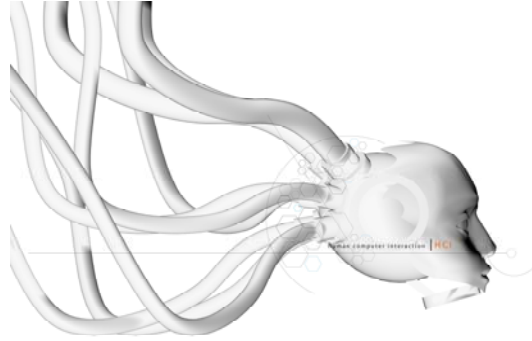# Human Computer Interaction
Interdepartmental Graduate Program

Graduate Student Handbook

Fall 2004

Draft – 8/16/04

IOWA STATE UNIVERSITY

Welcome to the Human Computer Interaction (HCI) Interdepartmental Graduate Program at Iowa State University.

This student handbook is provided to give you general guidance about important issues related to your graduate career. Because the Human Computer Interaction Interdepartmental Graduate Program continually seeks to improve, some changes may occur between the annual printings of this handbook. You should stay in close communication with your major professor regarding important curriculum and policy issues. We also encourage you to bring questions and comments to the Chair and members of the HCI Supervisory Committee at any time.

<div align="center">

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I. Introduction

Human Computer Interaction Interdepartmental Graduate Program

The Interdepartmental Graduate Program in Human Computer Interaction (HCI) is an interdisciplinary academic program created to foster research excellence in HCI at Iowa State University. It offers outstanding opportunities for graduate study in a wide range of disciplines.   The program welcomes students from a diverse collection of technical and creative fields whose unifying characteristic is the desire to develop new ways to bridge the gap between human and machine.

The HCI program involves over 50 nationally and internationally known faculty who participate in a wide range of collaborative projects with other faculty and industry partners. These faculty members are a diverse group of highly dynamic researchers who are enthusiastic about the challenges and opportunities presented by this rapidly changing field. All of these faculty members share a common interest in the invention, application and evaluation of next generation computer interfaces.

The HCI program currently includes (but is not restricted to) interdisciplinary research within 22 academic areas of focus:
- Aerospace Engineering and Engineering Mechanics
- Agricultural and Biosystems Engineering
- Architecture
- Art and Design
- Botany
- Civil and Construction Engineering
- Computer Science
- Curriculum and Instruction
- Economics
- Ecology, Evolution and Organismal Biology
- Electrical and Computer Engineering
- Geological and Atmospheric Sciences
- Greenlee School of Journalism and Communication
- Industrial Education and Technology
- Industrial and Manufacturing Systems Engineering
- Logistics, Operations, and Management Information Systems
- Mathematics
- Mechanical Engineering
- Music
- Philosophy and Religious Studies
- Psychology
- Statistics

The program is flexible: three core courses are required for both the MS and PhD degrees, while the remaining graduate credits may be chosen at the discretion of the student and program of studies committee.

The expected sequence for the MS and PhD graduate programs are as follows:
MS: Three core HCI courses, plus additional courses at the direction of the program of studies committee. Average duration of the program is estimated at 2 years with a minimum of 30 credits required.
PhD: All programs of study must include the three core HCI courses listed as part of the MS program, one or more research methods courses, and a minimum of six additional courses. The six additional courses should span both the student's primary area of specialization and HCI related courses necessary to provide additional background relevant to the student's research. Average duration of the program is estimated at 2 years beyond the MS with a minimum of 72 credits required.

Administration and Contact Information

Human Computer Interaction Interdepartmental Graduate Program activities are overseen by the Chair, Supervisory Committee, and Administrative Assistant. Please contact someone from the list included under the introduction if you have any questions about the program.

II. Upon Arrival at Iowa State

To help in the orientation process, new students should:

- Read this handbook. It is especially important to read the section on *Administrative Matters* during your first few days. E-mail is the HCI program's most important means of communication, so students should register for e-mail as soon as possible. Detailed information about e-mail registration can be found at http://www.ait.iastate.edu/gettingconnected/. Please notify both Lynette Sherer (Administrative Assistant, lks@iastate.edu) and Kevin Teske (VRAC System Support Specialist, kevint@iastate.edu) of your Iowa State e-mail address once you receive it.
- Obtain the following references and examine them carefully. They contain information about University regulations and requirements for graduation. Several of these documents are included with the *HCI Graduate Student Orientation Handbook.*

  ISU Graduate Student Orientation Handbook
  http://www.grad-college.iastate.edu/applying/newstudentorientation.html

  Orientation Handbook for International Students
  www.public.iastate.edu/~internat_info/homepage.html
  This handbook is prepared by the International Education Services Office

  Graduate College Handbook
  www.grad-college.iastate.edu/degree/graduatecollegehandbook.html
  The HCI office and departmental offices also have copies available for student reference.

  Graduate Thesis Manual
  www.grad-college.iastate.edu/degree/thesisrequirements.html

  Iowa State Graduate College forms are available online at:
  http://www.grad-college.iastate.edu/deadline/forms.html

- Other useful references include:

  ISU General Catalog
  www.iastate.edu/~catalog/

  Schedule of Classes
  www.adp.iastate.edu/cgi-bin/class
  Schedule booklets are issued for each semester. They are available online or may be purchased at the University Bookstore in the Memorial Union.

Welcome to

A+CCESSPLUS
About | Demo | FAQ | Contact

https://accessplus.iastate.edu/frontdoor/login.jsp

Iowa State University's AccessPlus is a personalized, secure, university information resource that provides on-demand accessibility to your confidential information. Menu options for students include:

- Address Change
- Current Student Information
- Dining Services
- Financial Aid Information
- Grades and Transcripts
- Long Distance Code
- Course Registration
- Residence Hall Information
- Tax Information
- University Bill
- Class Schedule
- Web-based Training

Iowa State University Phone/E-mail Directory
www.adp.iastate.edu/cgi-bin/phf

The University phone directory is updated each fall; paper copies can be purchased at the University Bookstore in the Memorial Union. The directory includes a two-year calendar of academic dates and deadlines. The online directory is updated regularly throughout the year.

The Iowa State University homepage is at www.iastate.edu.

III. Getting Started – The First Year

Graduate Student Orientation

For new graduate students, the academic year begins with a Graduate Student Orientation event designed to ease the transition to graduate study at Iowa State. This is a time to become acquainted with the Human Computer Interaction Interdepartmental Graduate Program and its members, and to prepare for registration and the start of classes. In addition to participating in the HCI orientation events, students also will take part in orientation activities offered by the Graduate College and International Education Services. Students should refer to all schedules for information about Orientation activities.

New HCI students are admitted to the program in one of two categories:

- *First year students*
  New students admitted into HCI as a major will either be assigned an academic department or will take part in a rotation through the program until the student makes a final selection of an academic department. A rotation through HCI allows the program to admit students in cases in which a decision on the academic department needs some time for consideration or the major professor is not yet known. The program requires that the academic department be assigned within one year.
- *Current ISU students admitted to HCI as "transfers," "co-majors" or "concurrent degree candidates"*
  A student admitted to HCI as a transfer from another ISU department or program, or as a co-major or concurrent degree candidate usually has the same home department as that of his/her major professor.

Registration for Classes

Registration information, including registration access numbers, are sent to a student's academic department each semester. That department is responsible for distributing those numbers to interdepartmental graduate students. The HCI program office, however, can obtain the access number in any given semester if needed. Academic departments may also conduct orientation sessions for new students, including interdepartmental majors in their department.   After initial registration, adjustments to a student's schedule (e.g. course adds and drops, section changes and credit changes) can

be made on _____ until the end of the first week of classes. After the first week, all changes must be submitted on a *Request for Schedule Change or Restriction Waiver* form (better known as an *Add/Drop Slip)*, which also is available from the HCI program office or from academic department advisors.

Establishing a Home Department

For administrative purposes, the major professor's department is generally the student's home department. If a student is admitted through an HCI rotation, the student must initiate a *Request to Establish a Home Department for Students Admitted to Interdepartmental Majors* form (http://www.grad-college.iastate.edu/deadline/EstablishDepartment.doc) and submit it to the HCI administrative office. All HCI students should have filed their Home Department forms within one year after starting the program.

On the Home Department form, in Section II, after "Comments," the major professor must note his or her agreement to accept the student and to arrange or provide funding. The major professor should then sign the "Major Professor" line. Academic departments will, in most cases, review this application based on existing departmental standards before approving.

Appointing a Program of Study (POS) Committee

After choosing the major professor and establishing a home department, students should work with him/her to begin planning a suitable program for completion of the HCI graduate coursework. Before the end of the first year, students, in coordination with their major professor, should appoint a graduate Program of Study (POS) Committee by filing a *Recommendation for Committee Appointment* form (http://www.grad-college.iastate.edu/deadline/CommitteeAppointment.doc). The composition and responsibilities of the POS committee must be in accordance with the Graduate College guidelines (see below).

The POS committee should include faculty whose expertise will ensure a breadth of knowledge on the committee and whose knowledge and research interests can aid and complement the student's research interests.

For PhD candidates, the POS committee must consist of at least five members of the Graduate College Faculty. The committee must have at least three faculty members—including the major professor and any co-major professor—from within the Human Computer Interaction major (i.e., who are members of the HCI faculty). One member of the committee must be either outside the major (not an HCI faculty member) or outside the student's home department.

For MS candidates, the POS committee must consist of at least three members of the Graduate College Faculty. Major and co-major professors must be members of the HCI faculty. One member of the committee must be either outside the major (not an HCI faculty member) or outside the student's home department.

For Concurrent Master's Degrees, a student must file separate *Recommendation of Committee Appointment* and *Program of Study* forms for each degree. Two awarded master's degrees require at least 22 hours of non-overlapping credit in each major and two terminal projects (theses or creative components). These two degrees do not have to be awarded during the same term, since requirements for each are completed separately. For more information, see page 24 of the *Graduate College Handbook.*

IV. Academic Matters

Degrees Offered

The Human Computer Interaction Interdepartmental Graduate Program offers both MS and PhD degrees. The MS degree is not a prerequisite for the PhD program.

Students who are admitted to the MS program and who wish to transfer to the PhD program in HCI may request to do so. Approval is required from the major professor supporting the student's MS program.

Required Courses

A. MS Requirements:

In order to earn an MS at Iowa State University, each student's POS must include at least 30 graduate credits—but no more than 36 credits. At least 22 of the graduate credits must be earned at ISU. Within these credits the following 12 are required.

- **Core courses required (9 credits):**
    - IE 574x, Interaction Methods for Emerging Technologies
    - MIS 655x, Organizational and Social Implications of Human Computer Interaction (fall course, first offering is Fall 2004)
    - Psych 521x, The Cognitive Psychology of HCI (first offering Fall 2004).
- **Research (3 credits minimum):**
    - Thesis HCI 699 with final oral examination. These credits can be taken in more than one semester.

Additional courses may be added at the direction of the Program of Studies Committee. Several sample curricula for the Master's program, as well as a list of example courses that the Program of Studies Committees might choose from to meet the research methods requirement for the PhD degree, are shown on the *Sample Curricula* page under Appendix B.

B. PhD Requirements:

Iowa State University requires a minimum of 72 graduate credits to earn a PhD. At least 36 graduate credits, including all dissertation research, must be earned at ISU. The 36 credits earned at Iowa State must include the required core courses and research methods course for HCI. Up to 36 credits from a student's master's

degree can be applied to the POS[1]. Within these credits, the following 21 credits are required.

- **Core courses required (9 credits):**
  - IE 574x, Interaction Methods for Emerging Technologies
  - MIS 655x, Organizational and Social Implications of Human Computer Interaction (fall course, first offering is Fall 2004)
  - Psych 521x, The Cognitive Psychology of HCI (first offering Fall 2004).
- **Research Methods (3 credits):**
  - The Ph.D. program requires at least one course in research methods. Some of the existing courses available to help meet this requirement are:
    - Stat 401 Statistical Methods for Research Workers
    - Psych 508 Research Methods in Applied Psychology
    - Psych 540 Psychological Measurement
    - Psych 586 Research Methods in Social Psychology
- **Research (9 credits minimum):**
  - Minimum of 9 total research credits which must be completed under the supervision of the POS committee.

Additional courses may be added at the direction of the Program of Studies Committee.

Objectives of the Major
The objectives of the HCI major are:
- To provide broad and robust graduate student education in Human Computer Interaction.
- To enhance the national and international reputation of Iowa State University in the field of Human Computer Interaction.
- To foster further intellectual exchange and research collaborations among Iowa State faculty, students and staff involved in the study of Human Computer Interaction
- To provide a formal entity for seeking broad-based resources for the support of lecture series, retreats, graduate assistantships, postdoctoral fellowships and various graduate student prizes for excellence in Human Computer Interaction Research.

Learning Outcomes

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[1] Master's students should avoid putting more than the required number of credits on their POS to avoid problems with this rule.

Every student will develop an electronic portfolio (E-portfolio) during the course of their program and present a final copy on CD to the major professor and HCI program office prior to graduation. The E-portfolio will include information on each of the seven objectives listed below.

Table 1. Measures used in outcomes assessment of education objectives.

Objective No.	Description	Outcomes Assessment
1	Ability to articulate societal and ethical issues	Success in the core course in this area (MIS 655) will require a paper and a presentation focusing on ethical issues in the student's area of core competence.
2	Understanding of emerging interactive technologies	Successful completion of course work and integrating classroom knowledge into research (thesis work).
3	Ability to enable HCI in core discipline	POS committee through thesis defense.
4	Ability to work in teams	All students are required to work on team projects in the three core courses and to participate in HCI exercises as members of multidisciplinary teams. Successful mastery of teamwork skills will be evaluated by course- and project-faculty using a rubric prepared for this purpose.
5	Ability to design a research project, formulate a proposal, and publish the results of the research	MS has thesis option only. PhD candidates will be required to submit a formal research proposal to their POS committee. MS and PhD students will be encouraged to strive toward publication of their work in an appropriate journal. A committee of project faculty will annually review the theses and dissertations completed during the year, gathering information about how well the learning outcomes of the HCI program have been achieved and identifying areas for continuous improvement of the curriculum.
6	Ability to work in more than one disciplinary area	All HCI students will be combining core disciplinary skills with HCI application skills. Students will participate in classroom and research activities in which they will be responsible for the integration of HCI concepts and technologies into their core discipline. Student performance in this arena will be evaluated by the POS committee.
7	Ability to present work orally and in writing	All HCI degrees will be based, in part, on satisfactory writing of a thesis and performance on an oral exam.

Required Symposium

The Human Computer Interaction Interdepartmental Graduate Program organizes an annual forum open to the public in the spring. This forum highlights student research through oral presentations, poster sessions, and demonstrations. The date of the 2005 forum is April 14, and every student will be expected to participate.

V. Progressing Through the Degree Program

Forms listed in this section can be found in the *Forms* section at the back of this handbook; many are also available online at www.grad-college.iastate.edu/deadline/formss.html.

ISU Graduate College requirements for the PhD and MS degrees are summarized in the *ISU Graduate College Handbook* available on the web at www.grad-college.iastate.edu/degree/graduatecollegehandbook.html.

Included in this handbook as Appendix C are flow charts for *Procedures for Earning an MS Degree* and *Procedures for Earning a PhD degree.* These flow charts provide the best overview and most concise information on earning your degree.

Approval of the Program of Study (POS)

After choosing a major professor and establishing a POS committee, students must file a *Program of Study* form (http://www.grad-college.iastate.edu/deadline/POS.doc). The Graduate College *Program of Study* form serves as a contract between the student and the Graduate College, indicating the minimum coursework that must be completed for the PhD or MS degree.

In preparing the Program of Study, the student and major professor should refer to the HCI course requirements to ensure that the planned coursework: 1) meets the HCI requirements, 2) meets all Graduate College requirements, and 3) is appropriate based on the student's planned research project. The POS committee will approve the POS form if these conditions are met. If courses listed on the POS form do not meet all HCI requirements, the POS form will NOT be approved by the HCI program chair (unless a memo of justification is provided by the POS committee). Substitutions for core courses must be requested via e-mail to the HCI program chair with a copy to the major professor. These requests are required before registering for any proposed substitute core course.

Tips for Scheduling POS Meetings

Scheduling POS committee meetings can be challenging, but there are ways to simplify the task. In consultation with the major professor, the student should select four or five potential meeting timeslots, and then e-mail the other POS committee members asking which times they could be available to meet.

Following the advice of the major professor, the student should indicate the expected duration of the planned meeting in the e-mail message to POS committee members. Send this e-mail request *several weeks prior* to the proposed date of the first POS meeting. You should make arrangements for the Preliminary Exam and Final Defense (which require longer time slots) *at least one month in advance.* After obtaining faculty responses, the student should

- select a time when everyone can meet
- reserve a conference room
- and notify the POS committee members of the date, time, and location of the meeting.

You should complete the whole scheduling process within two to three days so that timeslots available during the initial inquiry remain available. E-mail is the most efficient means of scheduling these meetings.

It is important (and courteous) to send an e-mail reminder of the meeting time and place to POS committee members *two to three days prior* to the scheduled meeting.

First POS Committee Meeting

In most cases, a student's POS form is approved during the first POS committee meeting. **Approval of the POS must be obtained before the end of the first semester of the student's second year (PhD) or before the end of the first year (MS).**

At least one week prior to the scheduled POS committee meeting, students should prepare the following documents:

- Proposed POS form
- Description of Proposed Research

The Description of Proposed Research is concise (usually 2-3 pages) and summarize the major objectives of the research project and planned approaches to achieve these objectives. The Description of Proposed Research is expected to be preliminary; it is understood that the student's plans may change as the research progresses. The written proposal is viewed as a tool to help the student plan the dissertation or thesis research and to aid the POS committee members in evaluating whether the proposed POS coursework is appropriate.

After the Program of Study has been approved by the Graduate College, changes to the POS may be made only with the approval of the POS committee and the Graduate College.

Satisfactory Completion of HCI Courses

Student coursework must fulfill the HCI requirements. The POS committee is responsible for ensuring that these requirements have been met and that all required/recommended

HCI courses have been satisfactorily completed. In addition, all HCI students must meet the Graduate College Grade Requirements, as described below.

Graduate College Grade Requirements

A cumulative GPA of at least 3.0 is required by the Graduate College for one-half tuition support. The grading scale at ISU is as follows: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1), and F (0). Research grades (699) do not count toward the GPA.

Preliminary Examination (PhD only)

The Graduate College requires that all PhD students pass a Preliminary Examination before advancing to candidacy for the doctoral degree. To initiate this process, the student must file a *Request for Preliminary Examination* form (available from department and program administrative offices and the Graduate College). **The Preliminary Examination meeting is completed before the end of the first semester of the third year and must take place at least 6 months prior to the final defense.** All POS committee members must be present. The examination must contain both a **written** and an **oral** component. Master's degree candidates are not required to take a Preliminary Examination. Research proposals that serve as the written component of the Preliminary Examination are submitted to the POS committee and HCI office *at least two weeks* before the Preliminary Examination.

Writing the Dissertation or Thesis

The *ISU Thesis Manual* (downloadable at http://www.grad-college.iastate.edu/deadline/thesismanual01.html) provides thesis format requirements as well as submissions requirements and procedures. If research data from other students or researchers is included in the thesis (e.g., the student is one of several co-authors on a manuscript included in the thesis), instructions in the *ISU Thesis Manual* describe how to clearly indicate co-authors' roles in the research and/or preparation of the manuscript.

Students should refer to the *Format Checklist* (also found at http://www.grad-college.iastate.edu/degree/thesisrequirements.html).

Students must provide the HCI Program Office with both a hard copy and a CD copy of their dissertation or thesis.

Application for Graduation

Students must submit to the Graduate College an *Application for Graduation (Diploma Slip)* indicating the expected semester of graduation and exact thesis or dissertation title. This form must be completed by *midterm of the semester preceding* the graduation semester. If a student does not graduate at the expected time, a new diploma slip must be submitted for a subsequent semester. Diploma slips are available at www.grad-college.iastate.edu/deadline/formss.html.

Thesis Seminar and Final Examination

The Final Examination for the PhD or MS degrees is an oral defense of the PhD dissertation or MS thesis. This defense includes a required formal seminar presentation of dissertation or thesis research to the Human Computer Interaction faculty, students, and other members of the Iowa State academic community.

Students should submit a *Request for Final Examination* form after the dissertation or thesis work has been completed and all the other requirements have been met. After receipt of this form, the Graduate College will send a *Report of Final Examination* form directly to the major professor. The major professor is responsible for bringing this form to the final oral examination.

Students should provide the HCI office with the text of their formal seminar announcement *at least two weeks prior* to the seminar. An e-mail message will be sent to the HCI and Virtual Reality Applications Center (VRAC) faculty and graduate students announcing the seminar. Following the public seminar (usually, but not always immediately afterwards), an oral examination (closed to the public) will be administered by the POS committee. All members of the POS committee must be present at this meeting. This examination will review the dissertation or thesis as well as the candidate's knowledge of relevant subjects.

HCI Exit Interview

After receiving the *Graduate Student Approval Slip for Graduation* from the Graduate College, students should meet with the program assistant for an exit interview. The program assistant will obtain some post-graduation information and then the HCI Chair will sign the *Approval Slip*. If a CD copy of the thesis or dissertation has not already been provided to the HCI office, it is then given to the HCI Program Assistant at the exit interview.

After Graduation

Letters of Recommendation
When letters of recommendation are needed for future employment or grant proposals, students should directly contact faculty to ask whether they are willing to serve as referees. If so, students should provide the following:
- Adequate advance notice *(at least three to four weeks)*;
- A copy of the job posting or job description;
- A current Curriculum Vitae; and
- An e-mail reminder one week before the recommendation deadline.

It is courteous (and wise) to send referees a complete numbered list of the letters needed, with deadlines clearly indicated AND pre-addressed labels. An electronic copy of this address list is usually appreciated.

Dismissal

Continuing registration as a graduate student at Iowa State University is contingent upon maintaining good standing in a graduate major. The Human Computer Interaction Interdepartmental Graduate Program expects HCI students to complete their degrees in a satisfactory and timely manner. However, there are certain situations that may require severing the relationship between a student and the HCI program.

Dismissal Criteria
A student may be dismissed—removed from the degree program and not permitted to register as an HCI student—for the following reasons:

- Failure to progress satisfactorily in his/her degree program

  This may be evidenced by a lack of research progress, a lack of aptitude or a failure to maintain satisfactory academic standing as defined by the Iowa State University *Graduate College Handbook*.

- Academic dishonesty

  The proper conduct of science requires the highest standards of personal integrity. Because of this, the University and HCI program consider dishonesty in the classroom or in the conduct of research to be a serious offense. Students accused of academic dishonesty will be dealt with according to the procedures outlined in the *University Catalog* and the *Faculty Handbook*. Possible punishments can include dismissal from the program and expulsion from the University, depending on the severity of the offense.

Dismissal Procedures
A student's POS committee—or, if the student has no POS committee, the student's major professor—can recommend dismissal of a student for either of the reasons listed above. Recommendations for dismissal are made to the HCI Chair and are acted on by the HCI Supervisory Committee.

Procedures for dismissal are as described in the ISU *Graduate College Handbook*. Before a dismissal is decided, the HCI Chair must give the student a written notice explaining why dismissal is being considered. The HCI Chair must also discuss the situation with the student as well as with the POS committee, major professor and/or Supervisory Committee in an attempt to find a satisfactory resolution. This discussion constitutes the "informal conference" as described in the *Graduate College Handbook*. If a satisfactory resolution cannot be reached and the Supervisory Committee votes to dismiss the student, either party may bring the issue to the attention of the Associate Dean of the Graduate College for a decision, as described in the *Graduate College Handbook*.

Responsibilities of HCI and the Major Professor
It is the responsibility of the HCI program to counsel students who are having academic difficulties and, if necessary, to help the students identify and apply to other appropriate degree programs. It is the responsibility of the major professor and his/her department to seek funds for a student's assistantship and for the conduct of research.

Relationship between Status in HCI and Termination of Financial Support
All HCI students are admitted either with full graduate assistant or external support. Acceptance into the program is based on continued support throughout a reasonable period of time toward degree completion. Students with any doubt about their assistantship status should discuss the situation with their major professor or the HCI Chair. For further information on termination of assistantship appointments, see the *Graduate College Handbook*.

Appeal Process
The University has established appeal processes for student grievances. These vary depending on the nature of the grievance, and are described in the *Graduate College Handbook*. Generally, these procedures begin with the program chair or the appropriate Department Executive Officer. It is usually best for all parties if a satisfactory resolution can be reached without initiating a formal appeal process. The Associate Dean of the Graduate College is available to consult informally with students and faculty.

VI. Campus Resources

Links to a number of campus resources for graduate students are available. Some of these include:

Graduate Student Senate (GSS)

The Graduate & Professional Student Senate is an elected body whose mission is to represent the interests of Iowa State graduate students and to promote social interaction among graduate students. The GSS website is www.stuorg.iastate.edu/general/GRADUATESTUDENTSENATE.html.

HCI's 2004-2005 representative to the Graduate Student Senate is
Matt Heying
1620 Howe Hall
294-4974
mheying@iastate.edu.

Student-sponsored Seminars

HCI students are encouraged to recommend invited speakers for Human Computer Interaction seminars on campus. Requests for external speakers are submitted to the HCI program office and will be considered based on available funding through the program. The program will invite a top-caliber visiting scientist each year for the HCI Open Forum.

VII. Financial Matters

Graduate Appointments and Assistantships

All students in the Human Computer Interaction Interdepartmental Graduate Program receive some form of financial support from either an on-campus or an external source. Both the source of the support and the responsibilities associated with it vary from situation to situation. New HCI students are admitted to the program in one of two categories discussed in Section III. Stipends for students admitted as transfers, co-majors, or concurrent degree candidates are provided by major professors or home departments and are governed by departmental policies. The responsibilities associated with a stipend are determined by the major professor.

All graduate students on assistantships sign a *Graduate Assistantship Letter of Intent* that lists the terms and conditions of their appointment. Generally, graduate assistantship appointments are on a half-time basis. "Half-time" is the maximum time appointment for graduate students; the remaining "half-time" is spent as a student in graduate studies and research. Please note the following three conditions associated with graduate assistantships and letters of intent.

- Financial constraints and program changes may result in adjustment in specific responsibilities and/or sources of funds during the period of appointment.
- The *Graduate Assistantship Letter of Intent* is based on the University fiscal year and does not imply that support will terminate on the end date noted in the *Letter of Intent*.
- HCI students will receive continued Graduate Assistantship support for the duration of PhD degree work as long as students remain in good standing. The specific source(s) of funding may vary depending on resources available to the major professor.

Appointments can be terminated by mutual consent or for reasons as described in the *Graduate College Handbook*. Any questions regarding graduate appointments are directed to the HCI office, 1620 Howe Hall.

The University payday is the last workday of each month, with pay deposited directly into students' bank accounts. The Benefits Office (3350 Beardshear) must be advised of any bank account changes. Deductions are made for Federal and State income taxes and Social Security, if applicable.

Professional Advancement Grants

The Graduate Student Senate provides funds not only to support attendance at professional meetings, but also to support graduate student research and childcare. Information and forms are available on the GSS website at www.grad-college.iastate.edu/gss/, under Professional Advancement Grants.

Benefits

Student Health Insurance
Single student coverage under the Iowa State University Student Health Insurance Plan is provided free of charge to all graduate assistants at ISU. Insurance sign-up for new students takes place during Orientation. New students should not discontinue any other insurance before ISU coverage begins. Students also can arrange for insurance coverage for their family; this option is available only through payroll deduction. The 2004-2005 ISU Student and Scholar Health Insurance Program is provided by AETNA, and the claims administrator is the Chickering Group. Further information about the Student Health Insurance Plan is available from the Chickering Group (800-466-2381), Chickering's website (www.chickering.com), or Wanda Kellogg, 294-4820, 2260 Student Health Center.

All international students are required to carry the ISU Student Health Insurance or to be covered by another health insurance policy. For more information, contact the International Education Services office in Suite 250/252 Memorial Union (294-1120).

Prescription Drug Benefit Program
Graduate students receive single coverage free of charge in a prescription drug benefit program that reduces the cost of generic and prescription drugs available a the Student Health Center. For information, contact the Student Health Center Pharmacy (294-7983).

Health Service
All students have access to services provided by the ISU Student Health Service. A mandatory health fee of $80 per semester ($40 for summer session) and a health facility fee of $8 per semester ($4 for summer) are assessed to all students registered for five or more credits. This health fee pays for some services offered at the Student Health Center. The health facility fee applies to the cost of the new Student Health Center and is optional for students enrolled for fewer than five credits. The health fee can be increased without notice.

Additional information about the student group plan medical insurance and the benefits of the mandatory health fee can be obtained from the Thielen Student Health Center (294-5801). Information about the Student Health Service also is available in the ISU General Catalog and on the web at www.public.iastate.edu/~health/homepage.html.

Activity Fee
The ISU Activity Fee provides several benefits such as access to the Lied Recreation Center and student admission rates to concerts, lectures, debates.

Leave
The *Graduate College Handbook* states:
> *Arrangements for a leave of absence are made between the graduate assistant and*
> *that assistant's supervisor. When a graduate student employee needs to be absent*

either for personal reasons or illness, the supervisor should be understanding and accommodating to that need. At the same time, the graduate assistants should attempt to plan personal leave so that it does not interfere with or cause neglect of the duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their assistants do not exceed reasonable limits for leave.

All ISU students with assistantship appointments are employees of ISU and, as such, are allowed the regular university holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day, plus one additional day each year determined by the university administration. Absences for other time off must be arranged with the major professor as outlined above.

Injuries and Injury Reports
If a student is injured while performing duties as a Graduate Assistant, he or she must submit an *Employers First Report of Injury* as soon as possible. This form is available from the Department of Environmental Health and Safety forms page at www.ehs.iastate.edu/forms.asp. Usually the University's Worker's Compensation insurance carrier will pay for medical care. If you are paid on research funds administered through VRAC, you may be required to take safety training as determined by your supervisor.

VIII. Administrative Matters

Administrative Assistance

The main administrative office for the Human Computer Interaction Interdepartmental Graduate Program is located in the Virtual Reality Applications Center office in 1620 Howe Hall. The office is open 8 a.m. to 5 p.m. Monday through Friday during the academic year and 7:30 a.m. to 4:00 p.m. Monday through Friday during the summer. The HCI Administrative Specialist can be contacted at 294-3093 or lks@iastate.edu.

Communications

It is vital that students maintain good contact with Human Computer Interaction personnel through their graduate program. There are a number of ways to do this:

Student Contact Information
The HCI program maintains a record of each student's current e-mail address, local home address and telephone number, as well as campus address and telephone number. It is important that students advise the HCI program office of any address changes.

E-mail
Students should check e-mail at least daily, as this is the **primary means** of keeping students informed about HCI program activities.

Internet
The HCI website contains most of the information pertaining to ongoing program events, and is updated regularly. Students should visit the website regularly at www.hci.iastate.edu.

Campus Mail Service
All HCI students supported on contracts through VRAC have a mailbox in Howe Hall. The student's home department will arrange a permanent campus address and mailbox as well.

Telephone
Local calls can be made on most campus phones. Long distance calls can be made on University phones only with the prior approval of the person to whom the phone is assigned. In some cases, a long-distance authorization code can be obtained through your major professor to be used on restricted telephones.

Transportation

Bicycles

Bicycle racks are located throughout campus. Except for walks labeled as bike paths, bicycle riders are prohibited from using campus sidewalks. Bicycles used between sundown and sunrise must be equipped with a headlight, taillights or an adequate reflector and a warning device. To assist in recovering lost or stolen bicycles, students should register bicycles at Ames City Hall (515 Clark Avenue) or the ISU Department of Public Safety (Armory). Registration can also take place online at http://www.dps.iastate.edu/parking/bikereg.html. There is no charge for bicycle registration.

Buses

CyRide is the Ames bus system. Students can ride all CyRide routes free of charge upon presentation of a current *ISU* card. During the school year, buses leave from most locations every 20 minutes. Schedules are widely available throughout the campus. Further Cy-Ride information can be found at http://www.cyride.com.

Cars and Parking

A copy of the ISU Traffic and Parking Regulations can be obtained from Public Safety, Parking Division, 27 Armory (also available online at http://www.dps.iastate.edu/parking/rules.html). Consult the handbook section pertaining to students.

Professional Ethics

It is imperative that every student understand the ethical standards of science and conduct his or her scholarly activities accordingly. Scientists who commit unethical acts, whether from carelessness, ignorance, or malice, quickly lose the respect of the scientific community. Scientific misconduct includes such activities as:

- Falsification of data, ranging from fabrication to deceptively selective reporting, including the purposeful omission of conflicting data with the intent to falsify results
- Plagiarism: representation of another's work as one's own
- Misappropriate of the ideas of others: unauthorized use of privileged information
- Misappropriation of funds or resources for personal gain
- Falsification of one's credentials

At ISU, these acts are taken very seriously and constitute "academic misconduct" (*ISU Faculty Handbook*, Fall 1999). Individuals found guilty of academic misconduct may suffer a variety of penalties up to and including expulsion from the university.

If a student is aware of a potentially unethical situation, he or she should seek the advice of a trusted professor. Students may also contact the HCI Chair or a member of the HCI Supervisory Committee. All discussions with the Chair and the Supervisory Committee

members will be confidential. Alternatively, students may go directly to the Associate Vice Provost for Research, who is responsible for investigating charges of academic misconduct on campus. It is very important to protect the rights of the individual whose actions are questioned. Frivolous accusations of misconduct and vicious spreading of rumors are just as unethical as fabrication of data or plagiarism.

NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY

IOWA STATE UNIVERSITY

(July 1, 2003 Reaffirmation)

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

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

The goal is to provide a non-discriminatory work environment, a non-discriminatory living and learning environment and a non-discriminatory environment for visitors to the campus. Iowa State University herein recommits itself to comply with all federal and state laws, regulations, and orders, including the policies of the Iowa Board of Regents, which pertain to nondiscrimination and affirmative action.

All administrators and personnel providing input into administrative decisions are directed to ensure that all decisions relative to employment, conditions of employment and access to programs and services will be made without regard to race, color, age, religion, national origin, sexual orientation, sex, marital status, disability, or status as a U.S. Vietnam Era Veteran. Exceptions to this directive may be made in matters involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce underutilization, and/or where this policy conflicts with federal and state laws, rules, regulations, or orders.

Iowa State University does not and will not tolerate unlawful discrimination. Iowa State will recruit, hire, train and promote persons without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. Iowa

State University will base employment decisions so as to further the principle of equal employment opportunity and diversity.

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

Further, all supervisory personnel will be responsible for maintaining an environment that is free of racial or sexual abuse and harassment. Acts by anyone that adversely affect another person's employment, conditions of employment, academic standing, receipt of services, and/or participation in, or enjoyment of, any other activity, will be regarded as a violation of university policy and thereby subject to appropriate disciplinary action. Retaliation against persons filing complaints, for bringing the violation of this policy forward for review, or for assisting in a review, pursuant to a filed complaint or grievance, is prohibited.

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

Iowa State University has designated and assigned Carla R. Espinoza as the affirmative action officer and assigns overall program responsibility to her as the Director of Equal Opportunity and Diversity. Questions regarding complaints and/or compliance with affirmative action or equal opportunity should be directed to: Carla R. Espinoza, 3750 Beardshear, Iowa State University, Ames, IA 50011-2033, 515/294-7612.

Gregory L. Geoffroy
President

Reaffirmed on July 1, 2003

The University has designated several offices that provide assistors for those individuals who feel they have been subjected to sexual harassment. An assistor is an individual who can provide support, explain alternatives and accompany a complainant to mediation or complaint sessions. An assistor can act in conjunction with, but not in lieu of, a complainant. Assistors are available in the Virtual Reality Applications Center, the Dean

of Student's Office, in the Women's Center, and in each college. The name of the individual designated by a unit or a college as an assistor can be obtained at any of the sources named above or at the college office. All contacts with information sources and assistors are confidential. Talking to an assistor is not filing a complaint, nor will an individual be required to take any specific action following a visit with an assistor. Individuals may visit with an assistor and be assured that no action will be taken without the individual's consent. Similarly, discussing a situation with an assistor does not constitute notification to the university, and the university is not required to act

Appendix A

Forms

A.   **Registration Worksheet**
Available online at http://www.iastate.edu/~registrar/forms/regwk.pdf

B.   **Request for Schedule Change or Restriction Waiver (Add/Drop Slip)**
Three-part form is available from the HCI office and department offices. A scanned copy is included in this handbook.

C.   **Request to Establish a Home Department for Students Admitted to Interdepartmental Majors**
Available online at http://www.grad-college.iastate.edu/deadline/EstablishDepartment.doc.

D.   **Recommendation for Committee Appointment[2]**

E.   **Request to Change Committee Appointment[2]**

F.   **Program of Study (POS)[2]**

G.   **Program of Study (Supplement)[2]**

H.   **Modifications to the Program of Study[2]**

I.   **Request for Professional Advancement Grant (Research or Travel Minigrant)[2]**

J.   **Request for Preliminary Examination**
Four-part form is available from the HCI office, department offices and the Graduate College. A scanned copy is included in this handbook.

K.   **Copyright Permission Form[3]**

L.   **Thesis Format Check[3]**

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[2] Form is available on the Graduate College forms page at www.grad-college.iastate.edu/deadline/formss.html.

[3] Form is available on the Graduate College thesis manual website at www.grad-college.iastate.edu/deadline/thesismanual01.html.

M. **Thesis Final Submission and Graduation Checklist[2]**

N. **Application for Graduation (Diploma Slip)[2]**

O. **Request for Final Examination**
Four-part form is available from the HCI program office, department offices and the Graduate College. A scanned copy is included in this handbook.

IOWA STATE UNIVERSITY

Registration Worksheet

Name (please print) _____ Term _____
                        (Last)   (First)   (Middle)

Please provide your **university ID** or **social security number** (circle one) _____

If you have problems with the registration system, call the Registrar's Office (515-294-2331), from 8 a.m. to 5 p.m., Monday-Friday.

A. **View the *Online Schedule of Classes* at http://www.adp.iastate.edu/cgi-bin/class** for the list of classes offered for the term. Use the spaces provided below to plan the courses you want on your schedule.

B. **Meet with your adviser** to discuss your courses and to obtain your registration access number (RAN), if required by your college.

C. **Register via AccessPlus at http://accessplus.iastate.edu/.** Follow the instructions and prompts on the screens. *It is your responsibility to check for schedule conflicts.* Attempt to add a course you need even if the section is closed. This action helps the University monitor unmet course demand.

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

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

Courses—Be prepared with alternative course selections in case your first choice courses are closed.

Reference #	Department	Course	Section	Credit	Meeting Day(s) and Time	Notes (OK, full, etc.)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Alternative courses

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Notes

Adviser Signature: _____ Date Approved: _____

Request to Establish a Home Department for Students Admitted to Interdepartmental Majors

Graduate College • IOWA STATE UNIVERSITY

The graduate student should initiate this request by completing Section 1 of this form and giving it to his/her interdepartmental chair. **The Interdepartmental Chair (DOGE) should complete Section 2 and send this form, together with other documents he/she may wish to transmit, <u>by sealed envelope</u>, to the proposed cooperating department.** When completed, this form should be sent to the Graduate College, 10 Pearson Hall, for approval and retention. Copies will be returned to the interdepartmental chair and to the department.

I. Student Information

(Please Type or Print)

I, _____ , request admission to the _____ Department,

effective _____ (term and year).

My major is ☐ BCB ☐ FCS ☐ Genetics ☐ Human Computer Interaction

☐ Immunobiology ☐ MCDB ☐ Microbiology ☐ Plant Physiology

☐ Neuroscience ☐ Sustainable Agriculture ☐ Systems Engineering ☐ Toxicology.

Degree Sought _____ Date of Request _____

Student's Signature _____ SS# _____

Current Mailing Address _____ Phone _____

Campus Address _____ Email Address _____

II. Interdepartmental Chair Information

The student is enrolled in the _____ interdepartmental major, on a

☐ Full ☐ Provisional ☐ Restricted basis and is pursuing a ☐ Ph.D. ☐ M.S. degree in this

interdepartmental major. Major Professor _____

(Please Print)

Comments _____

_____

Signed _____ Date _____

(DOGE of Interdepartmental Major)

III. Proposed Cooperating Department Information

☐ Request <u>Denied</u>. I do not agree to accept this student in the _____ Department.

☐ Request <u>Approved</u>. I agree to accept this student in the _____ Department.

☐ Full ☐ Provisional ☐ Restricted basis, having examined his/her undergraduate transcript, graduate record at Iowa State University and the above comments.

Signed _____ Date _____

(Head/Chair of Department)

IV. Response

Graduate College Response _____

Date _____

Copy: ☐ Student ☐ Interdepartmental Major ☐ Department ☐ Records

Recommendation for Committee Appointment

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Important

This recommendation form must be typewritten and submitted to the Graduate College Office for approval,
and must be submitted and approved before the Program of Study will be processed.
Approved copies will be returned to the department(s) (as listed in item #5 and #6 below)
to distribute to the DOGE, major professor, and the student.

---

1. Student's Name: _____
   Last   First   Middle

2. SS#: _____   3. E-mail: _____

I. Student Degree Information

4. Degree Sought: *(Indicate 2nd degree only if in a double-degree program)*

5. Department	6. Co-Department (if any)
7. Major	8. Co-Major (if any)
9. Area of Specialization (if any)	10. Co-Area of Specialization (if any)
11. Minor Department(s) (if any)	12. Minor(s) (if any)

II. Committee Member Information

Code No.*		Name (Typed and Signed)	Major or Program *(Abbreviation)*	Department *(Abbreviation)*	Office Use Only

*Codes: 1 = Major Professor/Co-Major Professor
               2 = Minor Representative
               3 = Committee Member
               4 = Non-member of the Graduate Faculty (MEMO REQUIRED)

Committee appointment form will be *returned* without a memo.
Comments:

III. Signatures

(OFFICE USE ONLY)	Student	Date
	Director of Graduate Education (DOGE) for Major	Date
	DOGE for Co-Major (if any)	Date
	DOGE for Interdept. Major or Minor (if any)	Date
Month and Year		

Copy _____   Department _____   Major _____   Major Professor _____   Student _____   Co-major _____   Minor _____

Master's POS Committee The master's POS committee consists of at least three members of the graduate faculty. It must include two members, including the major professor, from inside the major or program. One member of the committee must be from outside the major or program. A term member of the graduate faculty may participate in the direction of a student's master's research if a member of the graduate faculty serves as a co-major professor.

Doctoral POS Committee The POS committee for a doctoral program consists of at least five members of the graduate faculty. It must include at least three members, including the major professor, from within the student's major or program. At least one member of the Ph.D. POS committee must be outside the student's major or program. A term member of the graduate faculty may participate in the direction of a student's dissertation research if a member of the graduate faculty serves as a co-major professor.

The Major Professor The major professor, who must be a member of the graduate faculty in the student's declared major, serves as chair of the POS committee. If a major professor resigns or retires, he or she may still serve as a major professor as long as another graduate faculty member is appointed to serve as a co-major professor.

Co-Major Professors A master's or doctoral degree student may have two or more major professors who serve as co-chairs of the POS committee. Co-chairs may exist in the following instances:
- When a student has a co-major, each of the major fields must be represented by either a different major professor, which will require the designation of co-major professors, or a faculty member in both majors.
- When Ph.D. work is administered through a program in which the largest share of course credits is taken, but the research is conducted in another program or major and supervised by a graduate faculty member in that program, both the dissertation supervisor and a member of the graduate faculty from the program in which the degree will be granted are designated as co-major professors.
- An approved committee for a double degree must include co-major professors from each of the programs. Only certain programs have been approved for double degrees. Students seeking double degrees must clearly note that in the "Comments" section of the "Recommendation for Committee Appointment" form.
- If a term member of the graduate faculty is chosen as major professor for a POS committee, a co-major professor who is a member of the graduate faculty also must be identified.
- When there are co-specializations in the same department, only one major professor is required.

In all cases where there are co-major professors, both must sign on all required forms to be submitted to the Graduate College.

Members of the Committee
- **Members and Term Graduate Faculty Members**. Any graduate faculty member or term graduate faculty member may serve as a member of a master's or doctoral POS committee.
- **Member(s) from Outside the Student's Major.** The outside member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research.
- **Member(s) from a Minor.** If a minor has been declared, a graduate faculty member from the minor program or interdepartmental minor must serve on the POS committee. The major professor and the representative from the minor field may not be the same person.
- **Retired Faculty.** Retired ISU graduate faculty members may serve as members on master's or doctoral committees as long as they are willing to participate actively.
- **Resigned Faculty.** Graduate faculty members who have resigned but are currently serving on an approved committee may continue to serve in that capacity if they are willing to participate in exams. They may not be appointed to a new committee.
- **Non-member of the Graduate Faculty**. Non-Graduate Faculty Members may serve as non-voting members of a master's or doctoral POS committee. A memo must be attached explaining why the appointment is recommended. Non-voting members are invited but not required to attend all committee functions and to sign the report form.

Exceptions to the Above Any request for an exception to the above should be in the form of an explanatory memo submitted with this Committee Appointment form for the Graduate Dean's approval.

POS Committee Changes Recommendations for changes in the POS committee for a master's or Ph.D. degree must have the written approval of the student, major professor, DOGE, and all committee members involved in the change before seeking approval of the Graduate College. The "Request to Change Committee Appointment" form is available at www.grad-college.iastate.edu/forms/forms.html or in your department. All changes must be approved by the Graduate Dean before an oral is held.

Explanatory notes:

Major Department. The department or interdepartmental program having administrative responsibility for the student and usually responsibility for his or her major. Possible exceptions to this rule are noted in the Graduate Catalog.

Major. The area of academic or professional concentration approved by the Board of Regents in which a student chooses to qualify for the awarding of a graduate degree.

Area of Specialization. A subdivision of a major in which a strong graduate level program is available. Areas of specialization formally approved by the Graduate College are included parenthetically after the name of the major on official records and transcripts.

Interdepartmental Program. An administrative unit not usually functioning as a department, usually headed by a supervisory committee, and offering a degree with major(s) in that subject area. Interdepartmental programs have been officially approved and may offer courses.

Interdepartmental Major or Minor. A course of study administered through an approved cooperating department and an interdepartmental major or minor supervisory committee. Interdepartmental executive officer approval is required on both the Committee Appointment and Program of Study forms.

Minor Department. The department or interdepartmental program having responsibility for the student's minor.

Minor. Students may declare a formal minor in any department authorized to grant a graduate degree and in departments or interdepartmental units authorized to offer a formal minor only. The student must meet the requirements established by the department administering the minor. The minor department executive officer must sign both the Committee Appointment and Program of Study forms. A doctoral student declaring a minor must pass a preliminary oral examination covering that area. Once the preliminary oral examination has been taken, a Ph.D. candidate cannot add a minor.

Request to Change Committee Appointment

Please Type or Print Clearly

I. Student Information

Name: _____   _____
           Last   First   Middle   Social Security Number

Department: _____   Major: _____

Degree (check one): ☐ Master of _____   ☐ Ph.D.
                        (please specify)

Current Phone #: (____) _____   Email: _____
              (area code) number

II. Committee Change Information

- Indicate the type of change you are requesting and the committee members involved in the change.
- All changes are permanent. If extenuating circumstances require temporary changes, an explanatory memo must be submitted with this form.
- Briefly state the reason or justification for the change in the space provided below.
- Obtain the signatures indicated (Sections III. & IV.). **DOGE signature is mandatory**.
- Submit the completed request to the Graduate College, 10 Pearson, well in advance of the change.
- The Graduate College response will be returned by campus mail to the administering department to distribute to the DOGE, committee members, and the student.

Type of Change (Add, Delete, Change of Status)	Committee Member	Major/Program	Department	

Has the preliminary oral been scheduled (Ph.D. only)? ☐ No ☐ Yes   Date of Oral: _____
Has the final oral been scheduled? ☐ No ☐ Yes Date of Oral: _____

CHANGES MUST BE APPROVED BY THE GRADUATE DEAN BEFORE AN ORAL IS HELD.

Reason or justification for change: **(This section <u>must</u> be completed)** _____

III. Committee Signatures

Student	Major Professor
Added Committee Member(s)	Deleted Committee Member(s) *

* Signature(s) not required if on FIL, retired or resigned.

IV. Director of Graduate Education (DOGE) for Major/Program Signature

X

V. Graduate College Response

☐ Copy   ☐ Department   ☐ DOGE   ☐ Major Professor   ☐ Student   ☐ Co-major
☐ Minor   ☐ Committee Member

Program Of Study (instructions below)

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- The Committee Appointment must be approved by the Graduate College before we can review a Program of Study (POS).
- The Program of Study form should be submitted to the Graduate College by the end of the second semester of registration.

1. Student's Name: _____

2. Social Security Number: _____

| Last | First | Middle |

I Degree Program

3. Degree Sought: *(Indicate 2nd degree only if in a double-degree program)*

4. Degree Option:
☐ without thesis ☐ with thesis or dissertation

5. Department

6. Co-Department (if any)

7. Major

8. Co-Major (if any)

9. Area of Specialization (if any)

10. Co-Area of Specialization (if any)

11. Minor Department(s) (if any)

12. Minor(s) (if any)

13. Projected Examination Dates (semester & year)

a. Preliminary Examination: (Doctorate only)

a. Final Examination: (Master's & Doctorate)

II Planned Graduate Program

PLEASE READ THE INSTRUCTIONS BELOW (AND ON THE BACK PAGE) AND NOTE:

- No more than nine credits earned under the Nondegree option can be used toward an advanced degree.
- If transferring graduate credits from another university, a transcript must be attached. See instructions for transfer rules.
- Transfer of graduate credits taken as an ISU undergraduate senior, must be verified at 10A Alumni Hall.
- Memo is required for courses which exceed time limit. See instructions for time limit rules.

Line	University	*	Department Name	Course Number	Semester Credits	**	Course Title *(Abbreviate to fit on one line)*	Grade	Year
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

(*) Mark transfer credits "Tr" or "U"; mark test-out credits "T"   (**) Indicate if "Z" courses.   Is there a second page? ☐ Yes ☐ No

OFFICE USE ONLY	ISU Courses	ISU Research	ISU Total	Tr & T, U	Total Credits	Additional Credits
Total						

III Approvals

Name—Major Professor (typed and signed)

Name—Committee Member (typed and signed)

Name—Committee Member (typed and signed)

Name—Committee Member (typed and signed)

Name—Committee Member (typed and signed)

Name—Committee Member (typed and signed)

OFFICE USE ONLY		
	Student's Signature	Date
	Recommended by: Major DOGE:	Date
	Recommended by Co-Major DOGE (if any):	Date
	Recommended by Minor DOGE (if any):	Date

Copy _____   Department _____   Major _____   Major Professor _____   Student _____   Co-major _____   Minor _____   Code _____

IMPORTANT-THIS PROGRAM OF STUDY FORM MUST BE TYPEWRITTEN.

Please Note the Following:
- Have all <u>approved</u> committee members review and sign the form **(an approved committee form must be on file before this POS is submitted)**.
- Submit the form to the Graduate College for review, approval, and retention. **This Program of Study form should be submitted to the Graduate College by the end of the second semester in residence.**
- Approved copies will be returned to the administering department (as listed in item #5 and #6 on the POS) to distribute to the DOGE, major professor and the student.
- Courses taken as a special (nondegree undergraduate) student or used to meet undergraduate degree requirements are not acceptable for graduate credit.
- Courses graded Pass/Not Pass (P/NP) may not be listed on the Program of Study.

Part I: Degree Program

Degree Sought: Using the drop-down menu, insert the same degree as listed on the student's committee form. ["Masters" is not sufficient; cite specific degree (e.g., Master of Accounting, Master of Agriculture, Master of Arts, Master of Science., etc.)].

Degree Option: Indicate which option you will pursue.

Department, Major, and Specialization: In many cases the name of the **major(s)** (item #7 and #8) will not be the same as the name of the major **department/ program** (item #5 and #6). Indicate an official specialization if any (item #9). Indicate the co-major or program and/or co-area of specialization of any (# 6 and #8).

Minor (items #10 and #11): List if declared. Otherwise, leave blank. In order to have a minor placed on the transcript after graduation, the minor must be approved on the Program of Study, and listed on all examination reports and on the Application for Graduation.

Examination Dates: This is only a tentative schedule that does not represent a commitment but is needed by your committee.

PART II: Planned Graduate Program

ISU Graduate Courses Taken As A Graduate Student
- List all courses as semester credits.
- Course numbers should indicate the course as it appears or will appear on the transcript.
- Complete the grade and year columns for all courses you have already taken.
- Estimate a year for courses to be taken in the future.
- Specify **<u>minimum</u>** number of research credits required.
- Courses taken as a graduate student that are NOT graduate credit may be shown on the POS but **<u>must</u>** be marked "Z" in the ****** column. They will not count towards your total credits, but can appear for information purposes.
- If more space is needed, check the "second page" box at the end of **PART II** and complete the supplemental POS page.

ISU Graduate Courses Taken as an ISU Undergraduate Senior
- Mark "**U**" in the single * column.
- Obtain a certification letter from 10A Alumni Hall (Graduation section of the Registrar's Office) and attach to POS.
- Courses must be graduate level with a grade of "B" or better.
- Courses cannot be used for an undergraduate degree, nor be taken as a special student.

Graduate Courses Taken at Another University
- Indicate University name.
- Mark **"TR"** in the single * column.
- Have a transcript attached to the POS which states that:
- Courses were taken as a graduate student.
- Courses were graduate level.
- A grade of "B" or better was received.
- "P" or "S" grades are **NOT ACCEPTABLE** for transfer credits.
  If the POS committee recommends transfer of research credits with "P" or "S" grades, it is responsible for ascertaining if the grade was "B" or better, by letter from the responsible faculty member at the other university.
- **COURSES TAKEN AS AN UNDERGRADUATE AT ANOTHER COLLEGE OR UNIVERSITY MAY NOT BE INCLUDED ON YOUR ISU POS.**

Time Limits
- Work for the master's degree should be completed within 5 years. Work for the doctorate should be completed within 7 years. Exceptions to these rules should be addressed in a memo attached to the POS as specified in the *Graduate Student Handbook.*

PART III: Approvals

Obtain signatures indicated.

Program of Study (Supplement)

1. Student's Name: _____

2. Social Security Number: _____

II Planned Graduate Program (continued)

Line	University	*	Department Name	Course Number	Semester Credits	**	Course Title	Grade	Year
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									

(*) Mark transfer credits "Tr" or "U"; mark test-out credits "T"   (**) Indicate if "Z" courses.

☐ Copy   ☐ Department   ☐ DOGE   ☐ Major Professor   ☐ Student   ☐ Co-major   ☐ Minor   ☐ Code

Modifications to the Program of Study

Graduate College • IOWA STATE UNIVERSITY

Please Type or Print Clearly

I. Student Information

Name _____   _____

Last   First   Middle   Social Security Number

Department _____   Major: _____

Degree (check one):   ☐ Master of _____   ☐ Ph.D.

(please specify)

Current Phone# (_____) _____   Email: _____

(area code) (number)

II. POS Change Information

- Indicate the type of change you want to make on the Program of Study and the specific course(s) in question.
- Obtain the signatures indicated (Sections IV. & V.) **DOGE signature is mandatory**.
- Submit the completed request to the Graduate College, 10 Pearson for review—to assure that the program of study still meets the graduate college requirements.
- The Graduate College response will be returned by campus mail to the administering department to distribute to the DOGE, major professor and the student.

Type of Change (Add, Delete, Change, etc.)	Department & Course Number	Number of Credits

III. Thesis Option Change (if applicable)

☐ Change from THESIS option to NONTHESIS option (must change 699 Research to 599 on POS and record)

☐ Change from NONTHESIS option to THESIS option (must change 599 Creative Component to 699 on POS and record)

IV. Committee Signatures

Student (signed)	Major Professor (signed)
Committee Members (signed)	Committee Members (signed)
Committee Members (signed)	Committee Members (signed)
Committee Members (signed)	Committee Members (signed)

* Signature(s) not required if on FIL, retired or resigned.

V. Director of Graduate Education (DOGE) for Major/Program Signature

X

VI. Graduate College Response

☐ Copy   ☐ Department   ☐ DOGE   ☐ Major Professor

☐ Student   ☐ Co-Major   ☐ Minor   ☐ Records   ☐ Lori

```
Request for Professional Advancement Grant
                (Research or Travel Minigrant)
To: Vice Provost for Research and Advanced Studies,
                  2610 Beardshear
```

I. Graduate Student (check one category)

A. ☐ Research expenses and/or minor equipment.

    If you checked either box at right, when was
approval of research protocol granted by
University Human Subjects Review Committee or
by the attending veterinarian?
               Date:

Check if: ☐ Human subjects involved?

☐ Live vertebrate animals involved?

B. ☐ Student travel expenses to a professional meeting.

Check if: ☐ YOU will formally present results.

Requestor's Name: _____

Requestor's Department: _____

Requestor's Signature: _____

Signature of Major
Professor:

Total anticipated expenses:

$ _____

II. Department Executive Officer

Check if: ☐ requestor is recommended.

Comment/Justification: _____

Signature: _____ Date: _____ Departmental support:

III. Actions Taken

For the
Graduate College: _____
                           Date

For the
Graduate Student Senate: _____
                           Date

Comment:

Balance Requested	$
Approved from Graduate College:	$
Approved from Graduate Student Senate:	$
Funds must be expended by:	
	Date

V. Name of Professional Meeting

Name: _____ Location: _____

Meeting Dates: Begin: _____ End: _____

Number of days attending: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ or more

If applicable, title of paper or poster to be presented:
        (YOU MUST ATTACH ABSTRACT) _____

Are you the primary author? ☐ Yes ☐ No

Mode of travel:

VI. Estimated Budget

Travel	$	
Lodging	$	
Meals	$	
Meeting Registration	$	
Other	$	Specify Other: _____
Total	**$**	

VII. Justification (MUST BE COMPLETED)

Justification:

Professional Advancement Grants (PAGs) for Graduate Students

Proposals will be reviewed twice per month, no exceptions.

PAG's are provided for ISU graduate students by the Graduate College and the Graduate Student Senate (GSS). Each graduate student is eligible to receive one Travel PAG and one Research PAG per fiscal year (July 1 through June 30-NO EXCEPTIONS). Each request must be approved by the major professor, department executive officer. Grant proposals are first reviewed for funding by the Graduate College, after which they are considered by the GSS PAG Committee. **Graduate College decisions on funding neither ensure nor preclude GSS support**. Half of the GSS funds are allocated before December 31, and half are allocated after January 1. GSS funds are usually depleted by November 15 for the first funding period, and by April 1 for the second.

Travel: Funds may be granted for attending a professional meeting, defined as a gathering of an organized society of professionals for the purpose of presenting research papers. PAGs may also be approved for attending professional workshops that provide "hands-on" experience not available at ISU. PAG's will **not** provide funding for required academic activities as defined in GSS bill 93-06, including workshops, classes, or other events required for fulfillment of a student's degree requirements or program of study. (Contact the GSS for more information.)

If the student will make a presentation of results of research performed at ISU at a professional meeting, the travel grant may be up to $100; if the student is not presenting a paper, a maximum of $75 will apply. After its separate review, the GSS may provide an additional $15.00 per day for up to 4 days in actual attendance at the meeting. (Travel days are not funded.) The GSS may provide $35 per day for up to 4 days if a paper is being presented. Veterinary Medicine students who are not concurrently enrolled as graduate students are eligible for funding from GSS only. Only one author per paper will be funded for $100.

Research: PAG research grants are provided to encourage graduate students to pursue research beyond their requirements. **PAGs are not for support of thesis, dissertation, or creative component research**. In addition, PAG's will not fund any research that is an ISU sanctioned academic activity (such as a class or club recognized by the university), as defined in GSS bill 92-03. All graduate students are eligible for one $300 grant per fiscal year from the GSS. Proposals may be submitted individually or as a collaborative project by two or more students. In the latter case, each graduate student is eligible for $300. For the 1996/1997 school year the graduate college has contributed an extra $3000. Applicants are encouraged to seek additional funds for their independent research projects from sources within their departments and colleges or from independent funding sources, such as Sigma Xi.

Funding for research PAG's is limited and the level is set annually by the GSS. Thus, a limited number of research PAG's will be available and requests will undergo a competitive review by the GSS PAG Committee. Research PAG grants must be received by the Graduate College by **October 30** for funding in the fall semester, or by **February 15** for funding in the spring semester. There are no exceptions to these deadlines unless authorized by the GSS PAG Committee. Grants not funded may be resubmitted for the next funding deadline.

Application Procedures for Graduate Students

Travel PAG's

1. Detach and complete the two-page application form available from your departmental secretary (please type). Requests from graduate students must have the major professor's signature.

2. Submit this form to your departmental secretary to be forwarded for the remaining required signatures. If several persons from one department will be attending the same meeting, please submit all request forms together.

NOTE: Travel requests should be submitted **8-10 weeks** prior to departure and MUST be received at the Graduate College **NO LATER THAN 10 WORKING DAYS BEFORE DEPARTURE**. Those submitted late will not be considered for funding by either the Graduate College or GSS unless they are accompanied by a satisfactory written explanation of the reason for the late arrival. In no case will a request received after departure be approved. Applications are reviewed every two to three weeks.

Research PAG's

1. Detach and complete only the first page of the application form, and attach a proposal (of not more than **three** TYPED pages) describing the research in terms that will be **clearly** understood by reviewers who are not familiar with the subject area. The proposal **MUST** include the following sections, each one clearly labeled. **Proposals not submitted in the required format will be ineligible for funding**. For review purposes, please do not include name, department, or other identifying information within the proposal.

     A. Name, Department, Phone Number (on a SEPARATE cover page)
     B. Title
     C. Objectives
     D. Methods (brief)
     E. Summary of expected benefits and importance of research

F. Itemized budget

G. Comparison of project with thesis, dissertation, or creative component research (see below)

H. Justification of travel to collect data (if applicable-see below)

2. Return this request form and the attached proposal to your departmental secretary to be forwarded for other required signatures.

Competitive Review: PAG research grants will be reviewed by the GSS PAG committee within two weeks of submission deadline. Grants will be ranked on importance and benefit to the student, the ISU community, and/or the subject discipline (see item E, above), as well as the clarity and effectiveness of the proposal itself.

Budget (item F): Research requests must include all items necessary to the project, regardless of whether or not the total amount exceeds the maximum available from the GSS. (The following is a list to be used as a guide for items that may be eligible for funding, and is not all-inclusive.)

Art Supplies	Expendable Lab Supplies	Media Graphics
Surveys/Questionnaires	Lab/Field Equipment [2]	Travel to collect data (see below)
Postage	Chemicals/Biologicals	Photographic Expenses
Hourly Labor [1]	Greenhouse Space	Photocopying
Test organisms	Textbook material [2]	Human subject honoraria
University Facility Fees	Computer software [2]	

[1] Specify source of labor   [2] Unique to project,-must be donated to grad. student organization or department

Comparison with Thesis/Dissertation Research and Degree Requirements (item G): Research PAG's will **NOT** support thesis, dissertation, or creative component research. Applicants must include their thesis/dissertation title (if applicable), and/or must clearly describe the difference between the proposed research and their thesis/dissertation. **The distinction must be clear to reviewers outside the student's subject area.** If this section is incomplete, the proposal will be ineligible for funding. Student requests must also include a description of the work being done to meet degree requirements and an explanation of how it differs from the proposed activity. Research PAG's will not fund ISU sanctioned academic activities as defined in GSS bill #92-03.

Travel to Collect Data (item H): Students requesting research PAG funding for travel to obtain data must include item H in their proposal as a separate page. Travel to collect data is defined in GSS bill #92-02 as mileage in accordance with ISU mileage reimbursement policy, vehicle rental, or passage on a commercial carrier. The research PAG will not pay hotel, meal, or per diem expenses. Students should include a justification explaining the travel and why it is a vital part of the research. The PAG committee reserves the right to require applicants to defend their travel requests in person.

Joint Requests: Graduate students submitting requests for joint projects should file all request forms together, but each student must attach a separate application with a proposal that describes his or her contribution to the total research and includes item G above.

Publication: Research PAG recipients are strongly encouraged to submit their findings for publication and/or present them at a professional meeting. All published reports of research aided by a PAG **must** include an acknowledgment that the research was supported, in whole or in part, by a Professional Advancement Grant from the Iowa State University Graduate Student Senate.

Progress Report: A progress report must be submitted upon completion of funded research or 6 months following notification of award, whichever comes first. The report should include a summary of results (no raw data), a summary of benefits to the student, the ISU community, or the student's discipline, and a list of any publications or presentations resulting from this proposal. Students who do not submit a progress report will be **ineligible** for future GSS PAG funding (research or travel). Students are encouraged to submit reprints of publications resulting from PAG funding to the GSS for archival purposes.

Further Information

When a grant is approved, an account is established by the Graduate Office. Dispersal of funds will conform to university policies as outlined in the Office Procedure Guide. If you have questions regarding the PAG program, please contact your Departmental Secretary, the Chair of the Graduate Student Senate PAG Committee, or the Graduate College Office (294-4531).

IOWA STATE UNIVERSITY

Request for Preliminary Oral Examination

For Doctor of Philosophy Candidates

Graduate College

Student's Name: Last	First	Middle	Social Security Number
Department(s)/Program(s)			
Major(s)/Interdepartmental Major(s)			

Instructions for Student

- Set the date, time and place for the preliminary oral examination with your POS committee members.
- Type or print clearly on this form.
- Submit all **4 copies** of this form to the Graduate College Office AT LEAST <u>TWO</u> WEEKS BEFORE the date of the preliminary oral examination and AFTER checking that the following conditions have been met:

  1. Full admission status as a Ph.D. candidate.
  2. "Recommendation for Committee Appointment" form approved by the Graduate College.
  3. "Program of Study" form approved by the Graduate College.
  4. English examination requirement met.
  5. Not on probation.
  6. Time limit not exceeded for coursework.
  7. Departmental examination (if any) passed.
  8. Registration for AT LEAST THE EQUIVALENT OF TWO CREDIT HOURS during the term in which the preliminary oral examination is taken.

Planned Schedule for the Preliminary Oral Examination

Date	Time	Place	
Requested by Major Professor(s) (typed or printed & signed)			Date
Requested by Director(s) of Graduate Education for the Major(s) (typed or printed & signed)			Date

PLEASE NOTIFY THE GRADUATE COLLEGE IF THE EXAMINATION IS NOT HELD AS SCHEDULED

Graduate College Action

Request Approved	Date
Request Denied	Date
Comments or Conditions:	

After the Graduate College's Approval

Upon approval of this request, the Graduate College will send the Graduate Department Secretary; (1) the "Report of Preliminary Oral Examination" form for reporting the examination result, (2) three copies of the approved "Request for Preliminary Oral Examination" form to be distributed as indicated on the bottom of the form. ALL COMMITTEE MEMBERS ARE REQUIRED TO ATTEND THE PRELIMINARY ORAL EXAMINATION AND SIGN THE REPORT FORM.

```
Copyright Permission Form
```

Permission to Quote/Reproduce Copyrighted Material

I (We),_____ , owner(s) of

<div align="center">publisher or journal name</div>

the copyright to the work identified below
hereby authorize

<div align="right">_____</div>
<div align="center">student's name</div>

to use the following material as part of his/her doctoral dissertation to be submitted to
Iowa State University. I (we) further extend this authorization to University
Microfilms, Inc., Ann Arbor, Michigan, for the purposes of reproducing and
distributing single microform copies of the dissertation on demand for scholarly uses.

Title of work: _____

Name of publication and

volume: _____

Number: _____
Inclusive page numbers:

If seeking permission for just a portion of a published work, also include the information
below in your request.

Inclusive line numbers: _____

Beginning and ending: _____

Words or other identification: _____

_____   _____
Signature of publisher   Date

Iowa State University Graduate College
♦ THESIS FORMAT CHECK ♦

Name_____ Date_____ Degree_____ Dept_____

____ **1.** **Margins**: ___Top 1.25"; ___left 1.25"(<u>except</u> on facing pps); ___right 1"; ___bottom 1"; ___page number .75"

____ **2.** **Page numbers**: ___ all pages numbered; ___exactly same font, size, and location throughout document; ___preliminary pages numbered with lower case Roman numerals; ___text pages start with "1"

____ **3**. **Font**: ___Character size is between 10 and 12 point; ___consistent font used throughout text

____ **4.** **Line spacing**: ___Space and a half or double space consistently throughout text

____ **5.** **Title page**: ___Wording and arrangement match sample in current *Thesis Manual*, including uncapitalized title; ___ <u>complete</u> name (as in registrar's listing), degree, major, and specialization (if declared); year of actual graduation; ___ POS committee member names listed, without any formal titles

____ **6.** **Signature page**: ___Wording and arrangement match sample in *Thesis Manual*; ___page number (which is always ii) in exact same location as on all other pages; ____same paper used as for rest of thesis

____ **7.** **Preliminary pages**: ___Table of Contents headings exactly match the headings used in text; ___headings, captions (if including List of Figures/List of Tables), and page numbers are clear and consistent

____ **8.** **Text**: ___Text is organized in a coherent and consistent manner; ___headings are used and formatted in a consistent manner with clear differentiation between different heading levels;
If including manuscripts or papers: ___general introduction (including thesis/dissertation organization section) and general conclusion are included; ___titles of individual manuscripts/papers are formatted like other main headings in the document; ___ paper's submission status, (probable) journal name, and all authors' names are beneath each paper's title

____ **9.** **Tables and figures (graphs, photographs, etc.)**: ___Presented in a clear and easily understood format; ___all captions formatted in a consistent manner (numbering, font, punctuation, position relative to image); ___landscape (sideways) pages have <u>captions also in the landscape position</u>, but the page number is at the <u>top</u> of the page (in the same position as on regular pages); ____ any facing pages have reversed the side margin sizes

____ **10.** **Appendix**: ___Pages are numbered in the same font and location as text pages; ___each appendix has a main heading, formatted like main headings in the text

____ **11.** **References**: ___Cited in the text correctly, completely, and in a consistent style; ___ full references listed in the reference list(s) correctly, completely, and consistently, in a style appropriate to the student's discipline

____ **12.** **Separate: 2 Library abstracts**: ___Correct heading and page numbers ("1" and "2") at the top, as on page 5 of *Thesis Manual*; ___ 12 point, non-italic, font used; ___double spaced; ___no longer than 350 words

If you have questions, please contact the Graduate College at 10 Pearson Hall, 515-294-2666, thesis@iastate.edu

<div align="center">

Iowa State University Graduate College

♦ THESIS FINAL SUBMISSION AND GRADUATION CHECKLIST♦

</div>

You are **STRONGLY ENCOURAGED** to bring your thesis in for a preliminary format check well before final submission, but **no later than one week before the final submission deadline**.

A. Prepare your thesis for final submission:

___ 1. **Make corrections** required both by your committee and by the thesis office.

___ 2. **Print** a final copy of your thesis using a letter quality printer.

___ 3. **Copy** the thesis onto bright white paper (it <u>must</u> be 20-24 lb. weight, "name brand," acid-free paper for library archival quality) using a <u>commercial</u> copier (not an office copier). **(You may print your thesis directly onto acid-free paper only if you are using a <u>very clean laser printer</u>).**

___ 4. **Obtain signatures** on all signature lines of the signature pages. [You should also obtain the signature of your major's director of graduate education (DOGE) on your "Graduate Student Approval Slip for Graduation"** at the same time].

B. Bring the <u>final copies</u> of your thesis to the Graduate College for final submission <u>during thesis walk-in hours only</u> (see box below)

Bring to the Graduate College office, in 10 Pearson Hall:

___ **2* <u>unbound</u>, <u>1-sided</u>** copies of the thesis, on <u>thesis paper</u> (see above), <u>with signatures</u> on the signature pages (or a photocopy of the signature page) on the same thesis paper.

Submit <u>3 copies</u> of your thesis if your major is from one of the following departments or colleges: Department of **Economics; Department of **Sociology;** College of **Veterinary Medicine;** or College of **Design.** (<u>All</u> final deposit copies go to the ISU Library system; 1 copy is stored).*

___ 2 copies of the separate Library Abstract on regular paper, with page numbers on <u>all</u> pages.

___ PhD forms (2 items for doctoral students) and Abstract Agreement Form (1 item for all students), if not previously submitted.

___ Your "Graduate Student Approval Slip for Graduation" (O.K. slip).**

After the final check has been made and the thesis approved, you will obtain the signature for "Thesis Approval" on your "Graduate Student Approval Slip for Graduation (O.K. slip)."**

**C. Graduate Student Approval Slip for Graduation (O.K. Slip)
The Graduate College will send your department or major professor the Approval Slip with the "Report of Final Examination" form, after your Request for Final Examination is received and approved. Obtain all required signatures on the slip (including signature for the final submission of your thesis/dissertation) and bring it to Lori Meyer in 10 Pearson Hall for the final signature by the deadline shown on the form.

<div align="center">

Thesis/Graduation Fees will be assessed on your university bill.

</div>

Thesis Walk-in Hours - <u>See the Graduate College Website for the most updated office hours.</u>
A half-time thesis evaluator is available to assist you with problems or questions about your thesis/dissertation. You may contact them in 10 Pearson Hall or by telephone (515-294-2666) or email (jarnagin@mail.adp.iastate.edu or thesis@iastate.edu). General questions about deadlines and the submission process can be answered during normal university business hours (8:00 a.m.–5:00 p.m.); specific questions about thesis formatting or submission should be asked during thesis "walk-in" hours (see above). No appointment is needed.

Application for Graduation (Diploma Slip)

Graduate College • IOWA STATE UNIVERSITY

This form must be <u>printed</u> clearly or typed (Instructions on back of form)

I. Student Graduation Information

This application is valid for this term only. Failure to graduate in the term indicated REQUIRES the cancellation of this application and the submission of a new one. Beginning Fall 2004, the graduation fee is NON-REFUNDABLE.

Name (**as on permanent record**) _____

Last   First   Middle

Name (**AS DESIRED ON DIPLOMA**) _____

First   Middle   Last

Term of Graduation _____ SS# _____ E-mail _____

Degree (check one):   ☐ Master of _____ (please specify)
                        ☐ Ph.D.

Indicate one: ☐ Non-thesis
                 ☐ Thesis or Dissertation

Program(s) or Department(s):	
Major(s):	
Area(s) of Specialization (if declared on P.O.S.):	
Minor(s) (if declared on P.O.S.):	
Major Professor(s):	

Hometown, State, and Zip Code (used for commencement program and newspaper):

City   State   Zip   Country

II. Signatures

Signing this Application for Graduation indicates that all information is correct and that departmental records have been checked to verify this student's qualification for graduation.

Student	Date
Major Professor(s)	Date
Director(s) of Graduate Education (DOGE) for Major(s)/Program(s)	Date

☐ Office of the Registrar   ☐ Major Department   ☐ Student

This Application for Graduation is valid for this term only and certifies your intention to graduate in the term you have indicated. Failure to graduate this term requires the cancellation of this application and the submission of a new one.

- Type or print all information and obtain all signatures (see specific instructions below).

- Submit the completed Application for Graduation to the Graduate College, Pearson Hall, Room 10 by the end of the first week of the semester (Fall and Spring) in which you intend to graduate, or by the last day of Spring semester for Summer term graduation.

- Copies of this Application for Graduation will be forwarded to the Office of the Registrar and your major department by the Graduate College.

- A copy of this Application for Graduation will be returned to you during the term you intend to graduate after your records have been reviewed by the Graduate College to assure that graduation requirements have been met.

- Your Program of Study should be approved by the Graduate College before you submit this form.

Information Requested

1. List your name as it appears on your permanent record.

2. List your name **exactly** as you would like it to appear on your diploma, the term you intend to graduate, your social security number (not your student ID number), and an e-mail address at which you can be reached.

3. Mark the appropriate degree as approved on your Program of Study. Masters students, please specify which Master's degree (Master of Science, Master of Arts, etc.).

4. Check either Non-thesis or Thesis/Dissertation, as approved on your Program of Study (POS).

5. Indicate the full name (no abbreviations) of **your program(s)/department(s), major(s), area(s) of specialization** (if any), and **minor(s)** (if any) as approved on your Program of Study. See the *ISU Catalog* for the official names of programs/departments, majors, areas of specialization, and minors. **Declared minors must also be designated on your Program of Study, Report of Preliminary Oral Examination (for Ph.D. candidates), and Report of Final Oral Examination in order to appear on your transcript after graduation.**

6. Type or print the name of your major professor.

7. Indicate the hometown and state you want us to list in the commencement program and to use for re-leasing information to newspapers after graduation. We will not use this as your mailing address.

8. If you are using the on-line version, print out the form.

9. Sign the form and obtain the signatures indicated.

Notes

- A graduation fee ($20*) and a thesis/dissertation fee ($15* for master's students with thesis; $70* for Ph.D. students) will be charged to your university bill. Beginning Fall 2004, the graduation fee will be **non-refundable**.

- If you cannot complete requirements or meet deadlines for the semester indicated on this Application for Graduation, notify your departmental secretary or the Graduate College as soon as possible so we can remove your name from the commencement list.

- Failure to meet deadlines posted for this term may result in cancellation of your Application for Graduation.

- **You must submit a new Application for Graduation to graduate during a later term.**

*Subject to change by the Board of Regents.

Request for Final Oral Examination

Graduate College • IOWA STATE UNIVERSITY

Student's Name: Last • First • Middle	Social Security Number:

Degree Sought: (choose one)

☐ M.A.   ☐ M.S.   ☐ Master of _____   ☐ Ph.D.

2nd degree: (if enrolled for a double degree)

Department(s):

Major(s):

Instructions for Student

- Set the date, time and place for the final oral examination with your POS committee members.
- Type or print clearly on this form.
- Submit **ALL FOUR COPIES** of this form to the Graduate College Office **AT LEAST THREE WEEKS BEFORE** the date of the final oral examination and **AFTER** checking that the following conditions have been met:

    1. Full admission status.
    2. English examination requirement met.
    3. "Recommendation for Committee Appointment" form approved by the Graduate College.
    4. "Program of Study" form approved by the Graduate College with all coursework completed or in progress.
    5. Not on probation.
    6. Time limit not exceeded for coursework.
    7. Ph.D.'s only—preliminary oral examination passed and "Report of Preliminary Oral Examination" form submitted to Graduate College; and at least six months between preliminary oral examination and final oral examination.
    8. Current term "Application for Graduation" (Diploma Slip) submitted to the Graduate College.
    9. Registration for **THE EQUIVALENT OF TWO CREDIT HOURS** during the term in which the final oral examination is taken.

Planned Schedule for the Final Oral Examination

Date	Time	Place	
Requested by Major Professor(s) (Typed or printed, and signed)			Date

Graduate College Action

Request Approved	Request Denied	Date
Comments or Conditions:		

After the Graduate College's Approval

Upon approval of this request, the Graduate College will send the Graduate Department Secretary: 1) the "Report of Final Examination" form for reporting the examination result, 2) the "Graduate Student Approval Slip for Graduation" form and 3) three copies of the approved "Request for Final Examination" form to be distributed as indicated on the bottom of the form. Please notify the Graduate College if the examination is not held as scheduled.

I—GRADUATE COLLEGE (yellow)   II—MAJOR PROFESSOR (green)   III—DEPARTMENT (pink)   IV—STUDENT (blue)   GC-9/03

APPENDIX B

Sample Curricula
The MS Program

Sample I
IE	574x	Interaction Methods for Emerging Technologies
IE	000x	HCI and Society: Opportunities and Implications
Psych	000x	The Cognitive Psychology of HCI
Stat	401	Statistical methods for research workers
Psych 508 or 586		Research methods
Psych 580 or 581		Social psychology
Psych 550		Industrial/Organizational psychology
Psych 699		Research credits, including thesis research (9 hours minimum)

Sample II
IE	574x	Interaction Methods for Emerging Technologies
IE	000x	HCI and Society: Opportunities and Implications
Psych	000x	The Cognitive Psychology of HCI
IE	557	Computer Graphics and Geometric Modeling
CPRE	575	Introduction to Virtual Reality
ME	549	Vehicle Dynamics
ComS	572	Principles of Artificial Intelligence
IE	699	Research credits, including thesis research (9 hours minimum)

Sample III
IE	574x	Interaction Methods for Emerging Technologies
IE	000x	HCI and Society: Opportunities and Implications
Psych	000x	The Cognitive Psychology of HCI
ArtGr	570	Advanced Studies in Visual Communication
Com S	309	Software Development Practices
I E	577	Human Factors.
ArtGr	574	Exhibition Design
ArtGr	699	Research credits, including thesis research (9 hours minimum)

The Ph.D. Program

Courses in Research Methods
The Ph.D. program requires at least one course in research methods. Some of the Existing courses available to help meet this requirement:

Stat	401	Statistical Methods for Psychologists
Psych	508	Research Methods in Applied Psychology
Psych	540	Psychological Measurement
Psych	586	Research Methods in Social Psychology

APPENDIX C

Procedures for Earning an MS Degree and *Procedures for Earning a PhD degree*

Also online at:
http://www.grad-college.iastate.edu/degree/earninggraduatedegree.html

Procedures for Earning a Master's Degree
at Iowa State University

Non-native English speakers meet the **Graduate English** requirement (pp. 30, 51) → Choose or be assigned a **major professor/ adviser** (pp. 37-39) → Complete **Committee Appointment Form,** get all signatures, and submit to Graduate College for approval (p. 37) → Complete **Program of Study (POS) form**, get all signatures, and submit to Graduate College for approval (pp. 39-40)

Meet all coursework and other **requirements** → Obtain approval for **research proposal** (or scholarly equivalent) from POS committee → Complete research and write **thesis or creative component** (pp. 47-48) → File **Application for Graduation** (Diploma Slip) with Graduate College for intended graduation term (p. 45)

Establish date and time for **final oral examination** with POS Committee (pp. 45-46) → Submit **Request for Final Oral Examination** form to Graduate College at least **3 weeks** before examination date (pp. 45-46) → Bring thesis to Graduate College for **preliminary format check** (optional, but strongly encouraged) (pp. 47-48, 56)

Give **thesis or creative component** to committee members at least 2 weeks before final examination (p. 46) → Successfully pass **final oral examination** and submit report form to Graduate College (pp. 45-47) → Receive **Graduate Student Approval Slip for Graduation** from major professor or program (p. 48)

Submit final, signed copies of **thesis** to Thesis Office (p. 48) → Bring signed **Graduate Student Approval Slip for Graduation** to Graduate College for final signature(s) (p. 48) → Attend **commencement ceremonies** (p. 49)

Procedures for Earning a Doctor of Philosophy Degree
at Iowa State University

Non-native English speakers meet the **Graduate English** requirement (pp. 30, 51)

→

Choose or be assigned a **major professor/ adviser** (pp. 37-39)

→

Complete **qualifying examinations**, if required by the major program (p. 29)

→

Complete **Committee Appointment form**, obtain all signatures, and submit to Graduate College for approval (p. 37)

Complete **Program of Study (POS) form**, obtain all signatures, and submit to Graduate College for approval (pp. 39-40)

→

Meet coursework and other requirements and establish date and time for **preliminary oral examination** (pp. 29-30)

→

Submit **Request for Preliminary Oral Examination form** to Graduate College at least 2 weeks prior to examination date (pp. 29)

→

Successfully pass **preliminary oral examination** and submit report form to Graduate College (p. 30)

Obtain approval for **research proposal** from POS committee

→

Complete **research** and write **dissertation** (pp. 47-48)

→

File **Application for Graduation** (Diploma Slip) with Graduate College for intended graduation term (p. 45)

→

Establish date and time for **final oral examination** with POS Committee (pp. 45-46)

Submit **Request for Final Oral Examination** form to Graduate College at least **3 weeks** before examination date (pp. 45-46)

→

Bring dissertation to Graduate College for **preliminary format check** (optional, but strongly encouraged) (pp. 47-48, 56)

→

Give **dissertation** to committee members at least 2 weeks before final examination date (p. 46)

→

Successfully pass **final oral examination** and submit report form to Graduate College (pp. 45-47)

Receive **Graduate Student Approval Slip for Graduation** from major professor or program (p. 48)

→

Submit final, signed copies of **dissertation** to the Thesis Office (p. 48)

→

Bring signed **Graduate Student Approval Slip for Graduation** to Graduate College for final signature(s) (p. 48)

→

Attend **commencement ceremonies** (p. 49)