

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 mentor-mentee 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 advice or assistance, evaluating it, and acting upon it,
- 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

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.

AccessPlus Information System

accessplus.iastate.edu

AccessPlus is a secure and confidential campus information system that is available via the World Wide Web. Students, employees, and affiliates view personalized menus from campus and home workstations. For public convenience, AccessPlus stations are available in the Memorial Union and at the Visitors Information Center. Students can use AccessPlus to register for classes, 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 or accessplus.iastate.edu.

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.

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 graduated "with distinction" provided they have completed 60 semester credits of coursework at Iowa State University at the time they graduate. Of these 60 credits, a minimum of 50 graded credits are required.

This recognition appears on the student's permanent record and diploma, and in the commencement program. Recognition for students graduating in veterinary medicine is based only on the grades earned while enrolled in that college.

Candidates for the bachelor of liberal studies degree may be graduated with distinction providing that they (a) have achieved a cumulative grade point average of 3.50 or higher for all ISU credits; (b) have achieved a cumulative grade point average of 3.50 or higher for all other credits taken at the other Iowa Regent universities; and (c) have completed 45 semester credits of coursework at the three Iowa Regent universities at the time of graduation.

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:

1. Undergraduate students who have earned at least 40 semester credits and who are not on academic probation at the beginning of the semester are eligible. A special student must obtain approval from their academic adviser and college dean.
2. Only elective courses may be taken on a P-NP basis. In specific majors, some restrictions may apply, so students should consult with their academic adviser.
3. Except for restrictions on its own undergraduate majors, a department may not deny the availability of any of its course offerings on a P-NP basis.
4. Courses offered on a satisfactory-fail basis may not be taken P-NP.
5. Students should register for a P-NP course in the same manner and at the same time that they register for their other courses. Students should then change to P-NP by processing a schedule change form with their academic adviser's signature in the P-NP approval section of the form.
6. Students who elect to change back to a graded basis should process the change using the P-NP section of the schedule change form.
7. Changes to or from a P-NP basis must be made before the last day to drop (usually the Friday of week 10 of the term). If the change from P-NP to a graded basis is made after the first 10 class days of a semester (first five days of summer session), the course will count toward the total P-NP credits allowed.
8. Registration on a P-NP basis is not indicated on the instructor's class list. Students will receive a P if their grade is D minus or better and an NP if their grade was F.
9. Neither P (earned grade of D minus or better) nor NP (earned grade of F) is counted in calculating a student's grade point average (GPA).
10. Students who pass a course taken under the P-NP system may not repeat the course. When students have taken a course and received a grade, they may not repeat it for P-NP credit.
11. When students change their curriculum, any P credits that they have accumulated will be accepted by the new department if such credits are in courses normally accepted by the department.
12. Credits taken on a P-NP basis at another institution and transferred to Iowa State may be applied as electives in a student's degree program if the credits are otherwise acceptable in that program. The number of P-NP transfer credits that can be accepted depends on the number permitted by the institution from which the student is transferring. If a student transfers more than nine

semester P-NP credits, no additional Iowa State P-NP credits can be applied to the student's degree program.

Auditing

To audit a course means to enroll in the course without receiving credit for it. The instructor must approve all audits and students must register for audits by day 10 of the semester for a full semester course; partial term courses have different deadlines. Contact the Student Scheduling Office for more information about audit deadlines. Students are assessed fees as though they are taking the course for credit, but the course does not count in determining full-time student status. Changing a course from credit to audit requires dropping the course for credit and adding it as an audit on a schedule change request form. If this occurs after day 5 of the semester, the drop will count toward the total allowable ISU drops.

Requests to audit a course will be honored only if there is space available in the course after the four-week registration period has ended. Once enrolled in a course, auditors have the same rights and privileges as any student taking the course for credit. Their names appear on the class list with a notation that they are auditing. To change the status of an audited course to a graded course, students must process the schedule change request form by day 5 of the semester; partial term courses have different deadlines. Contact the Student Scheduling Office for more information about audit deadlines. Audited courses do not appear on the student's permanent record except by special request from the student and the student's adviser with evidence showing that the student was actively involved in the course. Audited courses do not apply toward V.A. benefits.

An agreement to audit a 500 or 600 level course must be negotiated between the student and the course instructor. An audited course counts for only one credit in the graduate student's allowable course load; however, fees will be assessed for the full number of credits for the course.

Independent Study

Most departments offer opportunities for independent study through a 490 course listing. Usually a minimum of 6 to 10 credits of coursework in the department is required before independent study is permitted. Students who are interested in this kind of experience in a particular department should check the catalog to determine the department's prerequisites to register for 490. 490H sections are reserved for students in the University Honors Program.

Students should check with the department about procedures, in addition to meeting the prerequisites, for registering for 490. A written plan of study is prepared in advance with a faculty member who has agreed to supervise the student's work, to evaluate progress and the final product, and to assign a grade. Initiation of the plan of study should occur prior to the semester in which enrollment is desired. Both the student and the instructor should agree on the number of credits for which the student will enroll, the amount and kind of work he or she will do for that credit, and the system by which she or he will be graded (A-F or S/F).

Students should not expect to register for or add 490 credit without an instructor's permission. Some colleges and/or departments have limits on the number of credits of 490 that may be applied toward graduation.



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

In addition to being properly registered, students are responsible for knowing the requirements for their degree and planning their schedule to meet those requirements.

At each fall and spring registration, students receive an degree audit printout. This printout shows in a degree program format those courses that have been completed and those courses in which the student is currently en-

rolled. Also shown are the graduation requirements that have not been completed.

Students should use the information on this printout to help them review progress towards their degrees(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 a similar printout 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.

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 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 must first obtain permission to enter the new major. Permission comes from the dean of the college responsible for that major in consulta-

tion 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).

- 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.
- Students who transferred from one college to another while on academic probation, 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. The completion of an undergraduate certificate is noted on a student's transcript, and a certificate is awarded concurrent with or after the baccalaureate degree.

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, Certificate)

Graduation

Seniors must file a graduation application with the Graduation Office, 10A Alumni Hall, by the Friday of the first week of classes for students who plan to graduate in fall and spring semesters, and the last day of spring semester for students who plan to graduate in summer. Applications may be obtained from the adviser; college office; www.iastate.edu/~registrar/forms; the Student Answer Center, or the Graduation Office, 10A Alumni Hall. Students will be notified by mail approximately four weeks after the semester begins of their graduation status.

Individual college graduation activities take place at the end of fall and spring semesters. The formal commencement ceremony for graduate students takes place on the Friday at the end of the semester, and the undergraduate ceremony takes place on Saturday. A combined undergraduate and graduate college commencement ceremony takes place at the end of the summer term.

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:

- Registration for the term has been completed and the date of graduation is correct on the degree audit printout.
- 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.)
- They have achieved a set of communication competencies established by the department as appropriate for the major.
- 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.
 - 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.
 - 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.
- Incompletes in courses required for graduation have been removed by midterm of the term of graduation.

- 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.
- 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:

- 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.
- 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:
 - The course is multi-sectioned.
 - A common departmentally developed examination will be administered to all students in all sections at the same time.
 - 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 sepa-

rately 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 of the Dean of Students Office. For academic programs, the last week of classes is considered to be a normal week in the semester except that in developing their syllabi faculty shall consider the following guidelines:

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.

The Grading System

Grades represent the permanent official record of a student's academic performance. The grading system at Iowa State operates according to

the following regulations:

1. Student performance or status is recorded by the grades and marks described below. A student's grade point average is calculated on the basis of credits earned at Iowa State with the grades and quality points shown below. Credits earned with P, S, or T are not used in calculating the grade point average but may be applied toward meeting degree requirements. A cumulative grade point average of 2.00 is required for a bachelor's degree.

Grades	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

P—Passing mark obtained under the Pass-Not Pass system. See Index, Pass-Not Pass.

NP—Non-passing mark obtained under the Pass-Not Pass system. See Index, Pass-Not Pass.

S—Satisfactory completion of a course offered on a Satisfactory-Fail grading basis. May also be reported to indicate satisfactory performance in R (required-credit) courses, and in courses numbered 290, 490, 590, and 690.

T—Satisfactory performance (equivalent to a grade of C or better in courses numbered 100-499, and a grade of B or better in courses numbered 500-699) in a special examination for academic credit.

X—The course was officially dropped by the student after the first week of the term.

N—No report was submitted by the instructor. This is not a recognized grade or mark; it merely indicates the instructor has not submitted a grade and that a grade report has been requested.

I—Incomplete. An incomplete mark may be assigned when the student is passing at the time of the request, but special circumstances beyond the student's control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning are not valid excuses.

The student and instructor must complete and sign an incomplete contract (Incomplete Mark Report form) that states the reason for the I, the requirements for resolving it, and the date

by which it must be resolved, not to exceed one calendar year. The instructor then enters an I on the final grade report, attaches the form to the report, and submits both to the registrar.

If the student is not available at the end of the term to sign the Incomplete Mark Report form because of ill health or other reasons, the instructor may assign an incomplete mark and submit the form without

the student's signature. The Office of the Registrar will record the incomplete mark and mail a copy of the form to the student. If the student chooses not to accept the incomplete, the student has until midterm of the following semester to contact his or her instructor and request a grade be submitted to the registrar. If the student has not contacted the instructor by midterm, the student must resolve the incomplete according to the conditions set forth in the Incomplete Mark Report form.

When a student completes the requirements specified on the Incomplete Mark Report form, the instructor submits the appropriate grade, which becomes part of the student's cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.

A final course grade, once submitted to the registrar, may not be changed to an Incomplete except to correct an error at the request of the instructor and with the approval of the instructor's department head and the dean of the instructor's college. The instructor should send a card (Grade Report to the Registrar) reporting the change, and an Incomplete Mark Report form to the appropriate dean who will forward them to the registrar if the change is approved.

Incompletes in all courses must be resolved by the middle of the student's term of graduation. Repeating a course will not resolve an I mark. A mark of I will automatically change to a grade of F after one calendar year (whether or not the student was enrolled during the period).

2. To change a grade or mark already reported to the registrar, the instructor submits a change card (Grade Report to the Registrar). This card is used for resolving an I with a grade, for correcting an instructor error, or for the late report of a grade.
3. Midterm Grades. The registrar will collect C-, D, and F midterm grades and nonattendance notifications from the instructor on the midterm list and report this information to students and their advisers using AccessPlus. In addition to returning the midterm list, the instructor is responsible for informing the class of the basis on which midterm grades have been submitted.

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.
5. The cumulative grade point average is calculated by dividing the total number of quality points earned by the total number of credits in all courses attempted. Grades of S, P, NP, and T are not counted in calculating the

grade point average. If a course is repeated, the cumulative grade point average is calculated according to the process described in item 6a below.

6. Repeating Courses.
 - a. The most recent grade for a course a student repeats will be used in computing the student's cumulative grade point average rather than the previous grade(s), up to a limit of 15 credits. (This could result in a lowered grade point average if the second grade is lower than the first, or even loss of credit if the grade is lowered to an F.) All grades will remain on the student's record.
 - b. Students may repeat any course for which an F grade or any passing grade except P or S was received, but they may not elect to repeat the course under the Pass-Not Pass system.
 - c. Beyond 15 credits of repeats, both grades will be included in computing the cumulative grade point average.
 - d. Courses should be repeated as soon as possible, preferably within three semesters in residence, because of changes that occur with course updating, change in course number, or revision in 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 they should be continued. Requirements approved by the college academic standards committees will then be forwarded to the Faculty Senate Committee on Academic Standards and Admissions for final approval.

The college committees are responsible for actions involving individual students with respect to placing students on 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 is the least severe of the negative academic actions, it serves as a reminder that future semesters 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 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 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).

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 any fall or spring semester 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. Term GPA is not tested at the end of summer session.
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 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, or
- They 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), or
- They 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).

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.

Good Academic Standing

A student is in good academic standing unless that student has been academically dismissed.

Although warning and probation status are considered "good standing," they are indications that performance must be improved as a condition of continued enrollment.

Additional Academic Standards Regulations

Summer Term: Students who are newly placed or continued on academic probation at the end of the spring semester may enroll for the summer term without being placed in jeopardy of academic dismissal from the university at the end of that summer term. However, the cumulative GPA at the end of the summer term will be used for academic probation decisions. This is true for all students enrolled in the summer term.

Students considered for academic dismissal at the end of spring semester will be permitted to enroll for the summer term. The combined spring/summer GPA will be used to determine whether the student should be permitted to continue. For students who have remaining designated repeat credits, courses taken in spring and repeated in summer will be calculated as designated repeats in the combined spring/summer GPA.

Changing colleges: A student on academic probation 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. 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. The student will be subject to any additional specific academic requirements determined by the academic standards committee of the college to which the transfer is made.

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

Withdrawal: A student on academic probation 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 is 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 re-



ardless of the student's academic standing when the transfer is requested.

5. To be considered for reinstatement to the university, students must file a reentry form and 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 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 consecu-

tive 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. Students should submit a petition for academic renewal to the Office of the Registrar. Students may obtain a petition from their college office.

Satisfactory Academic Progress for Financial Aid Recipients

In order to remain eligible to receive financial aid from the student aid programs listed below, a student must meet both quantitative and qualitative academic standards as described within this policy. These standards are minimum expectations; specific aid programs may require a higher level of progress. A student not in compliance will be unable to receive aid from these programs until the deficiency has been corrected. Progress toward a degree will be reviewed each term and enforced at intervals no longer than one year. The programs affected by this policy are:

Pell Grant
 Robert C. Byrd Scholarship
 Supplemental Educational Opportunity Grant (SEOG)
 Iowa State University Grant
 College Work-Study Program (CWSP)
 Perkins Loan
 Health Professions Student Loan (HPSL)
 Federal Direct Subsidized Loan

Federal Direct Unsubsidized Loan
 Federal Direct PLUS Loan
 ISU Partnership Loan
 University Long-Term Loan

All students must meet the quality standard for continued enrollment in order to remain eligible to receive financial aid. See Index, Academic Progress, Quality Standard.

1. The quantity standard for full-time undergraduate students is described below:

- a. Duration of eligibility. Students may receive federal and institutional aid for a maximum of six academic years or twelve semesters. Students who have not accumulated sufficient credit hours at the end of this time period to complete their course of study will not be eligible to continue to receive financial aid.

- b. Annual credit hours to be earned. An undergraduate student who receives financial aid from one or more of the programs cited above must complete credit at a rate at least equal to the scale below, where the numbers in the top row indicate academic years completed, and those in the bottom row indicate credit hours required:

1	2	3	4	5	6
15	30	51	72	96	120

2. The quantity 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

3. 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.

4. Transfer students. A student transferring to Iowa State University for the first time will be treated as a first-term student and will not be held responsible for previous terms or credit hours taken at former institutions. If a student attends Iowa State University, transfers to another institution, and then transfers back to Iowa State, the credits earned at the other institution will be added to the student's total earned credit hours.

5. Noncredit courses. Noncredit courses may be converted to credit hours by translating weekly contact hours as defined by the Office of the Registrar.



6. Appeals. Students ineligible for financial aid as a result of this policy, or ineligible for any other reason, may appeal this decision by submitting in writing extenuating circumstances beyond their control that affected their progress to the director of the Student Financial Aid office and/or the designated representative. Forms for this purpose are available on the Student Financial Aid web site at www.financialaid.iastate.edu/.

The appeal may be accompanied by a recommendation from the student's academic adviser. If this appeal is denied, a further appeal may be made to a committee composed of the chair of the University Financial Aid Committee, the chair of the University Academic Advising Committee, and the director of Student Financial Aid. Appeals of other financial aid decisions, including loss of athletic grants-in-aid, shall also follow this procedure.

7. General Information and Definitions

a. Incompletes, repeated courses, withdrawals. A student who receives an Incomplete, repeats a course, or withdraws may continue to receive financial aid upon reentering the university as long as the student completes the required credit hours for each academic school year and maintains the minimum quality-point standards. However, the duration of eligibility will not be extended for a student who withdraws or repeats a course. (See the section Duration of Eligibility.)

b. Exceptions to the policy.

- (1) Professional students. For those students enrolled in the College of Veterinary Medicine, eligibility will be based on the academic criteria of the college.
- (2) Special undergraduate students. These students are eligible for Stafford only, and must maintain a minimum GPA of 2.00.

c. Academic school year. This includes the summer session and regular semesters within any 12-month period. Credits earned during the summer session will be included when totaling credit hours earned each academic year.

d. Changes in program of study. The duration of eligibility will not be extended for a student who changes from one program of study to another. (See Duration of Eligibility, in the section, Satisfactory Academic Progress for Financial Aid Recipients.)

These academic progress criteria are defined in minimal terms. If the student earns only the minimum credit hours for financial aid eligibility, the student's total eligibility for particular programs may be exhausted prior to degree completion. (See Duration of Eligibility and Credit Hour Earning Scale.) In addition, the student's college or department may require more credit hours than required by this policy.

Sources of Help with Academic Problems

If students are having trouble in a course, the following persons and places may be able to provide help:

1. The instructor of the course 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

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.

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.

One is responsible for plagiarism when: the exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source.

Acknowledging the sources of borrowed material is a simple, straightforward procedure that will strengthen the paper and assure the integrity of the writer. The Student's Guide to English 104-105, provides guidelines to aid students in documenting material borrowed from other sources, as does almost every handbook on writing style.

Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found

responsible for academic dishonesty or academic misconduct is therefore subject to appropriate academic penalty; to be determined by the instructor of the course, as well as sanctions under the university Student Disciplinary Regulations.

If an instructor believes that a student has behaved dishonestly in a course, 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

* "Attempted" refers to credit hours both passed and failed at Iowa State University, "earned" includes transfer credits and credit hours passed at Iowa State University.

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.

3. 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.

4. 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.

5. Procedures for appeal of either the All University Judiciary's conduct decision or the instructor's grade are outlined in the Student Information Handbook.

6. 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.

7. 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.

8. 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/, 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. 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. Also 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/ 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, but courses will begin to fill on the first day of registration and any delay may reduce their course selection options. A list of start dates by classification is available at 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.

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

Students may not enroll in courses with time conflicts without the approval of the 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. This process involves the student, the student's adviser, and the student services staff of the student's college, and in some cases, the dean of the college. Each is responsible for knowing and following the academic policies and procedures.

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

structions 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 Alumni Hall.

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 Alumni Hall.

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

Scheduling Office, 10 Alumni Hall.

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

Registration Process

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

- Registration Worksheet, available for download at www.iastate.edu/~registrar.
- A RAN (registration access number) if required by their college.
- Course information from the Online Schedule of Classes at www.ats.iastate.edu/cgi-bin/class.
- 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 Card, 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 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 must 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 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 Alumni Hall.

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, go to www.iastate.edu/~registrar/fee and choose the **Tuition adjustment schedules** link, or contact the Registrar's Student Scheduling Office 10 Alumni Hall, 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 tak-

ing 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

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 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). Adjustments may apply for students who have a residence hall contract or meal plan. See Index, Tuition and Fees.

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.

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

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

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

The reentry form should be completed and returned to the Office of the Registrar, 0460 Beardshear 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 Alumni Hall.

Reentering students must also contact their departmental office/adviser to prepare a class schedule. Reentry must be approved prior to registration.

Iowa State University requests the information on the reentry form for the purpose of making a reentry decision. 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

Agricultural Biochemistry, B.S.
 Agricultural Business, B.S.
 Agricultural Education, B.S.
 Agricultural Studies, B.S.
 Agricultural Systems Technology, B.S.
 Agronomy, B.S.
 Animal Ecology, B.S.
 Animal Science, B.S.
 Biology, B.S.
 Dairy Science, B.S.
 Diet and Exercise, B.S.
 Dietetics, B.S.
 Entomology, B.S.
 Environmental Science, B.S.
 Environmental Studies, B.S.
 Food Science, B.S.
 Forestry, B.S.
 Genetics, B.S.
 Horticulture, B.S.
 Industrial Technology, 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.
 International Business, 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.
 Interior Design, B.F.A.
 Landscape Architecture, B.L.A.

College of Engineering

Aerospace Engineering, B.S.
 Agricultural Engineering, B.S.
 Chemical Engineering, B.S.
 Civil Engineering, B.S.
 Computer Engineering, B.S.
 Construction Engineering, B.S.
 Electrical Engineering, B.S.
 Industrial Engineering, B.S.
 Materials Engineering, B.S.
 Mechanical Engineering, B.S.
 Software Engineering, B.S.

College of Human Sciences

Apparel Merchandising, Design, and Production, B.S.
 Child, Adult, and Family Services, 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.
 Health and Human Performance, B.S.
 Hotel, Restaurant, and Institution Management, B.S.
 Nutritional Science, B.S.

College of Liberal Arts and Sciences

Advertising, B.A.
 Anthropology, B.A., B.S.
 Biochemistry, 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:
 French, B.A.
 German, B.A.
 Spanish, B.A.

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

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. The completion of an undergraduate certificate is noted on a student's transcript, and a certificate is awarded concurrent with or after the baccalaureate degree.

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

Eligibility. Students who have a cumulative grade-point average of at least 3.35 become eligible to apply for admission to the Honors Program during their second semester in residence and continue to be eligible for admission as long as they have at least 48 semester credits remaining before graduation.

Freshman Honors Program. Entering freshmen with outstanding high school records and academic ability may be eligible to participate in the Freshman Honors Program. The Freshman Honors Program, which is designed to introduce students to an honors education, consists of special honors sections of English 250 and Library 160, a Freshman Honors Seminar, and advising by specially selected honors advisers. Students may also choose to participate in the Mentor Program, designed to introduce students to the research arena. Participants select an area of interest and are matched with faculty members conducting research in that area. Admission to the Freshman Honors Program is limited and by invitation, and is based on past academic achievement, potential, and interest in an honors education.

Further information. Further information concerning the University Honors Program and the Freshman Honors Program can be obtained from the Honors Program Office in Jischke Honors Building.



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 Administrative Office, Iowa Lakeside Laboratory, 103 Bessey Hall or on the Lakeside Web site, www.lakesidelab.org.

The Washington Center Program

Iowa State University, in conjunction with The Washington Center, offers its students the opportunity to gain academic credit and first hand professional work experience in the governmental, nonprofit, and private sectors through a summer- or semester-long internship in the nation's capital. The Washington Center, the largest nonprofit organization of its kind, places students in a variety of internships and also offers a wide array of academic programs and seminars to complement their internship experience, see www.twc.edu. Liberal Arts and Sciences Career Services is the institutional liaison office with the Washington Center. Further information about the requirements can be obtained from 515-294-4841, www.las.iastate.edu/careerservices or at 351 Catt Hall.

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 190 colleges and universities throughout the 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
www.dso.edu/~nse

