRHA), with an all-residence hall parliament, which jointly sponsors Residence Hall Week, Free Friday Flicks, scholarships, leadership conferences, and more.

Each neighborhood is further organized into smaller living groups called houses. These houses of 40 to 60 residents are the foundation of Iowa State University's residence hall program. Members of the houses elect their own officers, and the majority of programs are 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 single-gender or coed houses. Coed 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.

Residential Learning Communities, which bring together students with similar academic focus, 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); BEST (Biology Education Success Team); BLT (Business Learning Teams); Chemical Engineering; Common Threads (Textiles and Clothing); CLUE (Community Learning for Undeclared Engineers); Computer Science; Design Exchange; Entrepreneurship and Innovation; FSHN (Food Science and Human Nutrition); Honors; LEAD (Leadership through Engineering Academic Diversity); NREM (Natural Resource Ecology and Management); and WiSE (Women in Science and Engineering). Theme houses are also available, including cross-cultural, Army ROTC, and Air Force ROTC. For the most up-to-date information on learning community opportunities at Iowa State, visit <http://www.lc.iastate.edu/>.

## Upper-Division Residence Hall

Two residence halls, Buchanan Hall and Wallace Hall, offer the convenience of residence hall living with a more mature environment for older students. To be eligible to live in Buchanan or Wallace, students must minimally have sophomore classification or be at least 19 years of age. In Buchanan, two floors are reserved for students who are 21 years of age and older. There is no age requirement for students living on the Entrepreneurship and Innovation Learning Community floor in Buchanan.

Buchanan rooms offer a suite-style set-up with two rooms joined by a private bathroom. Double suites have a sink in each room and share a bathroom with the adjacent room that includes a toilet and shower. Single suites share a bathroom with the adjacent room that includes sink, toilet, and shower. Each room is furnished with a lofted bed, desk with bookcase and file, desk chair, wardrobe/dresser unit, expanded basic cable and high-speed university Ethernet. Student lounges and kitchenettes are available on most floors. Residents living in Buchanan must purchase a meal plan.

All Wallace rooms are super-singles. That is, a double-sized room furnished for and occupied by only one student. Each room is furnished

with a bed, desk, desk chair, futon, dresser, wardrobe, micro-fridge, expanded basic cable, and high-speed university Ethernet. Student lounges are available on each floor. Residents living in Wallace are not required to purchase a meal plan.

Both Buchanan and Wallace halls remain open during Winter Break at no additional charge. All Buchanan and Wallace hall contracts are for the full academic year, both fall and spring semesters, or the remainder thereof, if the contract is signed after fall semester begins. In Buchanan, summer contracts are also available. For a complete listing of rates, please visit the Department of Residence web site: <http://housing.iastate.edu/rates/>.

## **Undergraduate and Graduate Single Student Apartments**

Apartments for single students are offered in two on-campus neighborhoods: Frederiksen Court and Schilleter Village and University Villages (SUV). To be eligible to live in these areas, students must minimally have sophomore classification or be at least 19 years of age. All Frederiksen Court and SUV contracts are for the full academic year, both fall and spring semesters, or the remainder thereof, if the contract is signed after fall semester begins. Both Frederiksen Court and SUV remain open during Winter Break at no additional charge. Summer contracts are also available in both locations. For a complete listing of rates, please visit the Department of Residence web site: <http://housing.iastate.edu/rates/>.

Frederiksen Court apartments accommodate four persons of the same gender in either two or four bedrooms. Each apartment is furnished with living room and bedroom furniture and the kitchen has a full-size refrigerator, stove, microwave, dishwasher and garbage disposal. A washer and dryer are also included in each apartment.

Rent, which is billed on a semester-basis, includes all utilities: electricity, water, garbage pickup, basic phone service, expanded basic cable, and high-speed university Ethernet.

The Frederiksen Court Community Center features meeting rooms and lounge space, a fitness center, business center and Hawthorn Market and Café a retail dining facility that offers hot meals, snacks, beverages, and convenience items.

In SUV, single students typically live in University Village. All apartments contain two bedrooms, one bathroom, a living room, and a kitchen furnished with a cook top, oven, workspace, refrigerator, and sink. The majority of University Village apartments are unfurnished, but a limited number of furnished units are available.

Rent, which is billed monthly by the university, includes expanded basic cable television, high-speed Internet connectivity, water, and garbage removal service. Residents pay for their own gas, electricity, and telephone.

The SUV Community Center features large meeting rooms and lounge space, a community kitchen and a computer lab.

## **Apartments for Families**

Family Housing is available in the SUV area in Schilleter Village. Students must be married/domestic partners and/or have dependent children in order to be eligible for family housing.

All Schilleter Village contracts are for the full academic year, both fall and spring semesters, or the remainder thereof, if the contract is signed after fall semester begins. Schilleter Village remains open during Winter Break at no additional charge. Summer contracts are also available in both locations. For a complete listing of rates, please visit the Department of Residence web site: <http://housing.iastate.edu/rates/>.

All apartments contain two bedrooms, one bathroom, a living room, and a kitchen furnished with a cook top, oven, workspace, refrigerator, and sink. Students provide their own furniture and window coverings. Hook-ups for personal washer and dryer are available in the basement of each unit as are private, lockable storage closets.

Rent is billed monthly by the university. Rental rates include expanded basic cable television, high-speed Internet connectivity, water, and garbage removal service. Residents pay for their own gas, electricity, and telephone.

The SUV Community Center features large meeting rooms and lounge space, a community kitchen and a computer lab. The community also boasts a bike/walking path and several playgrounds.

## **Off-campus Housing for Students**

Off-campus housing information may be obtained through real estate agents, local newspapers, or by contacting individual owners.

## **Dining Options for On- and Off-Campus Apartments**

ISU Dining offers a variety of convenient, flexible meal plans to students who live in on-campus and off-campus apartments. Plans include traditional Weekly plans, ranging from seven to an unlimited number meals allotted per week, to Semester plans with 175 or 225 meals allotted each semester. Weekly and Semester plans also include Dining Dollar\$, a cash equivalent that can be used in all ISU Dining locations. Students in non-meal plan required areas can also choose to purchase Meal Blocks (small allotments of meals without Dining Dollar\$) or Dining Dollar\$ only.

All dining contracts are for the full academic year, both fall and spring semesters, or the remainder thereof, if the contract is signed after fall semester begins. Summer contracts are also available. For a complete listing of meal plans and rates, please visit the ISU Dining <http://www.dining.iastate.edu/>. Questions and correspondence concerning meal plans should be directed to the Department of Residence Administrative Services Office, 2419 Friley Hall, Iowa State University, Ames, Iowa 50012. E-mail: [housing@iastate.edu](mailto:housing@iastate.edu). Phone: (800) 854-9050. Additional information may be obtained at <http://housing.iastate.edu/>.

## **Fraternities and Sororities**

Of the 50 fraternity and sorority chapters on the Iowa State University campus, 42 have chapter houses, and provide housing for about 1,800 undergraduate students. Eight multicultural 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 \$2,800-\$3,400 per semester. The cost includes room, board, social expenses and membership dues.

Most 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.

# Student Services

## The University Library

Dean of the Library:

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 three subject-oriented reading rooms (design, 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 2,529,920 volumes and approximately 66,195 current serial titles.

The library encourages use of its collections and many services, and assistance is provided at five public service desks. These desks include the Learning Connections Center, Interlibrary Loan/Document Delivery, the Circulation Desk, the Media Center (incl. Maps, Media, Microforms, and Course Reserve collections), and Special Collections. 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; online indexes; electronic journals and books; and selected Internet sites. Assistance in using this vast body of electronic resources is available at the Learning Connections Center, digital reference services, 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 Answer Center

[www.public.iastate.edu/~registrar/AnswerCenter/](http://www.public.iastate.edu/~registrar/AnswerCenter/)

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 log on to AccessPlus or e-mail. Questions can be answered by email at [answercenter@iastate.edu](mailto:answercenter@iastate.edu) or by phone 515-294-4469 or online at:

[www.public.iastate.edu/~registrar/AnswerCenter/homepage.html](http://www.public.iastate.edu/~registrar/AnswerCenter/homepage.html)

## Student Counseling Service

**Assistant Vice President and Director of Counseling:** Terry W. Mason, Ph.D.

**Associate Director:** Joyce A. Davidson, Ph.D.

**Professional Staff:** Cara Armstrong, Ph.D.; Mark R. Becker, Ph.D.; Jonathan H. Brandon, Ph.D.; Janet A. Croyle, M.Ed.; Jeffrey K. Ellens, Ph.D.; Ronald A. Jackson, Ph.D.; Marty I. Martinez, Ph.D.; Martha S. Norton, M.S.; Erin L. Pederson, Ph.D.; Todd Pietruszka, Ph.D.; Michelle M. Roling, M.Ed.

The Student Counseling Service (SCS) assists students in enhancing their academic success 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.

Services include:

- One-on-one counseling for any issue of personal concern, such as depression, anxiety, stress management, relationship issues, identity issues, and other forms of personal challenge. Students may also receive therapeutic services to deal with more severe mental health issues.
- Couples counseling for ISU students and their partners during times of relationship difficulty.
- Eating disorders assessment and treatment for students concerned with eating or body image issues. Students receiving treatment for eating disorders might also work with physicians, nutritionists, and personal trainers as their needs require.
- Substance abuse assessments to help students determine the nature and extent of their alcohol or other drug use and the impact of this use on their well being. Counselors offer recommendations and referrals for any concerns identified through the assessment.
- Career counseling to assist students having difficulty choosing a major or making decisions about their future after college.
- Group counseling is offered to facilitate personal growth and social skills learning. A list of the current semester's groups is available on the SCS web site.
- A variety of outreach programs are also available.

Counseling services are offered at no cost to ISU students. However, a nominal fee for testing may be required. Nominal fees are also charged for uncanceled missed appointments. 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

**Interim Director:** Penni McKinley, R.N., B.A.

**Providers:** Robin Engstrom, M.D.; Rebecca Fritzsche, M.D.; Malhar Gore, M.D.; Scott Meyer, M.D.; Pauline Miller, M.D.; Robert Nathanson, M.D.; Carver Nebbe, M.D.; Maria Pringle, ARNP; Mary S. Raman, ARNP; 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 physician, nurse practitioner and nurse consultations, physical exams, laboratory and x-ray services, sports medicine and physical therapy, immunizations, pharmacy, diet and nutrition consultation, fitness consultation, stress management, smoking cessation, 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 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 are required to pay the health fee. The health fee is not a substitute for health insurance.

**Clinic hours:**

Monday, 8 a.m.-6 p.m.

Tuesday, Thursday and Friday, 8 a.m.-5 p.m.

Wednesday, 9 a.m.-5 p.m.

Saturday, 9 a.m.-12 noon.

Hours vary during breaks and summer session. The Thielen Student Health Center is closed during all University Holidays. Patients are seen by appointment. Please call 515-294-5801. Each patient has the option of seeing the provider he/she requests.

Thielen Student Health Center phones are automatically switched to the First Nurse at Mary Greeley Medical Center so urgent health questions can be answered during the hours the Thielen Student Health Center is closed.

Service is available for urgent or emergency problems after regular clinic hours at McFarland Urgent Care Clinic or Mary Greeley Medical Center Emergency Room. The cost is the responsibility of the student and/or the student's insurance plan.

## Career Services Offices

### Agriculture and Life Sciences:

141 Curtiss Hall

**Business:** 1320 Gerdin Business Building

**Design:** 297 College of Design

**Engineering:** 308 Marston Hall

**Graduate Business/MBA:**

1360 Gerdin Business Building

**Human Sciences:** E105 Lagomarcino Hall

**Liberal Arts and Sciences:** 351 Catt Hall

**Veterinary Medicine:** 2270A Veterinary

Medicine Complex

Career Services is a coordinated network of career services offices offering a broad range of programs and services for undergraduate, professional, and graduate students, faculty, staff, alumni, and employers. These services include career exploration, career development, experiential learning, and professional career search assistance programs. The goal is to provide constituents with life-long skills to assist with career development and exploration.

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 sponsors multiple career fairs, which bring to the ISU campus hundreds of employers. The career services offices also coordinate on-campus interview opportunities. 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.

In addition to the college-based career services offices, the Career Exploration Service provides a variety of services to students who are unsure about their major or future career path. Students can work one-on-one with a trained career counselor, use the many books and electronic resources in the Career Exploration Center, or enroll in LAS 104, Personal Career Choice. All services are free for students and confidential.

Additional information on career services is available at [www.career.iastate.edu](http://www.career.iastate.edu).

## Child Care

Child Care Administration, 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 coordinator 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 campus and community child care services, 100 University Village, Suite 1010, 515-294-8833 or 1-800-437-8599
- University Community Childcare, Family Resource Center, 100 University Village, 515-294-9838

- The Comfort Zone: Childcare for kids who don't feel so good, 100 University Village, 515-294-3333.

- Flex-Care: Part time care for children of ISU students, 100 University Village, 515-294-9838.

- 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 coordinator at 515-294-8827.

## International Students and Scholars

<http://www.issso.iastate.edu>

Director: James Dorsett

Coordinator of Administration: Deborah Vance

Program Coordinators: Virginia McCallum, Dilok Phanchantraurai, Ali Soltanshahi, Becky Zama

Program Assistant: Arlis Penner

Systems Analyst: David Morgan

Administrative Specialist: Lana Seiler

International Students and Scholars Office (ISSO) is committed to providing courteous, accurate, timely service and informative programs for international students, visiting scholars, faculty, staff, and citizens of Iowa interested in international education and exchange. ISSO staff members orient and advise international students and scholars on university procedures, community resources, U.S. visa issues, and nonacademic personal concerns. ISSO intercultural programs, such as the Culture Corps, Friendships International, Conversational English Program 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

Dean of Students:

Dione Somerville, Ed.D.

### Academic Success Center

Associate Dean of Students and Director:

Mary Jo Gonzales, Ph.D.

Interim Assistant Director: Craig Chaitrand M.A.

Coordinator, Learning Enhancement:

Jill Kramer, M.Ed.

Coordinator, Supplemental Instruction:

Craig Zywicki, M.A.

### Greek Affairs

Assistant Dean of Students and Director:

Jenn Plagman-Galvin, M.P.A.

### Hixson Opportunity Awards

Director: Debra Sanborn, M.A.

### Judicial Affairs

Assistant Dean of Students and Director:

Michelle Boettcher, M.Ed.

Assistant Director: Sara Kellogg, M.S.

## Multicultural Student Affairs

Assistant Dean of Students and Director:

Santos Nunez, Ph.D.

Program Assistants: Carmen Flagge, B.S., Richard Barjas, M.P.A., Lynn Lundy Evans, B.S.

## Lesbian, Gay, Bisexual, and Transgender Student Services

Director: Brad Freihofer, B.A.

## Margaret Sloss Women's Center

Director: Penny Rice, M.S.

## National Student Exchange

Director: Debra Sanborn, M.A.

## Parents Association

Interim Coordinator: Laura Lascio, M.A.

## Recreation Services

Director: Mike Harvey, M.S.

Associate Director: Scott White, M.S.

Associate Director: Garry Greenlee, M.S.

Coordinator, Intramural Sports:

Linda Marticke, M.S.: Randy Heimerman, M.Ed.

Coordinator, Fitness Programs: Nora Hudson, M.S.

Coordinator, Sports Clubs: TBA

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

Assistant Coordinator, Outdoor Recreation Center and Programs: Chad Ward, B.A.

Coordinator, Facility Operations: Doug Arrowsmith, M.S.

Administrative Specialist: Pamela Lyon, B.A.

Program Assistant II, Facility Operations: Andy Laughlin, B.A.

## Student Assistance and Outreach Services

Interim Coordinator: Laura Lascio, M.A.

## Student Disability Resources

Director: Steve Moats, M.A.

Assistant Director: John Hirshman, M.A., Ed.S.

## Student Legal Services

Student Legal Adviser: Paul Johnson, J.D.,

Michael Levine, J.D.

## Student Support Services Program -

Director: Japannah Kellogg, M.S.

Program Assistant: Kim Everett, M.S., Zach Wiser, M.A.

## Vocational Rehabilitation -

Counselor: Lynette Plander

Rehabilitation Assistant: Kristi Frohwein,

[www.dso.iastate.edu/](http://www.dso.iastate.edu/)

The Dean of Students Office (DSO) provides a wide array of services and programs that enhance each student's education at Iowa State University. DSO departments are located in numerous locations on the ISU campus. The mission of the Dean of Students Office is to enhance the quality of life of ISU students by supporting the university's commitment to the academic success and holistic development of each individual student.

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

## Academic Success Center

[www.dso.iastate.edu/asc](http://www.dso.iastate.edu/asc)  
1060 Hixson-Lied Student Success Center

(515) 294-6624; TTY (515) 294-6635

The Academic Success Center (ASC) encompasses several academic assistance programs. The services available at the ASC include the following: resources for students with disabilities (see Disability Resources); course-specific Tutoring Services and Supplemental Instruction; general assistance through the Learning Lab, individual consultation 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.

Tutoring Services' mission 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. Staff members recruit and screen tutors, schedule convenient times to meet, collect fees, and pay tutors.

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 online.

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 by academic consultants who work with students to pinpoint areas in their study strategies that might need improvement.

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

## Greek Affairs

[www.greek.iastate.edu](http://www.greek.iastate.edu)  
B0355 Memorial Union  
(515) 294-1023

Greek Affairs provides advising, consultation, and educational services to the fraternities and sororities at ISU. 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, Multicultural Greek Council, Greek Week, Fall/Spring Blood Drives, Order of Omega, Junior Greek Council, and other student organizations and activities affiliated with the Greek Community.

Fraternities and sororities have been active at ISU since 1875. The over 50 fraternities and sororities at ISU have more than 2,000 student members and represent about 11 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 affiliations and the developmental needs of the students.

## Hixson Opportunity Awards

[www.dso.iastate.edu/hixson](http://www.dso.iastate.edu/hixson)  
1080 Hixson-Lied Student Success Center (515) 294-6479

The activities and programs offered to Hixson Scholars are designed to promote the retention and success of these students. These programs and resources aim to develop a community of students and friends within the larger Iowa State community. Programs include the Hixson Seminar (University Studies 111), Hixson News (a monthly newsletter), monthly activities, community service, Hixson Mentors, and the Hixson Leadership Seminars (University Studies 311 & 312).

## Judicial Affairs

[www.dso.iastate.edu/ja](http://www.dso.iastate.edu/ja)  
1010 Student Services Building  
(515) 294-1021

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 Iowa State University Student Disciplinary Regulations. As members of the ISU 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, the All Greek Judicial board, 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.

## Lesbian, Gay, Bisexual and Transgender Student Services

[www.dso.iastate.edu/lgbtss](http://www.dso.iastate.edu/lgbtss)  
1034 Student Services Building  
(515) 294-5433  
[lgbtss@iastate.edu](mailto:lgbtss@iastate.edu)

Lesbian, Gay, Bisexual, & Transgender Student Services (LGBTSS) is a resource center for all members of the university community to learn more about aspects of sexual identity and gender identity/expression. LGBTSS is committed to providing information and education that enhances the educational experience and overall quality of student life on the ISU campus. LGBTSS strives to increase the awareness of Lesbian, Gay, Bisexual, Transgender, Queer, and Ally (LGBTQA) issues on campus by providing a safe space, as well as informational and educational programming,

resources, and support services. Our vision is to promote a welcoming and inclusive campus climate for LGBTQA persons and their allies and to eliminate homophobia, heterosexism, and sexism at Iowa State University.

LGBTSS services and programs include:

Speaker's Bureau – Panel discussion presentations where LGBTQA people and allies share their own experiences and present on a vast array of LGBTQA issues.

Safe Zone Program – Initiative to increase the visibility of allies on our campus. Displaying a safe zone symbol sends an important message of a willingness and commitment to provide an atmosphere of acceptance, understanding, and support to the LGBTQA community at ISU.

Library – Information center with over 1,000 resources (non-fiction & fiction books, magazines, videos, and magazines) available for confidential checkout.

Support Groups – Ongoing, confidential, peer-facilitated groups designed to provide a safe, supportive place for talking about important issues.

Referrals – Contact information available for various campus and community resources for personal, legal, health services.

Celebration Events – Programs where we recognize the accomplishments of LGBTQA campus members. The Small Victories Celebration takes place early in the spring semester and Lavender Graduation is in May.

## Margaret Sloss Women's Center

[www.dso.iastate.edu/mswc](http://www.dso.iastate.edu/mswc)  
Sloss House  
(515) 294-4154

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:

- Assistance and support for women who work toward making change, on both personal and institutional levels.
- A safe space for women to meet, study, eat, network, discuss, find support, watch a video or just relax.
- 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, gender issues. Educational programs presented in residence halls, departments and organizations include workshops on a variety of topics.
- Coordination and co-sponsorship of special events including Women's Week, National Coming Out Days, Sexual Assault Awareness

Month, 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.

- 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 space for campus and community organizations, kitchen facilities, a TV and VCR.

### **Multicultural Student Affairs (MSA)**

[www.dso.iastate.edu/msa](http://www.dso.iastate.edu/msa)  
2080 Student Services Building  
(515) 294-6338

Multicultural Student Affairs was established to assist the university in keeping its commitment to equal educational opportunity. The mission of MSA is to provide and share leadership in the holistic development of African American, Latino/a-Hispanic, Asian American/Pacific Islander, and American Indian/Alaskan Native students. In supporting university spirit and commitment to a high quality of life, academic success and graduation of all Iowa State University students, MSA is dedicated to collaboration with all university departments, offices, and related organizations in the delivery of programs and services that respond to the ever changing needs of all students.

MSA staff work closely with all units of the university to achieve the following objectives:

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

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

- Academic Program for Excellence (APEX)
- Carver Academy Program
- George Washington Carver Scholarship
- Multicultural Vision Program (MVP) Scholarship
- MSA Emergency Loan Program
- MSA Tutoring
- First Year Student of Color Experience programming
- Race Relations programming

### **National Student Exchange (NSE)**

[www.dso.iastate.edu/nse](http://www.dso.iastate.edu/nse)  
1080 Hixson-Lied Student Success Center (515) 294-6479

Since 1968, National Student Exchange has offered students a domestic alternative to study

abroad. What began with three campuses exchanging seven students is now 190 universities placing 4000 students a year. Iowa State University is pleased to offer exchanges in this program.

Since its founding, more than 80,000 students have participated in NSE. The National Student Exchange was founded as a counterpart to study abroad programs, recognizing that not every student is seeking a study opportunity outside the United States. NSE offers low-cost options for ISU students to study out-of-state, at culturally diverse campuses, with program compatibility to our campus.

Features of the National Student Exchange include:

- Access to additional courses and programs
- Exchange among university honors programs
- Multicultural opportunities
- Resident assistant exchange options
- Credits applied toward degree
- Tuition reciprocity across the United States

Exchange features and requirements:

- NSE campuses in 48 states, three U.S. territories, and six Canadian provinces
- Duration of exchange can range from one semester to one calendar year
- Exchanges can occur in different academic and calendar years
- Students must be full-time during application and exchange
- GPA of 2.5 on a 4.00 scale required

### **Parents Association (ISUPA)**

[www.dso.iastate.edu/pa](http://www.dso.iastate.edu/pa)  
1010 Student Services Building  
(515) 294-6054

All parents of Iowa State University undergraduate students are automatically considered 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 ISU.

There are no membership fees collected by the ISUPA. It is funded exclusively by contributions and fundraisers, such as the annual tuition raffle. The ISUPA Board of Directors, along with members of the Dean of Students Office staff, sponsors programs which include:

- Family Handbook, which is distributed to parents of all new ISU students at June orientation
- Parents' Advisory Line (PAL), 1-800-772-8546, a toll free assistance line for families
- Parent Calling Project, a phone-a-thon to parents of new ISU students each fall
- Cyclone Family Weekend, the university's premiere event for families largely funded by the ISUPA
- Involvement in ISU Admissions events

Parents interested in volunteering on the ISUPA Board of Directors can find the application form at the ISUPA web site.

### **Recreation Services**

[www.recservices.iastate.edu](http://www.recservices.iastate.edu)  
2220 State Gymnasium  
(515) 294-4980

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 Miler 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, roller hockey, 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 inner tube 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. Contact us for more information.

### **Student Assistance and Outreach Services**

[www.dso.iastate.edu/sa](http://www.dso.iastate.edu/sa)  
1010 Student Services Building  
(515) 294-1020

Student Assistance Services (SAS) staff members provide guidance for students who are dealing with issues that affect their personal, academic, and family lives. They help students understand university policies and navigate processes and procedures on campus in order to enhance their academic experience at ISU.

Consultation and assistance is provided with concern for each student's personal well being and educational objectives. SAS staff members coordinate the notification of faculty members for students who miss classes due to emergencies. They also advise students who wish to file formal academic grievances. SAS staff members work closely with ISU faculty and staff to identify the best possible options for ISU students who are seeking to help themselves. Personalized referrals to other University resources and services are used to provide proactive and comprehensive assistance to students.

### **Student Disability Resources (SDR)**

[www.dso.iastate.edu/dr](http://www.dso.iastate.edu/dr)  
1076 Student Services Building  
(515) 294-7220; TTY (515) 294-6635

Staff members in the Student Disability Resources office coordinate support services that students may need in order to reach their fullest academic potential. SDR staff members coordinate accommodations and serve as a resource within the university community concerning students who have qualifying disabilities. SDR provides assistance, information, support, counseling, education, referral, and promotes disability awareness in students, faculty, staff, the Ames community, and the state of Iowa.

### **Student Legal Services**

[www.dso.iastate.edu/sls](http://www.dso.iastate.edu/sls)  
B0367 Memorial Union  
(515) 294-0978

Funded entirely by the Government of the Student Body, Student Legal Services (SLS) is a legal aid office for students currently enrolled at Iowa State University and registered Iowa State University student groups. It is staffed by two attorneys who advise and often represent students in a variety of cases and are available for consultation with respect to most legal concerns.

The types of cases most often handled include:

- Family Law and Divorce
- Criminal Law
- Landlord - Tenant Problems
- Off-campus Employment Problems
- Consumer Issues
- Administrative Issues
- Notary Services

The services of SLS are available to students and registered Iowa State University student groups free of charge. Students must pay their own court costs and any out of pocket expenses.

SLS cannot represent students in fee generating cases, controversies involving student vs. student or student vs. ISU, ISU student judicial matters and generally does not handle felony defense or cases involving excessive time. However, consultation with an attorney regarding these matters is available.

### **Student Support Services Program**

[www.dso.iastate.edu/sssp](http://www.dso.iastate.edu/sssp)  
2010 Student Services Building  
(515) 294-0210

Student Support Services Program (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 students 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 activities (leadership conferences, graduate/professional, etc.) are planned. These services are provided free of charge to eligible students after they are accepted into the program.

### **Vocational Rehabilitation**

[www.dso.iastate.edu/vr](http://www.dso.iastate.edu/vr)  
1045 Student Services Building  
(515) 294-5059

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; and job placement assistance. No direct fees are charged, but there may be some costs through involvement with services.

# Student Activities and Honor Societies

## Memorial Union Activities and Services

The Memorial Union is an historic building that is regarded as the heart of campus life and the center of informal education at Iowa State University.

515-296-6848; [www.mu.iastate.edu](http://www.mu.iastate.edu)

### Arts, Entertainment, Recreation:

- Underground (bowling, billiards, video arcade, Nintendo Wii)
- Maintenance Shop: live music
- Student Union Board: weekly films, comedy, hypnotists, special events, much more
- Art exhibits and art-for-rent
- Workspace (art and crafts classes for fun, studios for work in wood, photo, pottery; but-ton maker, screen printing, die cut machine)
- Big screen TVs; pianos to play
- Lectures

### Student Organizations

- Student organization offices and meeting space; recognition process.

### Dining & Shopping

- Food Court & MU Market & Café
- University Book Store

### Study Spots

- Browsing Library & Computer Lab; Chapel; Multicultural Center
- Lounges: Main, West, Pride, Commons & more

### Services

- Hotel, meeting rooms, catering
- Parking ramp
- Copy Center
- Soults Family Visitor Center
- ATMs, Ticket Office, Lockers
- U.S. Post Office – full service
- Student Legal Service

### Distinctive Feature

- Gold Star Hall, an active memorial to Iowa State service personnel lost in the nation's conflicts

## Student Activities Center

Director of Student Activities  
George Micalone

Coordinator for Leadership and Service  
Jennifer Garrett

Coordinator for Art Programs  
Letitia Kenemer

Coordinator for Entertainment Programs  
Steven Satterlee

Underground Recreation Center Manager  
Doug Swanson

The Student Activities Center (SAC) in the Memorial Union is committed to helping students learn inside and outside the classroom by offering countless ways to get involved at Iowa State through leadership, service, arts, entertainment and recreation activities.

The Student Activities Center includes: the Workspace (arts studio), the Maintenance Shop (entertainment venue), the Underground (recreation center/ bowling alley), leadership and service programs, art galleries in the MU, and management of the recognition of over 700 campus and student organizations. For a complete list of recognized organizations visit [www.stuorg.iastate.edu](http://www.stuorg.iastate.edu).

The staff provides assistance to student and campus organization leaders, members and advisers on an individual or group basis. This office produces *Newsline*, an online newsletter distributed twice a month to officers and advisers of recognized student and campus organizations. Available on the SAC website are resources for student and campus organizations including the event authorization process, publicity and promotion ideas, constitution writing guidelines, and officer transition information. The Student Activities Center offers a 1-credit course called Leadership ISU where students learn leadership skills through a series of activities and seminars.

Annual SAC events include: ClubFest I & II (organization involvement fair), WelcomeFest (Ames and ISU opportunity fair), Coach Talks (hear from Men's and Women's head basketball coaches), Iowa State Leadership Experience (one-day leadership conference), Social Justice Summit, and Winterfest (celebration of all things winter). Student Activities Center staff advise key student organizations including: Student Union Board, Dance Marathon, Freshmen Council, Student Volunteer Services, The 10,000 Hours Show, and VEISHEA.

More information is available at the Student Activities Center, located in the East Student Office Space in the Memorial Union (across from the Food Court); online at [www.sac.iastate.edu](http://www.sac.iastate.edu); or by calling (515) 294-8081.

## Lectures

<http://www.lectures.iastate.edu/>

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.

## 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 or online at <http://www.dps.iastate.edu/parking/>.

## Honor Societies

Honor societies at Iowa State University provide opportunities for students who excel in the classroom and want to network with others in their major. Below is a list of honor societies followed by a brief description.

Members of these honor societies are eligible for transcript recognition through the Office of the Registrar. More information, including the complete list of honor societies, can be found on the student organization database at [www.stuorg.iastate.edu](http://www.stuorg.iastate.edu).

### 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, this group 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 and Life Sciences 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 Alpha Psi recognizes academic excellence and complements members' formal education by providing interaction between students, faculty, and professionals, and fosters lifelong growth, service and ethical conduct.

### 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

An honor society for collegiate schools of business, Beta Gamma Sigma recognizes high academic achievement.

### 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 University, who are of high moral character, and who rank high scholastically. Members are selected by application and interview.

### Chi Epsilon—Civil Engineering

The purpose of this honorary 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.

### 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.

### Eta Kappa Nu—Electrical and Computer Engineering

An International Honor Society for primarily juniors and seniors, as well as graduate students and professional engineers. The organization recognizes scholarship, personal character, useful voluntary services, and distinguished accomplishments. It assists its members throughout their lives in becoming better professionals and citizens.

### Gamma Sigma Delta—Agriculture

The honorary encourages a high degree of excellence in the practice of agricultural pursuits and encourages high standards of scholarship in all branches of agricultural science and education. Membership includes junior and senior students, graduate students, faculty, and alumni.

### 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.

### 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.

### Mortar Board

Members are recognized for superior academic achievement and community service.

### National Society of Collegiate Scholars

The purpose is 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 Delta, Alpha Delta Chapter**

The honor society recognizes and encourages high professional, intellectual and personal achievements in the field of international education.

**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 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—Political Science**

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 Delta Pi—Spanish**

Honor society for high-achieving students of the Spanish language at Iowa State University.

**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. Upper-class 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 Phi Omega, chapter Alpha Omega—Gerontology**

National academic honor and professional society that recognizes excellence in the study of gerontology/aging, and serves as a link between gerontology educators, alumni, and local professionals. The mission of SPO is to promote scholarship, professionalism, friendship, and services to older persons, and to recognize exemplary attainment in gerontology/aging studies and related fields.

**Sigma Tau Delta—English**

An international English honor society, the purpose of this honorary is to confer distinction upon outstanding students of the English language and literature in undergraduate, graduate, and professional studies.

**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—Computer Science**

An honor society for computer science students.

**Xi Sigma Pi—Forestry**

An honor society that 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.

# Distance Education

Iowa State University remains true to the land-grant tradition of extending knowledge far beyond campus borders. Faculty members provide cutting-edge information that helps people continue to learn and meet the demands of careers and society. Annually thousands of students enroll in Iowa State courses without setting foot in Ames. In addition to the traditional method of instructors traveling to classrooms off campus, Iowa State University faculty teach distance learning courses online, by video conferencing, streaming media, CD, and on the Iowa Communications Network (ICN).

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

College distance education staff provides leadership in helping faculty identify the needs of Iowans and methods to reach adult learners. They also help students access services and information at the university.

For a list of courses and programs, visit [www.distance.iastate.edu](http://www.distance.iastate.edu). Information on registering for distance education courses is available from the web site or from the Office of Registrar at 515-294-1889 (8am-4pm CT).

## Certificate and Degree Programs Offered through Distance Education

### College of Agriculture and Life Sciences

The College of Agriculture and Life Sciences Distance Education at Iowa State University provides the flexibility to enhance your career through online learning. Online courses and graduate programs allow you to remain at your present job and location while continuing your education and advancing in your field. You learn at a premier university from the most respected professors in their field through web-based interaction, streaming media or CD-ROM.

For more information contact College of Agriculture and Life Sciences distance education staff by email at [agdecontact@iastate.edu](mailto:agdecontact@iastate.edu) or call (515)294-7656 or (800) 747-4478.

### Master of Agriculture

*via Web-based interaction, streaming media or CD-ROM*

This program is the oldest on-line degree program in the College of Agriculture and Life Sciences. The goal of this program is to prepare individuals for proactive roles in addressing and responding to personal, professional, and societal issues and challenges in a changing food, agriculture and natural resources system through education and outreach in public and

private agencies, and through training and development in business and industry. The intent of the program is to enable individuals to grow and develop as professionals, positioning themselves for emerging opportunities within or outside of their current employment.

This is a broad-based agricultural degree which includes courses in animal sciences, plant sciences, agricultural economics, agricultural education, research design or statistics, and sociology. Up to 10 credits may be transferred into the program. The degree is 32 credits including a creative component project.

Students are accepted from any part of the United States and Canada. Call (800) 747-4478 to learn more.

#### For more information contact:

Wade Miller, Professor & Coordinator of PROAG Program

Department of Agricultural Education and Studies

217 Curtiss Hall, Iowa State University, Ames, Iowa 50011

(515) 294-0895 or  
e-mail: [wwmiller@iastate.edu](mailto:wwmiller@iastate.edu)

### Master of Science in Agricultural Education

*via Web-based interaction, streaming media or CD-ROM*

The program can be completed completely at a distance as there are no required on-campus courses or meetings. The program is designed for agriculture teachers in secondary and post-secondary settings, extension professionals, educators in public and private settings, and agricultural communicators. The flexibility of the program makes it possible for working professionals to obtain a master's while continuing to meet personal and professional responsibilities.

The curriculum is 30 semester hours and is flexible allowing you to create a program best suited to your needs, interests, and aspirations. You may choose to earn a specialization in agricultural extension education. Fifteen credits of required courses include: Foundations of Agricultural Education (AgEdS 550), Program Development and Evaluation in Agricultural and Extension Education (AgEdS 524), Introduction to Learning Theory in Agricultural Education (AgEdS 533), Instructional Methods for Adult and Higher Education in Agriculture and Natural Resources (AgEdS 520), and Introduction to Research in Agricultural Education (AgEdS 510). The curriculum also includes 13 credits of electives, 2 credits of creative component, and a final oral examination. Up to 8 credits may be transferred from another university. A thesis option is available if you wish to pursue a Ph.D. or a research-oriented career.

Students are accepted from any part of the United States and Canada. Call (800) 747-4478 to learn more about the program.

#### For more information contact:

Greg Miller, Professor & Director of Graduate Education

Department of Agricultural Education and Studies

201 Curtiss Hall, Iowa State University, Ames, Iowa 50011

(515) 294-2583 or  
e-mail: [gsmiller@iastate.edu](mailto:gsmiller@iastate.edu)

### Master of Science in Agronomy

*via Web-based interaction, streaming media or CD-ROM*

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 program 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 40 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 and Life Sciences will meet the requirements. Call (866) MSAGRON to learn more about the program.

#### For more information contact:

Jesse Drew, Department of Agronomy

2206 Agronomy, Iowa State University, Ames, Iowa 50011

(515) 294-2999 or e-mail: [jd250@iastate.edu](mailto:jd250@iastate.edu)

### Graduate Certificate in Food Safety and Defense

*via Web-based interaction, streaming media or CD/DVD-ROM*

The Food Safety & Defense Graduate Certificate Program is an inter-institutional certificate program offered in cooperation with Kansas State University Food Science Institute, University of Nebraska-Lincoln Food Science, and University of Missouri Food Science programs. These universities have established a multi-state agricultural consortium to develop and deliver high-priority collaborative distance education programs in the food and agricultural sciences. To find out more information about the online community development master's degree program, please visit [www.fshn.hs.iastate.edu/grad/foodsafetycert.php](http://www.fshn.hs.iastate.edu/grad/foodsafetycert.php).

#### For more information contact:

Suzanne Hendrich, Professor

220 MacKay, Iowa State University, Ames, Iowa 50011

(515) 294-4272 or  
e-mail: [shendric@iastate.edu](mailto:shendric@iastate.edu)

## College of Engineering

Engineering Distance Education (EDE) and the College of Engineering have provided distance education since 1968. In 1969, Iowa State University received the National Extension Program Award for pioneering video based continuing education to working engineers. EDE offers streaming media based educational content accessible to anyone with a computer and connection to the Internet. For more information, send an e-mail to [ede@iastate.edu](mailto:ede@iastate.edu) or call (515) 294-7470 or (800) 854-1675.

### Master of Science in Computer Engineering or Electrical Engineering

*via streaming media*

Study topics of emerging research and interest. Areas of emphases include communications and signal processing, computing and networking systems, electric power and energy systems, secure and reliable computing, software systems, and advanced materials and electronics. Each master's program totals 30 graduate credits; a thesis or non-thesis option may be selected.

### Graduate Certificate in Environmental Engineering

*via streaming media*

Environmental engineering is a rapidly growing field. Graduate courses in the certificate program help practicing professionals update and acquire new skills. The technology-based studies prepare engineers for the challenges posed by an expanding industrial base and help ensure sustainable agricultural practices and quality municipal services.

The curriculum explores the theory of environmental chemistry and biotechnology, methodologies of environmental engineering, and applies conceptual and technical knowledge to real-world applications. The certificate is 12 credits including four courses and a seminar program. Seminar program can be substituted for an approved program of conference attendance and presenting a paper or seminar. For more information, send an email to [leeuwen@iastate.edu](mailto:leeuwen@iastate.edu) or call 515-294-5251.

### Master of Engineering in Industrial Engineering

*via streaming media*

The industrial engineering program combines engineering and business considerations. Engineers learn advanced concepts, theories, and methods for the design and analysis of complex systems. The program focuses on fundamental issues that relate directly to the economic health of industry; namely productivity, cost, quality, and lead time. Areas of specialization available by distance learning are applied operations research, enterprise informatics, advanced manufacturing, and ergonomics. The degree is 30 credits of coursework.

### Master of Science in Mechanical Engineering

*via streaming media*

The mechanical engineering graduate program offers internationally acclaimed research programs in biological and nanoscale sciences, clean energy technologies, complex fluid systems, design and manufacturing innovation, and simulation and visualization. A student may apply instrumentation design of experiments, and computational methods to any of these areas. The program is 30 credits and has a thesis and non-thesis option

Our research and graduate programs are built upon a strong foundation comprising the core of mechanical engineering— thermal-fluid sciences, design and manufacturing, materials and mechanics, dynamic systems, and control. Our faculty members are experienced researchers and educators who are grounded in these fundamental disciplines and focused on solving timely problems that address important national global societal needs.

### Graduate Certificate in Power Systems Engineering

*via streaming media*

Iowa State University has a long-standing international reputation for education and research in electric power engineering. The electrical and computer engineering department designed the 12-credit graduate certificate for power engineering specialists in government, private sector, and academia.

Upon completion of the program, power engineering specialists will be proficient in theory and modeling plus have the tools to perform engineering tasks related to planning and operating electric power generation, transmission, and distribution systems, plus knowledge of related public policy.

### Master of Engineering in Systems Engineering

*via streaming media*

The systems engineering program develops the management capabilities needed in today's work environment. Engineers, regardless of undergraduate discipline, develop the analytical abilities needed to design, evaluate, and build complex systems involving many components and demanding specifications. The degree is 30 credits, typically including 24 credits of engineering courses distributed among three broad groups (systems engineering core courses, elective engineering courses, and area of specialization courses), and 6 credits of elective non-engineering courses.

### Graduate Certificate in Systems Engineering

*via streaming media*

Certificate in Systems Engineering: The systems engineering certificate program develops the management capabilities needed in today's work environment. Engineers, regardless of undergraduate discipline, develop the analytical abilities needed to design, evaluate, and build complex systems involving many components and demanding specifications. The certificate is 13 credits consisting of two basic courses in systems engineering, a course in requirements development, a course in project management and a one-credit capstone project.

### Master of Science in Civil Engineering specializing in Construction Engineering and Management

*via streaming media*

Construction Engineering and Management specialty provides a unique blend of technical and management education that will help you solve problems and compete in the ever-changing construction environment. The program focuses on the three functional areas of construction engineering and management: management techniques, construction operations, and construction methods.

The degree requires thirty credits. Fifteen credits are selected from the construction engineering and management specialty. With the remaining credits, students may explore related engineering, business, architecture and planning topics. Students will execute a two to four credit creative component related to their professional interest. Up to nine credits may be transferred with approval of the students plan of study committee.

## College of Human Sciences

### Master of Education or Science Principal licensure

*Preparation for Leadership (PreLEAD)*

*via a combination of methods at various sites around the state with some work online and via the Iowa Communications Network (ICN)*

A master's program of 36 credits 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. Students are paired with practicing administrators, experiencing leadership roles firsthand. For more information, send an e-mail to [educadmin@iastate.edu](mailto:educadmin@iastate.edu) or call (515) 294-9734.

### Doctor of Philosophy Superintendent licensure (Certificate of Advanced Studies)

*via a combination including online, the Iowa Communications Network (ICN) and video conferencing*

A post master's curriculum of 30 credits 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. For more information, send an e-mail to [educadmin@iastate.edu](mailto:educadmin@iastate.edu) or call (515) 294-9734.

### **Master of Education with specialization in curriculum and instructional technology**

*via blend of online and on campus*

Designed to meet the needs of K-12 teachers and other educational practitioners, the three-year program is 32 credits offered in a learning community environment. The program is designed for those who want to earn a master's and are seeking leadership positions for infusing technology into teaching and learning environments. For more information, send an e-mail to [citmed@iastate.edu](mailto:citmed@iastate.edu) or call (515) 294-5926.

### **Master of Family and Consumer Sciences**

*online*

Delivered off-campus since 1994, the non-thesis master's 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 from two or more family and consumer sciences departments. With electives, the degree program totals 36 credits. For more information, send an e-mail to [mfcinfo@iastate.edu](mailto:mfcinfo@iastate.edu) or call (515) 294-0211 or (877) 891-5349.

### **Master of Family and Consumer Sciences with specialization in Dietetics**

*online*

Dietetics is the study of nutrition and how food impacts our health and well-being. Dietitians work in a variety of settings including hospitals, businesses, community health and wellness areas.

The program is inter-institutional and is designed for the Registered Dietitian. Topics include nutrition across the lifespan, nutrigenomics, medical nutrition therapy, business and management, and professional leadership. The 36-credit master's program includes 15 elective credits to tailor the program. For more information, send an e-mail to [mfcinfo@iastate.edu](mailto:mfcinfo@iastate.edu) or call (515) 294-5186 or (877) 891-5349.

### **Master of Family and Consumer Sciences with specialization in family financial planning**

#### **Graduate Certificate in Family Financial Planning**

*online*

Financial planners are increasingly in demand as Americans seek help managing their income, assets, and debts. Iowa State joined other universities to create an inter-institutional program. After being admitted to one of the participating universities, students take online courses from all the universities.

Courses cover financial counseling, personal taxation, insurance, retirement planning, and employee benefits. The non-thesis program is 42-credits. The graduate certificate is 18 credits. Completing either the master's or the certificate meets the educational requirements for the Certified Financial Planner™ examination. For more information, send an e-mail to [mfcinfo@iastate.edu](mailto:mfcinfo@iastate.edu) or call (515) 294-2731 or (877) 891-5349.

### **Master of Family and Consumer Sciences with specialization in gerontology**

#### **Graduate Certificate in Gerontology**

*online*

Gerontology is the multidisciplinary study of the aging processes and individuals as they grow from middle age through later life. People enter gerontology from many areas such as social work, nursing, counseling, recreation, public policy, long-term care administration, medicine, architecture, psychology, adult education, and rehabilitation therapy.

The program is inter-institutional. Topics include adult development, family relations, economics and public policy, environmental considerations, and health and nutrition. The 36-credit master's program includes 12 elective credits to tailor the program. The certificate is 21 credits. For more information, send an e-mail to [mfcinfo@iastate.edu](mailto:mfcinfo@iastate.edu) or call (515) 294-5186 or (877) 891-5349.

### **Leadership Academies**

*via blend of online and several intensive summer weeks on campus*

#### **Master of Science or Master of Education or Doctor of Philosophy in Family and Consumer Sciences Education**

The leadership academy for a longstanding, prestigious graduate program was begun in 2002. Visiting professors from across North America teach. Either master's degree is 30 credits. The doctorate is 72 credits. For more information, send an e-mail to [haus@iastate.edu](mailto:haus@iastate.edu) or call (515) 294-5307 or (877) 891-5349.

#### **Doctor of Philosophy in Foodservice and Lodging Management**

The Child Nutrition Program Leadership Academy is a new delivery format for the longstanding and prestigious graduate program in Foodservice and Lodging Management (formerly Hotel, Restaurant, and Institution Management). The Leadership Academy is designed to meet the needs of professionals employed in the school foodservice industry. The doctorate is 78 credits; up to 30 credits may be accepted from a master's degree.

For more information, send an e-mail to [js-need@iastate.edu](mailto:js-need@iastate.edu) or call (515) 294-8474.

### **College of Business Master of Business Administration in Des Moines**

Students progress through the core curriculum in a cohort, allowing camaraderie with colleagues from a variety of businesses and industries.

The program is 48 credits. The first four semesters help build a strong foundation of core business knowledge; the final four semesters are tailored to academic and career goals.

Students may concentrate on a general management MBA or specialize in finance, information systems, or marketing. A double degree, MBA and Master of Science in Information Systems, is also offered. For more information, send an e-mail to [busgrad@iastate.edu](mailto:busgrad@iastate.edu) or call (515) 294-8118 or (877) 478-4622.

### **College of Liberal Arts and Sciences**

#### **Bachelor of Liberal Studies**

*via a combination of distance learning options*

The Bachelor of Liberal Studies (BLS) is a general studies degree in the liberal arts. It provides the flexibility to choose courses based on interests and goals. Course work is selected 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 public universities, and provides a framework to assemble the educational opportunities locally available. Up to three-fourths of the degree requirements may be transferred from accredited institutions. For more information, send an e-mail to [las@iastate.edu](mailto:las@iastate.edu) or call (515) 294-4831.

#### **Master of Public Administration**

##### **Graduate Certificate of Public Management**

*via web conferencing and streaming media*

Prepare for public service leadership in public administration, whether with government, nonprofit agencies, or private organizations working with governments. The public administration programs are designed to prepare or improve the performance level of mid-career public managers and administrators.

Iowa State's Master of Public Administration is accredited by the National Association of Schools of Public Affairs and Administration. This degree program requires 37 credits. Select an area of concentration from e-Government and management of information technology, public management, and policy analysis. The certificate requires 15 graduate credits. For more information, send an e-mail to [mpa@iastate.edu](mailto:mpa@iastate.edu) or call (515) 294-3764.

#### **Master of School Mathematics**

*via distance learning*

This program, administered by the Department of Mathematics, is designed for secondary mathematics teachers. The degree 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 requires 33 credits and includes a creative component. For more information, send an e-mail to [msm@math.iastate.edu](mailto:msm@math.iastate.edu) or call (515) 294-0393.

#### **Master of Science in Statistics**

*via distance learning*

The Department of Statistics offers courses and the degree to employees of companies who sign a letter of agreement with Iowa State. The degree is the same as on campus; the program requirements are the same including the written master's exam, creative component, and a final oral exam. For more information, send an e-mail to [statistics@iastate.edu](mailto:statistics@iastate.edu) or call (515) 294-3440.

## **Interdisciplinary – Multiple Colleges**

### **Graduate Certificate in Biorenewable Resources**

*via streaming media*

Through a series of twelve credit hours of graduate coursework, the Biorenewable Resources and Technology certificate will offer students from a wide variety of science and engineering backgrounds an exposure to advanced study in the use of plant- and crop-based resources for the production of biobased products, including fuels, chemicals, materials, and energy. The program aims to train professionals to serve the emerging bioeconomy, and in so doing to serve state, national, and global needs in moving toward a more sustainable industrial economy.

Coordinated by College of Engineering; For more information, send an e-mail to [ede@iastate.edu](mailto:ede@iastate.edu) or call (515) 294-7470 or (800) 854-1675.

### **Master of Science in Biorenewable Resources**

*via streaming media*

Iowa State University recently established the first graduate program in biorenewable resources and technology in the United States; and is happy to announce that the Masters Program is now 100% online! The Biorenewable Resources and Technology program offers students from a wide variety of science and engineering backgrounds advanced study in the use of plant- and crop-based resources for the production of biobased products, including fuels, chemicals, materials, and energy.

Coordinated by College of Engineering; For more information, send an e-mail to [ede@iastate.edu](mailto:ede@iastate.edu) or call (515) 294-7470 or (800) 854-1675.

### **Graduate Certificate in Human Computer Interaction**

*via streaming media*

Human computer interaction is the interdisciplinary study of the relationship between humans and increasingly powerful, yet portable computers. The accelerating integration of technology into every aspect of society demands professionals who employ novel solutions needed to integrate usefulness and usability while minimizing intrusiveness.

The curriculum in human computer interaction provides an understanding of emerging interface technologies; explores human cognition, behavioral methods, and usability techniques; and highlights the latest research. The interdisciplinary program draws courses from industrial, computer, and mechanical engineering; psychology; computer science; and management information systems among other disciplines. The certificate program is 12 credits, which includes four graduate courses.

Coordinated by College of Engineering; For more information, send an e-mail to [ede@iastate.edu](mailto:ede@iastate.edu) or call (515) 294-7470 or (800) 854-1675.

### **Master of Science in Human Computer Interaction**

*via streaming media*

The accelerating integration of technology into every aspect of society will demand professionals trained with information technology skills that are augmented by an understanding of the human user. This interdisciplinary degree program was created from the growing demand from business and industry for a masters program that provides education in the field of Human Computer Interaction. The curriculum in human computer interaction is very flexible. Students are required to take three core courses and elective courses from disciplines of their interest. The program consists of 27 credits of coursework plus 3 credit Capstone Course. The Capstone Course project will use the knowledge gained from the course work to demonstrate that the student has mastered important HCI related skills.

Coordinated by College of Engineering; For more information, send an e-mail to [ede@iastate.edu](mailto:ede@iastate.edu) or call (515) 294-7470 or (800) 854-1675.

### **Master of Science in Information Assurance**

#### **Graduate Certificate in Information Assurance**

*via streaming media*

Faculty members from six academic departments contribute to securing information in application areas ranging from software to networks to electronic democracy. Computer engineering is the home department for the distance learning graduate programs which meet the needs of information system security specialists in government, the private sector, and educational institutions. The master's program is 30 credits. The certificate is four computer engineering courses.

Coordinated by College of Engineering; For more information, send an e-mail to [ede@iastate.edu](mailto:ede@iastate.edu) or call (515) 294-7470 or (800) 854-1675.

### **Master of Science in Interdisciplinary Studies, Community Development specialization**

*via Web-based interaction, streaming media or CD/DVD-ROM*

Global economic restructuring and the devolution of government services have created significant challenges for communities, particularly those in rural areas. This specialization in community development provides the skills, information, and networks to facilitate sustainable and prosperous community change. The program is designed for those seeking a career in community development and practitioners who wish to augment their training.

In 2005 Iowa State joined five other universities to offer a master's in community development. The 36-credit program has three tracks: natural resource management, working with native communities, and building economic capacity.

Coordinated by the College of Agriculture and Life Sciences.

For more information contact:

Cornelia Flora, Professor  
107 Curtiss Hall, Iowa State University  
Ames, Iowa 50011

(515) 294-1329 or e-mail: [cflora@iastate.edu](mailto:cflora@iastate.edu)

### **Master of Science in Seed Technology and Business**

*via Web-based interaction, streaming media or CD-ROM*

The program is specifically oriented to prepare students for management roles. Designed for professionals working in industry and government, the degree ensures an advanced knowledge of seed science, technology and basic business and problem-solving skills. It emphasizes decision making for application to practical and technical issues in all aspects of the seed business.

The curriculum consists of 15 courses and a three or four-credit creative component. The program is a non-thesis degree. The admission requirements are a four year degree in either agriculture or business; graduation in the top quarter of your class; and GRE (Q) 570 or better, GRE (V) 500 or better or GMAT 570 or better. Appropriate four year degrees in biological sciences or related fields may also be accepted.

Coordinated by the College of Agriculture and Life Sciences.

For more information:

Paul Christensen, Manager Seed Technology and Business Program  
102a Seed Science Building  
Iowa State University,  
Ames, Iowa 50011-3228  
(515) 294-8745 or  
e-mail: [seedsci@iastate.edu](mailto:seedsci@iastate.edu)

### **Continuing Education and Professional Development**

The mission of Continuing Education and Professional Development (CEPD) is to provide high-quality continuing education and lifelong learning opportunities for professional development, personal enrichment, career transitions, and academic growth.

CEPD supports Iowa State University's outreach mission and to facilitate access to excellence in education for a diverse community of adult learners within Iowa and beyond by utilizing technologies that expand access.

CEPD offers both Continuing Education Units (CEUs) and non-CEU courses, workshops, conferences and other educational activities sponsored by Iowa State University. While these programs do not carry academic credits, they are designed to ensure that a student's continuing education and professional needs are met.

For a list of courses and programs, or to request specific courses and programs, visit [cepd.iastate.edu](http://cepd.iastate.edu), or call (515) 294-6222. Information also is available at the Iowa State University Extension offices across the state.

# Research and Extension

## Research

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 at <http://www.vpresearch.iastate.edu/docs/centers.pdf>. Additional information concerning any of these organizations and student research opportunities they support may be obtained from their administrative offices.

## Iowa State 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 for healthy people, healthy environments, and healthy economies.

Iowa State University is the state's land-grant institution with the mission of creating, sharing, and applying knowledge. 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 engages the people of Iowa with education and information in the following areas:

**Agriculture and Natural Resources.** ISU Extension provides unbiased, research-based information and education to agricultural professionals to grow the economic base of Iowa agriculture.

**Business and Industry.** Extension's Center for Industrial Research and Service (CIRAS) enhances the performance of Iowa business and industry through research, education, and technical assistance.

**Community and Economic Development.** ISU Extension helps organizations and local governments make Iowa communities better places to live and work, with programs and services in community leadership, management, and policy and design development.

**Families.** ISU Extension reaches out to families across the lifespan, providing research-based information and education to help families make decisions that improve and transform their lives.

**4-H Youth Development.** ISU Extension helps kids and teens develop communication skills, give back to their communities, and learn to be leaders for Iowa's future.

**Continuing and Distance Education.** Through Continuing Education and Professional Development (CEPD), ISU Extension provides high-quality continuing education and lifelong learning opportunities for professional development, personal enrichment, career transitions, and academic growth.

# Academic Life

## Academic Advising

Academic advising is an intentional, collaborative relationship based on trust and mutual respect that promotes the student's development of competence, autonomy, and sound decision making skills. Adviser-student interactions are grounded in teaching and learning and are vital in promoting student growth and personal development through learning, discovery, and engagement. Academic advising supports the mission of the University.

## Academic Advising Process

All undergraduate students are assigned an academic adviser based on their major/ curriculum. A new adviser assignment is made when a student changes majors/curricula. Advisers serve as a primary resource for students, connecting them with the wide variety of services and academic opportunities available to them. The advising experience begins during the prospective student stage and continues through graduation. The goal of academic advising is an individualized academic experience for each student developed through a mentoring relationship.

## Academic Advising Responsibilities

A successful academic advising relationship involves fulfillment of responsibilities on the part of both the student and the academic adviser.

### Student responsibilities include:

- knowing Iowa State University policies and procedures
- knowing graduation requirements for degree program
- understanding and accepting the consequences of their academic decisions
- seeking, evaluating, and acting upon advising assistance
- taking responsibility for accomplishing his/her degree plan

### Academic Adviser responsibilities include:

- assisting students in achieving the learning outcomes of their academic program, their college, and the university
- referring students to appropriate campus resources
- empowering students to develop an academic plan appropriate to the student's abilities, interests, academic and career goals
- communicating university policies and procedures accurately

## Learning Communities

[www.lc.iastate.edu](http://www.lc.iastate.edu)

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 one to three courses together and may live together (or near each other) in the same residence hall. Although many 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, are more likely to remain enrolled at Iowa State after one year, and are more likely to graduate.

First-year students are offered the opportunity to sign up for learning community courses during summer orientation. For learning communities that offer a residential living environment the sign up takes place online with the housing contract.

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.lc.iastate.edu](http://www.lc.iastate.edu).

## AccessPlus Information System

[accessplus.iastate.edu](http://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, view and print current term schedules, view 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](http://www.iastate.edu/~registrar/info/access.html) or [accessplus.iastate.edu](http://accessplus.iastate.edu).

## Third Party Access on AccessPlus

Third party access is an option in AccessPlus that allows students to grant access to selected personal information to a trusted third party. For example, Third Party Access allows a student to set up a special account for a parent or family member to view their grades and/or

pay their university bill. More information on creating third party accounts is available from Help after signing onto AccessPlus at <https://accessplus.iastate.edu/frontdoor/tpa-info.jsp>

## Policies for Graduate Students

The Graduate College has specific policies approved by the Graduate College body. The *Graduate College Handbook* is the official source for all policies related to graduate students. See <http://www.grad-college.iastate.edu/publications/gchandbook/> for the latest updated information.

## Scholastic Recognition

The university recognizes those students who are doing exceptionally well in several ways, including the following.

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. The list can be viewed at <http://www.iastate.edu/~registrar/info/deanslist.pdf>
2. **Annual Scholars and Leaders Ceremony.** In the spring the university sponsors a ceremony at which exemplary student leaders and 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 eligible to graduate "with distinction" provided they have completed 60 semester credits of coursework at Iowa State University at the time they graduate, including a minimum of 50 graded credits.

Students who graduate with a cumulative grade point average of 3.90 or higher will graduate Summa Cum Laude; those who graduate with a cumulative grade point average of 3.70 to 3.89 will graduate Magna Cum Laude; and those who graduate with a cumulative grade point average of 3.50 to 3.69 will graduate Cum Laude. This recognition appears on the student's official transcript and diploma and in the commencement program.

Candidates for the bachelor of liberal studies degree may be graduated with distinction providing that they (a) have completed 45 semester credits of coursework at the three Iowa Regent universities at the time of graduation, (b) have earned at least a 3.50 cumulative grade point average at ISU, and (c) their combined grade point average for coursework taken at the three Iowa Regent universities meets the honors cutoff specified above.

4. **Honors Program.** Students who are full members of the University Honors Program have a cumulative grade point average of 3.35 or higher at the beginning of their final term. In addition, they will have completed an approved honors program of study and an honors project prior to graduation. This recognition appears on the student's permanent record and diploma, and in the commencement program.

## Academic Privileges and Opportunities

### 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.

### Pass-Not Pass Grading

Students 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 broaden their education by taking courses outside the usual program of study for their major and minor disciplines. The following policies apply:

- Undergraduate students who have earned at least 40 semester credits and who are not on academic probation (P) at the beginning of the semester are eligible. A special student must obtain approval from their academic adviser and college dean.
- 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.
- 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.
- Courses offered on a satisfactory-fail basis may not be taken P-NP.
- 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.
- Students who elect to change back to a graded basis should process the change using the P-NP section of the schedule change form.
- 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.

- 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.
- 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).
- 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.
- 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.
- 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.

### Auditing

To audit a course means to enroll in the course without receiving credit for the course. The instructor of the course approves the audit request.

Students are assessed fees as though they are taking the course for credit, but the audited course does not count in determining full-time student status. However, an audited course does count towards the maximum allowable credits per semester. Audited courses do not apply toward V.A. benefits.

**Graduate students:** An audited course counts as one credit in the graduate student's allowable course load; however, fees will be assessed for the full number of credits for the course. See Index, Graduate College.

**Changing status to audit:** 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. After day 5 of the semester, the drop will count toward the total allowable ISU drops. The drop appears on the student's permanent record and a drop fee will be assessed to the student's university bill.

**Rights and privileges:** Once enrolled in an audited 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 the course. Audited courses do not appear on the student's permanent record except by special request from the student. A request form can be downloaded from the Office of the Registrar web site at [www.iastate.edu/~registrar/forms](http://www.iastate.edu/~registrar/forms).

Undergraduate students need approval from the instructor as well as their adviser, and college; graduate students need approval from the instructor as well as their major professor and the Graduate College.

### Audit Deadlines

*In addition to the deadlines provided below, note that instructors must approve all audits.*

#### • Full semester courses:

##### Adding an audit—day 10 deadline:

- Through day 5 of classes: instructor approval required.
- Day 6-10: instructor, adviser approval required; schedule change fee applies.
- After day 10: only with extenuating circumstances, instructor, adviser, college approval required; schedule change fee applies.

##### Changing status, from credit to audit—day 10 deadline:

- Through day 5 of classes: instructor approval required.
- Day 6-10: instructor, adviser, college approval required; schedule change fee applies.
- After day 10: only with extenuating circumstances, instructor, adviser, college approval required; schedule change fee applies.

##### Changing status from audit to credit—day 5 deadline:

- Through day 5 of classes: instructor approval required.
- After day 5: instructor, adviser, college approval required; schedule change fee applies.

#### • Partial semester or summer courses:

Deadlines are determined based on the length of the course. For deadlines concerning partial term or summer courses, contact the Student Scheduling Office, 515-294-2331.

### Independent Study

Most departments offer opportunities for independent study through a 490 course listing. Usually a minimum of 6 to 10 credits of course-work 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.

## Progressing Toward a Degree

### Classification

Classification (year in school) 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 contribute toward credit hours earned and thus are not considered in determining year in school.

Classification in all colleges except Veterinary Medicine is as follows:

**Sophomore:** 30 credit hours earned

**Junior:** 60 credit hours earned

**Senior:** 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, are typically 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. In addition, credits applied toward a particular 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. For example, 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 and to new transfer students. 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 quality-point deficiency, including a 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 the credits will transfer and 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 how transfer credits are 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 before receiving a degree from Iowa State University 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, even if the credits are included in the last 32 semester credits. For information on applying to the program see Index, Regent Universities Student Exchange Program.

### Degree Planning - ISU Degree Audit

In addition to being properly registered, students are responsible for knowing the requirements for their degree and planning their schedule to meet those requirements. One way to monitor progress toward a degree is with the ISU degree audit.

Students may access their ISU degree audit through AccessPlus. The degree audit shows courses that have been completed, courses in which the student is currently enrolled, and graduation requirements that need to be completed for the student's curriculum.

Students should use the degree audit information to help them review progress towards their degree(s), plan their course of study to complete degree requirements, and select courses for the next term. Graduation evaluators in the Office of the Registrar use the degree audit during the term a student will graduate to determine if the student will have completed all degree requirements upon successful completion of the courses on the student's schedule that term.

In addition, through AccessPlus, students may request a "What If" degree audit for any major available at Iowa State. The audit results will show how their completed and in-progress courses apply toward other majors or options offered at the University.

For further 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. This rule applies whether or not the degrees are 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 at least one term prior to graduation. 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.

Students in the College of Engineering are able to earn a degree with a second major/curriculum as long as the second major/curriculum is within another college, meets all requirements of the additional programs and contains a minimum of 15 additional credits beyond the requirements for a B.S. degree in engineering for each additional area of study. A student with multiple curricula within the College of Engineering is permitted to earn only multiple degrees. All requirements for each curricula must be met plus an additional 30 credits for each curricula being pursued beyond the curriculum which requires the most credits.

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 and on policies of individual colleges as approved by the provost.

1. If students are not on academic probation (P) and have never been dismissed and reinstated, they may change their major by consulting first with their adviser. (If, however, they have been on academic probation 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 student services office of their present college, then to the student services office of the college to which they are transferring, and finally to the office of their new major.

2. Students on academic probation (P) 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 academic probation 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 academic probation, (P) 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.

### **Undergraduate Certificates**

An undergraduate certificate provides a way to give formal recognition of focused study in a specialized area that is less comprehensive than required for an undergraduate major.

An undergraduate certificate has the following requirements and understandings:

1. A minimum of 20 credits, with at least 12 credits taken at ISU which are applicable towards the undergraduate certificate requirements
2. At least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above
3. At least 9 credits used for a certificate may not be used to meet any other department, college, or university requirement for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above
4. A student may not receive both an undergraduate major and a certificate of the same name

5. For students earning an ISU baccalaureate degree, a certificate is awarded concurrent with or after the ISU baccalaureate degree
6. A certificate is not awarded if the baccalaureate requirements are not finished
7. After receiving a baccalaureate degree from any accredited institution, a student may enroll at ISU to earn a certificate
8. Courses taken for a certificate may not be taken on a pass-not pass basis
9. A cumulative grade point average of at least 2.00 is required in all courses taken at ISU towards the certificate
10. A notation of a completed certificate will be made on a student's transcript

### **Graduation**

Seniors must file a graduation application with the Graduation Office, 214 Enrollment Services Center, 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](http://www.iastate.edu/~registrar/forms); the Student Answer Center, or the Graduation Office, 214 Enrollment Services Center. Students will be notified of their graduation status by mail approximately four weeks after the semester begins.

Individual college graduation activities take place at the end of fall and spring semesters. The formal commencement ceremonies are held at the end of the semester. For more information see [www.iastate.edu/~registrar/graduation](http://www.iastate.edu/~registrar/graduation)

Verification of satisfactory final grades will be completed 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 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. They have achieved a set of communication competencies established by the department as appropriate for the major.
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 permission of their major department.) Iowa State University must receive an official 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 area of the Office of the Registrar.

## 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 records of all graded work with their department office before departure.

### Examinations

Examinations are one of the most common ways instructors assess student performance. 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. Therefore, examinations should be evaluated as soon as possible after they are given and the results should be made available to the students in a timely way to enhance learning.
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 obtain approval 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.
- 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 to allow students to plan in advance. Only under unusual circumstances will a course be approved for separately scheduled examinations if the deadline is past to include notification 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 indicated in the Schedule of Classes, 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 two-hour period normally scheduled for each course. The following policies govern the responsibilities of students and faculty members during this week:

- a. Final exams 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 in a course of two or more credits, 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. The criteria for establishing special group exams are similar to those listed for separately scheduled exams listed in number 2 above. 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. Evening courses with lectures scheduled at 6:00 p.m. or later should give their examinations during finals week from 7:00-9:00 p.m. on the day the class normally meets. 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 and teaching assistants with instructional or grading responsibilities 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 in the Student Activities Center, Memorial Union. 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:

1. 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.)
2. 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.

3. 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.

## 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 submits an I for the final grade and sends the form to the Office of 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 from the instructor and report this information to students and their advisers using AccessPlus. In addition to submitting the midterm grades, the instructor is responsible for informing the class of the basis on which they were calculated.

The purpose of midterm grades is to provide the student and adviser with a timely warning that the student's academic performance to that point in the course may be lower than desirable. Students who receive midterms are encouraged to discuss their academic performance with the course instructor and their adviser.

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. 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 the number of credits.
- e. Approval to repeat a course in which the course number or number of credits has changed 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. Deadlines for filing repeated course forms for full-semester and half-semester courses are published in the university calendar.
- f. 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.

- g. 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, 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 program admission and curriculum requirements that are more stringent 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 the requirements 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 academic probation, 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 their college office.

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 academic probation 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.

## Academic Probation Policy

Students are placed on academic probation status as a warning that their academic progress is not satisfactory and that they should take steps to improve their academic performance to avoid dismissal from the university.

Students who are placed on academic probation should immediately seek assistance in academic improvement from such sources as academic advisers, instructors, the Student Counseling Service, and the Academic Success Center.

### Academic Warning, Probation, and Dismissal

Continued enrollment at Iowa State University depends upon an undergraduate student maintaining satisfactory academic progress toward attaining a degree. To assist students in maintaining satisfactory progress, Iowa State University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs.

Academic standing at Iowa State University is dependent upon the total number of credits a student has attempted or earned, the student's semester grade point average (GPA), the student's cumulative ISU GPA, and the student's transfer GPA (if below 2.00.)

### Academic Warning

While a warning (W) is the least severe of the negative academic actions, it serves as a reminder that future academic performance below 2.00 could result in more serious consequences. In fact, a student on warning whose subsequent term GPA is below a 2.00 will be placed on probation (P) the following term.

Students who receive an academic warning are required to develop a plan for academic improvement in consultation with their academic adviser or the Academic Success Center. A student who is subject to both academic warning and academic probation will be placed on academic probation. The academic warning is not a part of the student's permanent academic record.

Students will receive an academic warning (W) at the end of any fall or spring semester when they earn a GPA of 1.00 – 1.99 for that semester. At the end of the next fall or spring semester of enrollment, one of the following actions will be taken for students on academic warning status:

- Students will be placed on academic probation if they earn less than a 2.00 GPA for the next fall or spring semester, or
- They will be removed from warning status if they earn at least a 2.00 semester GPA for the next fall or spring semester and they are not subject to academic probation based on cumulative GPA (over 75 credits).

*See Summer Academic Standards Regulations section for how summer grades affect warning, probation, or dismissal status.*

## Academic Probation

Academic probation is an indication of very serious academic difficulty which may result in dismissal from the university. Students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both.

Students who are placed on academic probation are required to develop a plan for academic improvement in consultation with their academic adviser which may include referral to the Academic Success Center. Academic probation status is not a part of the student's permanent academic record.

Students will be placed on academic probation (P) at the end of a semester/term for either of the following two reasons:

1. Semester GPA: Students who earn less than a 1.00 at the end of any fall or spring semester, or less than a 2.00 two consecutive semesters, will be placed on academic probation. Students will not be placed on academic probation at the end of the summer term due to summer term GPA only.
2. Cumulative GPA: Students with 75 or more credits attempted or earned, whichever is greater, will be placed on academic probation at the end of any fall or spring semester or summer term when their cumulative GPA is less than 2.00. Students with 75 or more credits attempted or earned who have a transfer GPA < 2.00 will be placed on academic probation at the end of any fall or spring semester or summer term when their combined transfer/ISU cumulative GPA is less than 2.00.

At the end of the next fall or spring semester of enrollment, one of the following actions will be taken for students on academic probation status:

- Students will be academically dismissed if they fail to earn at least a 2.00 semester GPA. At the end of any spring semester, students in dismissal status may enroll for summer term. (See Summer Option for Students in Dismissal Status in the Summer Academic Standards Regulations section.)
- Students will continue on academic probation if they earn at least a 2.00 semester GPA but are subject to continued academic probation based on their cumulative GPA (over 75 credits).
- Students will be removed from probation if they earn at least a 2.00 semester GPA and are not subject to continued academic probation based on their cumulative GPA (over 75 credits).

*See Summer Academic Standards Regulations section for how summer grades affect warning, probation, or dismissal status.*

**Academic Dismissal**

Students who do not meet the requirements of their academic probation are academically dismissed from the university. Each College Academic Standards Committee is responsible for final decisions regarding the academic status of students in that college, and any appeals to academic dismissal actions are considered by the college committee. Once dismissed, students are not allowed to reenroll at Iowa State University until they have been academically reinstated. (See section on reinstatement.) Academic dismissal is placed on the student's academic record as a permanent notation. The official transcript of a student who has been dismissed includes a "not in good standing" notation.

**Summer Academic Standards Regulations**

Students who are newly placed or continued on academic probation (P) at the end of the previous semester may enroll for the summer term without being in jeopardy of academic dismissal from the university at the end of that summer term.

**Summer Combined Term GPA:**

All students who attend summer session will have their academic status reassessed at the end of the summer based on the combined (not averaged) grade summaries of their previous term of attendance and summer term. Academic status (warning or probation) after summer session will be based on the resulting combined term GPA. The academic status resulting from the summer combined term GPA supersedes the academic status at the end of the previous term.

For students who have remaining designated repeat credits, courses taken in the previous semester and repeated in summer will be calculated as designated repeats in the combined term GPA.

The combined term GPA (summer plus preceding term) will not appear on the student's grade report or permanent record.

Summer term GPA alone cannot determine academic status. Students who initiate enrollment at Iowa State during the summer will not be placed on warning or probation regardless of their academic performance.

**Summer Cumulative GPA:**

A student who was on academic probation (P) at the beginning of summer term based only on cumulative GPA, who raises his or her cumulative GPA to over a 2.0 at the end of the summer term shall be removed from probation status at the end of the summer term.

A student with 75 or more credits attempted or earned, whichever is greater, will be placed on academic probation (P) at the end of the summer term if his or her cumulative GPA is less than 2.00.

A student with 75 or more credits attempted or earned who has a transfer GPA < 2.00 will be placed on academic probation (P) at the end of any summer term if his or her combined transfer/ISU cumulative GPA is less than 2.00.

**Summer Option for Students in Dismissal Status:**

A student considered for academic dismissal at the end of spring semester will be permitted to enroll for the summer term. The combined spring/summer GPA will be used to determine whether the student should be permitted to continue his/her enrollment after the summer term. If the resulting combined term GPA is not 2.00 or greater, the student will be academically dismissed.

**Additional Academic Standards Regulations**

**Changing colleges:** A student on academic probation (P) may transfer to another college within the university only with the permission of the department chair of the new department and the dean of the new college. For students on academic probation (P), transfer during period 3 (i.e., after the last day to drop a course) may be approved by the department chair of the new department and the dean of the new college only under exceptional circumstances.

A student who has transferred from a college while on academic probation (P) cannot transfer back unless permission is granted by the academic standards committee of the original college.

A student who is in dismissal status at the end of spring and chooses to exercise the Summer Option may not change colleges during the summer.

**Withdrawal:** A student on academic probation (P) who withdraws during period 3 will be academically dismissed at the end of term the student withdraws, except under extenuating circumstances as judged by the college academic standards committee.

**Reinstated students:** Reinstated students should also see the section on Reinstatement.

**Veterinary Medicine:** Additional rules for minimum satisfactory progress are in effect.

**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. Students who have been dismissed for academic reasons should contact the dean's office in the college they wish 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. As part of the petition process, students must submit a plan for academic success that identifies the causes of their poor academic performance and demonstrates that they have taken actions to avoid or eliminate these causes.

2. Students can only be reinstated after at least one academic semester has elapsed since they were academically dismissed. The summer session is not a semester for the purpose of being out of school one semester.
3. Students who have been dismissed from enrollment two or more times are not eligible for reinstatement until at least two academic semesters have elapsed since their last academic dismissal.
4. Students who were dismissed by one college and subsequently reinstated by another college cannot transfer back to the original college unless permission is granted by the Academic Standards Committee of the original college. This procedure applies regardless of the student's academic standing when the transfer is requested.
5. To be considered for reinstatement to the university, students must submit a petition to the Academic Standards Committee of the college in which they desire to enroll at least 45 days before the beginning of the semester. Students who have not been enrolled for a period of 12 or more months or who are international students must also file a reentry form prior to their return. <http://www.public.iastate.edu/~registrar/info/ug-reentry.html> (Students dismissed for the second time and requesting reinstatement in the College of Liberal Arts and Sciences must submit their petition 70 days before the beginning of the semester.)
6. As a condition of reinstatement, students will reenter on academic probation and must accept whatever additional requirements are stipulated by the college Academic Standards Committee. Examples include full- or part-time status, specified credit hours, specific courses, specific GPAs, restriction on choice of major, and required counseling.

**Student Appeal**

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.

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 after they are notified of the committee's action. The dean must respond in writing within seven calendar days of receipt of the appeal.

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.

**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 after academic renewal is granted, students must complete a minimum of 24 credit hours at Iowa State University.

3. Procedures.

- a. Students should discuss their desire to pursue academic renewal with an adviser in the college they wish to enter.
- b. The student must complete the Academic Renewal Petition form available from [www.iastate.edu/~registrar/forms](http://www.iastate.edu/~registrar/forms).
- c. After the form is signed by the student and academic adviser, it is submitted to the Records area in the Office of the Registrar, 214 Enrollment Services Center.

**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:

Federal, state, and institutional grants  
Federal student and parent loans  
Some private student loans

1. The qualitative academic standard for undergraduate students is to maintain a cumulative grade point average of a 2.0 or higher.  
2. The quantitative academic standard for full-time undergraduate students is described below:

a. Duration of eligibility. Students may receive federal, state, 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 quantitative academic standard for all part-time students is as follows:

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 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 Office of Student Financial Aid. Forms for this purpose are available on the Student Financial Aid web site at [www.financialaid.iastate.edu/](http://www.financialaid.iastate.edu/).

The appeal must be signed by 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 grade point average 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) Veterinary Medicine students. For those students enrolled in the College of Veterinary Medicine, eligibility will be based on the academic criteria of the college.

((2) All other Graduate students. For academic standing and time-to-degree standards please see the Graduate College Handbook.

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 the 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 should be the primary sources of assistance to enhance the student's academic achievement in the course. Students are encouraged to visit the instructor during stated office hours and seek individual assistance from the instructor if that is not possible.
2. Another valuable source of support is the student's academic adviser, who often can help clarify academic issues and can recommend support services or remedial strategies.
3. The Academic Success Center in the Hixson-Lied Student 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. They also may have help rooms or other support programs. 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.

## 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.

## Academic Regulations

### Class Attendance

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. See Index, Validation of Enrollment for regulations concerning attendance to validate students' enrollment in a class.

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. Generally, students are expected to attend all class meetings as scheduled.

## Veteran Attendance

Students who receive benefits from the Veterans Administration 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/vabenefit.shtml](http://www.iastate.edu/~registrar/info/vabenefit.shtml)

## 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. Faculty 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 required in one of their courses, 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 Conduct Code as published in the Student Disciplinary Regulations at [www.dso.iastate.edu/regulations/homepage.htm](http://www.dso.iastate.edu/regulations/homepage.htm).

## 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 note taking, and giving the instructor feedback on his or her classroom performance.

Because the lectures of faculty represent their intellectual labors, individuals are expected to obtain 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. This policy does not apply to registrations for R credit.

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.

### 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:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.

Plagiarism occurs when they do not credit the sources from which they borrow ideas, whether these ideas are reproduced exactly or summarized. The method of documentation will differ depending on whether the sources are written, oral, or visual. Ethically, communicators are responsible for providing accurate, detailed information about their sources. Practically, audiences need this information to comprehend and evaluate a message's content. The *Student Guide: English 150 and 250*, available for purchase at the University Book Store, describes the process of documenting source materials as do many other reference guides.

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, the following 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.
- Definite - 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: - 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 available from the Dean of Students Office.
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. 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.
9. 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.

## Response to Classroom Disruption

Should any student officially enrolled for credit or audit in a class disrupt the instructor's ability to ensure a safe environment, control the class agenda, and/or deliver the approved curriculum, the instructor has the right to ask that the disruptive action cease immediately. The instructor may find it useful to include general guidelines about disruptive behavior on the course syllabus; and in the event of a classroom disruption, the instructor may, if she or he finds it necessary, explain to the student and the class why the particular action is deemed disruptive. The instructor should also take into consideration complaints of disruptive behavior brought to their attention by students. The responsible student should cease the disruption and utilize non-disruptive means for expressing disagreement or concern. If the disruption continues, the instructor can pursue various forms of intervention, including suspension from class, use of student disciplinary regulations, or police intervention, as discussed in more detail in the Faculty Handbook. (See [www.iastate.edu/](http://www.iastate.edu/), choose Index, Faculty Handbook.)

Although most situations are best resolved without resorting to requests for police intervention, the Department of Public Safety should be called when the disruptive behavior prohibits the continuation of the class. The Department of Public Safety may also be called if any person enters or remains in the classroom after being asked by the instructor to leave.

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.

# Registration

Registration is a process by which students become officially enrolled in classes for a given term. The process involves consultation between the student and the student's academic adviser. All undergraduate students are assigned an academic adviser based on their major/curriculum. A new adviser assignment is made when a student changes majors/curricula. See Index, Academic Advising.

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. See Index, Fees and Expenses.

Disabled students who need assistance with any phase of registration should contact Disability Resources. See Index, Disability Resources.)

## Dates and Deadlines

Dates for registration are published in the university calendar on the Web at [www.iastate.edu/~registrar/forms/](http://www.iastate.edu/~registrar/forms/), the *ISU Directory*, and departmental bulletin boards.

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; however, courses will begin to fill on the first day of registration. Any delay in registration may reduce course selection options. A list of start dates by classification is available at [www.iastate.edu/~registrar/registration](http://www.iastate.edu/~registrar/registration).

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.

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.

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

## Registration Responsibilities

The registration process includes advising, enrollment in courses, and schedule changes. In addition to the student, this process may involve the student's adviser; the student services staff of the student's college; and 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 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 degree audit for accuracy; and for notifying the college student services office with corrections to the 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 degree audit or solving problems concerning the 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.

## Class Schedule Planner

The Class Schedule Planner is an application that allows students to plan their schedules using courses displayed in the Schedule of Classes. Students can select courses and/or sections they want to take for a particular term, as well as block out unavailable class days and times. Based on those selections, Class Schedule Planner can return all possible schedules to the student in a color coded grid format.

Though it is a Web-based application, the Class Schedule Planner does not require authentication (no user ID, PIN, or password). Therefore, it is essential that students understand this is a planner and as such, it does not register them in courses and cannot be used to complete their registration. The application requires that the user have Java on their computer. The first screen of the Planner provides information about how to use the planner and simple instructions for downloading the Java application. A useful Help link also has been provided. The Class Schedule Planner is available at <http://planner.iastate.edu>.

## Using AccessPlus Registration

Students enter the system via AccessPlus by using university ID and password. 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 Enrollment Services Center.

## Registration System Abuse

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.

## Course Information

**Prerequisite.** A prerequisite indicates the specific academic background or general academic maturity considered necessary by the faculty for the student to be ready for maximum success in the course. See Index, **Course Prerequisites.**

**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 Enrollment Services Center.

**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 Enrollment Services Center.

**Classrooms** are listed for each course in the Online Schedule of Classes at <http://classes.ia-state.edu/> and on the student's class schedule on AccessPlus.

**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.

**Textbook information.** A link to textbook information, including the ISBN and retail price for assigned textbooks, is available from the Schedule of Classes. Textbook information for Iowa State University courses is posted as close to the start of registration as possible. Students may purchase textbooks from any source they choose.

## Registration Process

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

- Registration Worksheet, available for download at [www.ia-state.edu/~registrar/forms/](http://www.ia-state.edu/~registrar/forms/).
- A RAN (registration access number) if required by their college.
- Course information from the Online Schedule of Classes at <http://classes.ia-state.edu/>.
- 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. degree audit
  - b. guidance in course selection
  - c. Registration Authorization form, with RAN, 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 in advance of their start date, to obtain their Registration Authorization Card on which the RAN is printed.
4. Register for courses using the AccessPlus registration system.

## 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. A student may be required to drop credits before adding 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.

## 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.

## 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 to the drop limit 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 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.

## Making Schedule Changes

**Schedule Changes.** Students may make schedule changes through the first five days of class using the AccessPlus registration system.

Procedures for schedule changes vary by the time period of the semester. The effective date of a schedule change is the date when the change is entered into the registration system.

**Schedule change periods are as follows:**

**Period 1** ends on the fifth day of classes in the fall and spring semesters. 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 for 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 permanent record. Schedule changes during period 1 may be processed through the AccessPlus registration system or by presenting a Schedule Change form to the Registrar's Student Scheduling Office, 10 Enrollment Services Center.

**Period 2** ends the Friday of week 10 in the fall and spring semesters. During this period, schedule changes require signatures of adviser and instructor and are processed on a Schedule Change form. A fee 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 permanent record. A section change does not require a drop.

Drops 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 permanent record. The effective date of an administrative action is the date it is approved by the college dean.

**Period 3** is anytime after period 2. Schedule changes during this period are permitted only for extenuating circumstances, may require a written statement of support from the instructor and the student, and must be approved by the dean of the student's college.

**Half-Semester and Partial Term Courses**

Specific deadlines for adding and dropping half-semester courses are published in the university calendar. Prorated adjustments to add and drop deadlines are made for other partial term courses. To find out specific deadlines for partial term courses, contact the Registrar's Student Scheduling Office, 10 Enrollment Services Center, 294-2331.

**R-Credit Courses (required courses)**

Processing a scheduling change for a required course is usually considered administrative. 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 permanent record. To make a Period 3 R-credit drop administrative requires approval of the college dean.

## 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 has not obtained prior approval of the instructor. Students who do not validate their enrollment must drop the course or they will receive an F grade.

## 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 or later 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 the 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 record the name as well as the time and date called.

### Withdrawal

Students who decide not to attend classes beginning the first day of class or later, must process a withdrawal form. 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 according to established policies approved by the Board of Regents, State of Iowa. See [www.iastate.edu/~registrar/registration/tuition-adj.shtml](http://www.iastate.edu/~registrar/registration/tuition-adj.shtml)

Withdrawal procedures must be followed otherwise instructors of the courses involved will assign 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.

Students who are considering withdrawal from the university should immediately consult their academic adviser to discuss reasons for the withdrawal and 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 or his or her designee, 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 academic probation (P) and withdraw during period 3 will not be permitted to enroll the following term, except under extenuating circumstances.

### Withdrawal 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 then sent to the appropriate offices.)

The effective date of the withdrawal is the date on which it is approved by the college dean, or his or her designee. 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 the 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 any courses taken during the term the student withdraws.

### Interim or 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 Uniform Rules of Conduct, but it appears that medical reasons exist for the objectionable behavior, the 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 schedule for full term courses (appropriate adjustments will be made when partial term courses are involved).

Students may appeal a tuition and fees assessment for withdrawals. Determinations will be made for instances beyond the control of the student. The results will be sent to the student in writing.

### **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 since last enrolled, 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 non-degree 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 non-degree 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](http://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](http://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 Hall, 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 Enrollment Services Center.

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. The university reserves the right not to approve reentry if the student fails to provide the required information.

#### **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. 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**.

# Colleges and Curricula

## Undergraduate and Professional Degree Programs

The university is organized into eight colleges, including the Graduate College. Six 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 Higher Learning Commission of the North Central Association.

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 and Life Sciences

Agricultural Biochemistry, B.S.  
 Agricultural Business, B.S.  
 Agricultural and Life Sciences Education, B.S.  
 Agricultural Studies, B.S.  
 Agricultural Systems Technology, B.S.  
 Agronomy, B.S.  
 Animal Ecology, B.S.  
 Animal Science, B.S.  
 Biology, B.S.  
 Culinary Science, B.S.  
 Dairy Science, B.S.  
 Diet and Exercise, B.S./M.S.  
 Dietetics, B.S.  
 Environmental Science, B.S.  
 Food Science, B.S.  
 Forestry, B.S.  
 Genetics, B.S.  
 Global Resource Systems, B.S.  
 Horticulture, B.S.  
 Industrial Technology, B.S.  
 Insect Science, B.S.  
 International Agriculture, B.S.  
 Microbiology, B.S.  
 Nutritional Science, B.S.  
 Public Service and Administration  
 in Agriculture, B.S.  
 Seed Science, B.S.

## College of Business

Accounting, B.S.  
 Finance, B.S.  
 Business Economics, B.S.  
 Logistics and Supply Chain Management, B.S.  
 Management, B.S.  
 Management Information Systems, B.S.  
 Marketing, B.S.  
 Operations and Supply Chain  
 Management, 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.  
 Integrated Studio Arts, B.F.A.  
 Interior Design, B.F.A.  
 Landscape Architecture, B.L.A.

## College of Engineering

Aerospace Engineering, B.S.  
 Agricultural Engineering, B.S.  
 Biological Systems 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.  
 Software Engineering, B.S.

## College of Human Sciences

Apparel Merchandising, Design, and  
 Production, B.S.  
 Child, Adult, and Family Services, B.S.  
 Culinary Science, B.S.  
 Diet and Exercise, B.S./M.S.  
 Dietetics, B.S.  
 Early Childhood Education, B.S.  
 Elementary Education, B.S.  
 Family and Consumer Sciences Education  
 and Studies, B.S.  
 Family Finance, Housing, and Policy, B.S.  
 Food Science, B.S.  
 Hotel, Restaurant, and Institution  
 Management, B.S.  
 Kinesiology and Health, B.S.  
 Nutritional Science, B.S.

## College of Liberal Arts and Sciences

Advertising, B.A.  
 Anthropology, B.A., B.S.  
 Biochemistry, B.S.  
 Bioinformatics and Computational Biology B.S.  
 Biological/Pre-Medical Illustration, B.A.  
 Biology, B.S.  
 Biophysics, 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.  
 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.  
 Software Engineering, B.S.  
 Speech Communication, B.A., B.S.  
 Statistics, B.S.  
 Technical Communication, B.S.  
 Women's Studies, B.A., B.S.  
 World Languages and Cultures B.A.:  
 French  
 German  
 Russian Studies  
 Spanish

## 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. 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.

## Undergraduate Certificates

All undergraduate certificates require at least 20 credits, including at least 12 credits taken at Iowa State University. At least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above. The undergraduate certificate must include at least 9 credits that are not used to meet any other department, college, or university requirement except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. Courses taken for an undergraduate certificate may not be taken on a pass-not pass basis. A cumulative grade point average of at least 2.00 is required in courses taken at Iowa State University for an undergraduate certificate. Specific requirements and/or restrictions are available from the department or program offering the undergraduate certificate (see Index).

## Communication Proficiency Policy

**Basic Principles:** The faculty of Iowa State University believe that all educated people should be able to communicate effectively in a variety of settings and media, including electronic. Consequently, Iowa State University graduates are expected to develop competence in three interrelated areas of communication: written, oral, and visual.

This communication competence can best be achieved through the following five principles:

- Communication instruction and practice are distributed over the student's entire undergraduate experience, both in and out of the classroom, from the first year through the senior year.

- Communication instruction and practice are distributed across the curriculum, both in communication courses and in courses in the student's major.

- Active learning and higher-order thinking are fostered through communication.

- Faculty across the university share responsibility for the student's progress in communication practices.

- Both faculty and students engage in ongoing assessment for continuous improvement of the student's communication practices.

Iowa State University's communication curriculum, based on these five principles, seeks to enrich the student's understanding of the various subjects studied as well as prepare the student to communicate successfully in professional, civic, and private life.

**Foundation Courses:** To ensure that broad communication competence is addressed and developed at the beginning of a university career, all students will earn six credits in the two-course introductory sequence (English 150 and 250), normally taken in the first and second years. Students will focus on writing and critical reading, with complementary instruction in visual, oral, and electronic communication; they will concentrate on civic and cultural themes; and they will enter work in a communication portfolio to document their current level of proficiency.

**Upper-Level Curricula:** Continuing development of communication skills will be directed by the student's major department. Using the university's basic principles as a guide, each department will specify a set of intended learning outcomes and design communication experiences by which students in the major can achieve the desired level of communication proficiency.

Departments may select from or combine a variety of communication options that best match their faculty, students, and curriculum:

- designated communication-intensive courses that integrate written, oral, and visual communication into a course in the major;

- a sequence of courses within the major that incorporates communication tasks of increasing complexity;

- linked courses—one in communication, one in the major—that integrate readings and assignments;

- advanced composition course(s) appropriate to the student's major and offering instruction in written, oral, and visual communication;

- communication-intensive activities within or beyond course work, such as communication portfolios, discipline- or course-specific student tutoring, community service projects, internships, electronic presentations, informational fairs, juried competitions, entrepreneurial projects, newsletters, Web sites.

Departments will retain the authority for regularly assessing the degree to which their students achieve the specified learning outcomes and for making curricular improvements based on departmental assessment data.

**Non-Native Speakers of English:** Students admitted to the university whose first language is not English are required to take the English Placement Test before the beginning of their first semester of enrollment as students at Iowa State. This requirement includes freshmen as well as those who have transferred credit from other institutions. The test is administered by the English Department and is offered before the beginning of each semester. Students whose performance on this placement examination is satisfactory will follow the regular university communication proficiency requirements. 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, journals, 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.

Through completion of the U.S. Diversity requirement, students will achieve at least two learning outcomes such as those listed below.

Students will be able to:

- articulate how their personal life experiences and choices fit within the context of the larger mosaic of U.S. society, indicating how they have confronted and critically analyzed their perceptions and assumptions about diversity-related issues.
- analyze and evaluate the contributions of various underrepresented social groups in shaping the history and culture of the U.S.
- analyze individual and institutional forms of discrimination based on factors such as race, ethnicity, gender, religion, sexual orientation, class, etc.
- analyze the perspectives of groups and individuals affected by discrimination
- analyze how cultural diversity and cooperation among social groups affect U.S. society.

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.

Through completion of the International Perspectives requirement, students will achieve at least two learning outcomes such as those listed below.

Students will be able to:

- analyze the accuracy and relevancy of their own worldviews and anticipate how people from other nations may perceive that worldview.
- describe and analyze how cultures and societies around the world are formed, are sustained, and evolve.
- analyze and evaluate the influence of global issues in their own lives.
- describe the values and perspectives of cultures other than their own and discuss how they influence individuals' perceptions of global issues and/or events.
- communicate competently in a second language.

## 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, 2130 Jischke Honors Building.

**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. Members receive extended loan privileges at the Library, priority scheduling, and the opportunity to apply for research funds.

ISU 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. Transfer students with a transfer G.P.A. of 3.5 or higher and more than 60 credits remaining are eligible to apply.

**First-Year Honors Program.** Entering first-year students with outstanding high school records and academic ability may be eligible to participate in the First-Year Honors Program (FHP). The FHP, which is designed to introduce students to an honors education, consists of special honors sections of English 250 and Library 160, a FHP Seminar, and advising by honors advisers. Students may also choose to participate in the Honors Mentor Program, designed to introduce students to scholarship. Participants select an area of interest and are matched with faculty members conducting research in that area. Admission to the FHP is limited, 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 First-Year Honors Program can be obtained from the Honors Program Office in Jischke Honors Building or on the Honors webpage, [www.honors.iastate.edu](http://www.honors.iastate.edu).

### **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 and research 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 Biology Program Office, 103 Bessey Hall or on the Lakeside Web site, [www.lakesidelab.org](http://www.lakesidelab.org).

### **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 200 colleges and universities throughout North America providing academic and experiential exchange opportunities. 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 student's Iowa State transcript. Approval for credit in the NSE program should be sought from a student's academic adviser in advance of application. Detailed information and applications forms are available from:

National Student Exchange  
1080 Hixson-Lied Student Success Center  
(515) 294-6479  
[nse@iastate.edu](mailto:nse@iastate.edu)  
[www.dso.edu/~nse](http://www.dso.edu/~nse)

### **Study Abroad**

Our planet is in a constant state of change, and occurrences in remote corners of the globe can profoundly impact our lives. It is clear from the effects of global warming, international trade, terrorism, and pandemics of one nature or the other that we cannot ignore what is happening beyond our shores and borders. Students who graduate without an understanding of other cultures, languages, business practices, and political systems are disadvantaged both educationally and professionally. Studying abroad helps prepare students to meet the challenges of an increasingly interdependent global community. Further, study abroad is an adventure that challenges the student academically and provides real opportunities to interact with other cultures, languages, and lifestyles.

As a leading international university, Iowa State has a major commitment to study abroad, and the Study Abroad Center is the central administrative office responsible for providing these opportunities. We offer advising on study abroad, international internships, work, volunteer opportunities, and service-learning, and scholarships. The Center's library has a fine selection of travel books, information on international careers, cross-cultural orientation, social and business customs around the world, and travel bargains. The International Student Identity Card and passport photographs can also be obtained at the Center.

With over 250 study abroad programs available, from one week to an academic year in length and in nearly every major, students are able to find a program that meets their needs and interests so they can discover for themselves why study abroad is the most exciting academic adventure.

Exchange Programs offer students the opportunity to study abroad at a partner university while paying Iowa State tuition.

Semester in Australia, Canada, Greece, Ireland, Italy, New Zealand, or UK offers unlimited placement opportunities for students to study at some of our most popular destinations for the fall, spring, and in some cases summer.

Intensive Language Programs offer students a total immersion experience in French, German, Russian, or Spanish by studying in Québec, Canada (French), France, Germany, Russia, Mexico, Peru, or Spain. Summer and semester programs are available.

Group Programs led by our faculty offer Iowa State courses around the world. Short-term options can take you from the Antarctic to England and to more than 40 other destinations.

For additional information, contact:

Study Abroad  
3224 Memorial Union  
(515) 294-6792  
[www.studyabroad.iastate.edu](http://www.studyabroad.iastate.edu)