Interdepartmental Genetics and Genomics
Graduate Student Handbook 2014-2015

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Your Graduate Major is: GENETICS or GENETICS and GENOMICS

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This program handbook supplements the Iowa State University Graduate Handbook found here: http://www.grad-college.iastate.edu/common/handbook/

Iowa State Homepage: www.iastate.edu
Iowa State Graduate College Homepage: http://www.grad-college.iastate.edu/

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Great Source of YOUR Graduate Student Information: go to ACCESS PLUS, Student Tab,
Display “Grad Stdnt Status” https://accessplus.iastate.edu/frontdoor/login.jsp

To be a successful scientist, spend time in the lab, read journal papers, communicate your research, and go to the seminars of your major and your department. Teach. Publish. Get involved in outreach. Train an intern. Work with undergraduates. Consider starting a Journal Club with other students that focuses on an area of research you are interested in or a new “hot” area of research; it doesn’t have to be what you are working on in the lab. Develop connections, network. Attend national and international conferences and symposia.
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Forms (forms are required for most of your degree requirements)

● The Program of Study System will be located in ACCESS PLUS
   https://accessplus.iastate.edu/frontdoor/login.jsp under the Student Tab at the Graduate
   Student Status link. You will form your faculty committee and list required courses and any
   later modifications through this site. See chapter in this handbook on “Ph.D. and M.S. Course
   Requirements” for list of courses and information on how faculty should be represented on
   your program of study.

● The majority of forms are on-line and can be found through the Graduate College homepage:
   http://www.grad-college.iastate.edu/

● One form NOT available on line is the Request for Preliminary Examination (PRELIM). This
   can be obtained through departmental offices, the IG office, or the Graduate College.

● ADD/DROP forms, used to add and drop classes after the first week of classes are available in
   most departmental offices or on the bulletin board outside of the IG office (2102 Molecular
   Biology).

● Forms for Students are located here:
   http://www.grad-college.iastate.edu/common/forms/student_forms.php
     Graduation and Thesis Forms
     Graduate Student Request Forms
     Concurrent Student Request Forms

● Some examples of forms you might use:
   To declare your major professor and home department at the end of rotations
     Home Department for Students Admitted to Interdepartmental Majors
   When a member of your Ph.D. committee is unable to attend on-site Prelims or Finals
     Preliminary or Final Oral Examinations with Committee Member at a Distance
   To request a final oral examination
     Request for Final Oral Examination
   To Graduate during the summer but “walk” at commencement during fall or spring
     Summer Graduates Wanting to Attend Spring or Fall Commencement Ceremony

● If you are unsure as to whether a form is required or where it is located, please contact the
  program coordinator (Linda, lmwild@iastate.edu).
Ph.D. and M.S. Course Requirements

● Coursework required to complete a Ph.D. and M.S. in Genetics and Genomics:  
  http://www.genetics.iastate.edu/curriculum.html

● Every student will fill out a Program of Study (POS).

 ● Ph.D. students POS will require five faculty and 72 credits
   Three faculty must be genetics faculty:  http://www.genetics.iastate.edu/faculty.html
   One faculty member must be listed as “outside”; this is up to you and your major prof.  

 ● M.S. students POS will need three faculty and 32 credits
   Two faculty must be genetics faculty:  http://www.genetics.iastate.edu/faculty.html
   One faculty member must be listed as “outside”; this is up to you and your major prof.

● Only three 300 or 400 level courses will count towards required credits (72/32).

● POS form should list courses required as partial completion of your degree
  Pre-requisites, core, seminars, scientific ethics, bioethics, and workshop, research and courses required by the members of your POS committee

● To Graduate you will need an overall GPA of 3.0

● Pre-requisites:  BBMB 404 and STAT 401
  If you have not completed these courses or equivalent you should take the first year

● IG Core courses must have a grade of “B” or better, otherwise it must be retaken
  ● Transmission Genetics  GDCB 510 (Fall)  
  ● Molecular Genetics  GDCB 511 (Spring)
  ● Genomics, Bioinformatics, and Statistical Genetics
    Choose 1 from:  ANS 556, STAT 416, STAT 516, BCB 544, BCB 567, BCB 568, BCB 569, BCB 570, EEOB 561, COM S 549, COM S 550, COM S 551, GDCB 567X
    Evolution, Population and Quantitative Genetics
    Choose 1 from:  ANS/AGRON 561, EEOB 540X, EEOB 562, EEOB 563, EEOB 566, EEOB 567, or GDCB/STAT 536

● Seminars/Workshop
  GENET 692 (Fall)
  GENET 691 (Fall), taken twice
  GENET 690 (Fall, Spring), taken three times by Ph.D and one time by M.S.
  GENET 591 (Fall), taken three times by Ph.D. and two times by M.S.**
  <**Change:  GENET 591 (Fall), for students beginning summer 2014 or later you will be required to take twice for Ph.D and one time for M.S.>

● Scientific Ethics:  GRST 565 (Fall and Spring); must complete with “B” or better.

● Bioethics:  GENET 539 (Spring) or approved bioethics activities which area offered on occasion.  (All IG2 Ph.D. students are required to take 2 approved bioethics activities, which GENET 539 meets.  All IG2 M.S. students are required to take 1 approved bioethics activity).

● Research:  GENET 697 for rotations and GENET 699 for Research
  Contact Linda for reference number for your major professor’s GENET 699
  Use research credits to fill to meet 72 and 32 course credit requirement
Research credits do not count towards grade GPA. Minimum research credits for MS is 3; for Ph.D. is 10. There is no maximum.

- Are these courses offered now?  [http://classes.iastate.edu/]
- Catalog Descriptions will include whether the course is offered Fall, Spring, Summer. Some courses are offered every other year: [http://catalog.iastate.edu/azcourses/]
- GDCB [http://catalog.iastate.edu/azcourses/gdcb/]
- ANS [http://catalog.iastate.edu/azcourses/ans/]
- STAT [http://catalog.iastate.edu/azcourses/stat/]
- BCB [http://catalog.iastate.edu/azcourses/bcb/]
- EEOB [http://catalog.iastate.edu/azcourses/eeob/]

### SAMPLE POS

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<tr>
<th>Line</th>
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<th>Course Number</th>
<th>Semester Credits</th>
<th><strong>Course Title (Abbreviate to fit on one line)</strong></th>
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- The Computational Molecular Biology specialization within the Genetics and Genomics major requires that the research project be in the field of computational molecular biology. One semester of Student Seminar of BCB 690 may be substituted for GENET 690
- Genetics and Genomics Minor
  - Three of the four categories of the Core Curriculum with a B or better
  - One semester of a seminar in GENET is recommended
  - One member of the student’s POS committee must be in IG [http://www.genetics.iastate.edu/faculty.html]
- Setting up first POS meeting: By the end of the first year in the major professor’s laboratory, a Ph.D. student majoring in IG must formally set up a Program of Study (POS). To accomplish this, the student contacts committee members to select a date for a committee meeting (at least 3 committee members must attend for Ph.D. and 2 committee members for M.S. degree). One week prior to
that meeting, the student must present a written basic research plan to all members of the POS committee. In the written proposal, the student should provide information about educational and research backgrounds, outline basic questions to be pursued in the Ph.D. research, and indicate some of the basic research strategies to be employed and possible future directions (impact of the research). During the oral presentation, the student should carefully consider feedback from the committee members, as they often have good insights and advice for research and career enhancement. The student should coordinate with committee members unable to attend this first POS meeting, individually providing the same oral presentation that was given to the group.

- Good Strategies for setting up POS meetings. Students need to realize that many professors have very full schedules.

1. Talk with major professor about possible dates, amount of time required for the meeting
2. Identify DAYS that everyone on your POS committee will be present in Ames.
   - A two-week interval several weeks in the future for initial and annual (usually 1 to 2 hours)
   - At least a month in the future for prelim and final defense seminars (usually 2 to 3 hours)
3. Identify windows (several hours) on those days when your POS faculty are available
   - You should identify how much time (hours) will be needed in during this part of the contact
   - (Students might opt to use an on-line free scheduling program like Doodle
     [http://www.doodle.com/](http://www.doodle.com/) for finding out which hours everyone is available.)
4. After the faculty respond, the student can select one or a few times when everyone appears to be free, and when a room is available for the meeting, and again solicit the opinions of the POS committee members.
5. This whole process needs to be completed in one or two days so that slots that were free during the initial inquiry remain free. E-mail is the preferred method of communication.

- Yearly POS meetings: IG2 students should meet with their committees annually. At least 3 members for Ph.D. and 2 members for M.S. must be present. The student is responsible for setting up these meetings.

## Assistantships and Tuition

- You must be registered to be paid on an assistantship.
- Registration is via ACCESS PLUS. [https://accessplus.iastate.edu/frontdoor/login.jsp](https://accessplus.iastate.edu/frontdoor/login.jsp)

  Go to the Student Tab. Go to Student Registration
  - You can register on-line till the first day of classes
  - You can make changes to your schedule on-line through the first week of classes
  - After the first week or if you have not registered prior to classes beginning you will need to use an ADD/DROP slip. This form is available in most departmental offices or on the bulletin board outside of the Genetics and Genomics office (yellow ½ sheet).

- Students who are not registered will have a HOLD placed on their payroll at the beginning of the semester
- Full time is considered 9 credits for fall and spring.
- The minimum number of credits for summer is 2 credits.
  - 2 credits is the number you should take unless you clear it with your major professor
  - Tuition in the summer is charged by credit hour from 2 to 5 for students on assistantships; there is no additional charge for more than 5 credits.

- To receive a tuition scholarship your GPA must be 3.0 or above
- Students on assistantships receive 100% tuition scholarships (Ph.D.) and 50% tuition scholarships charged at in-state rates (M.S.) provided your overall GPA is 3.0 or above.

- How do I know when my assistantship starts and stops and how much I am being paid?
You should have received a letter of intent (LOI) that describes the amount per month and the dates your assistantship begins and ends. If you do not have an LOI or the present LOI is ending soon talk to your major professor.

● All students on assistantships receive paid single health insurance.

**ROTATION INFORMATION**

Information for students participating in rotations can be found here: [http://www.genetics.iastate.edu/orientrotate14.html](http://www.genetics.iastate.edu/orientrotate14.html)

**PRELIM REQUIREMENTS**

Tests a Graduate Student’s knowledge of major, minor, and supporting subject areas as well as the student’s ability to analyze, organize, and present subject matter relevant to the field.

- Breadth of knowledge in the area of genetics and genomics
- Depth of knowledge in a student’s particular research area
- Critical thinking skills especially as they pertain to the scientific method and hypothesis-based research

● Yes there is a form to set the date and notify the Graduate College. Request form from departmental offices or IG office. This form is NOT on-line.

● Form should be submitted at least 2 weeks in advance to the Graduate College
  - Needs signature of your major professor(s) and DOGE
  - Prelim form will then be sent to departmental secretary by the Graduate College

● The entire POS committee must be convened for the preliminary oral examination.

● One of my committee members is out of town but is willing to Skype. Use the “Preliminary or Final Oral Examination with Committee Member at a Distance” form found here: [http://www.grad-college.iastate.edu/common/forms/student_forms.php](http://www.grad-college.iastate.edu/common/forms/student_forms.php)
  - A committee member must agree to sign for the distance member.
  - The distance member must participate for the full examination.

● IG2 requires a written component as well as the oral examination

● IG2 students must complete their prelim no later than the end of their third year in the program.

● What should I expect regarding the preliminary examination?
  - Talk with your committee members and major professor as to what to expect.

● Each member votes their recommendation.

● Prelim Outcomes
  - Pass: committee recommends admitted to Ph.D. candidacy
  - Conditionally pass: must meet other conditions specified before recommendation
  - Fail with opportunity to repeat examination after six months
  - Fail and is not permitted to work towards a Ph.D.

● We asked students who have successfully completed their Preliminary Examinations to offer some suggestions regarding preparing for your prelims. Here is what they said:
“More than anything else I think it is helpful to cultivate a relationship with each member on your committee. This way you can understand where they’re coming from and they can do likewise of you. In the end, prelims are not solely about facts, questions or science but are instead about interactions between people. My adviser did an excellent job of helping me understand that. The most important thing I could tell new students is to get to know their committee members and ask them their expectations. This alleviates much of the stress of trying to study everything, and makes the whole experience more personal.”

“Review basic genetics and cell biology textbook. This helps remind you of the "bigger picture" rather than your own detailed experiment. Practice the oral presentation in front of your lab members. Senior students in the lab will be able to ask prelim-like questions based on their own experiences.”

ACADEMIC MATTERS

The Genetics and Genomics Graduate degree is a research based discipline.
IG2 requires that theses be written in Journal Paper format.
Non-thesis Master of Science degrees are NOT offered by this program.
If your POS committee feels that the Journal Paper format is inappropriate for your thesis, this requirement can be waived by petition from your POS committee to the IG Chair if done well before you begin writing our thesis.

The faculty member teaching BBMB 404 determines if you have met this requirement prior to arrival at Iowa State University based on the submitted undergraduate syllabus.
The IG2 Curriculum Committee determines if you have met the STAT 401 requirement prior to arrival at Iowa State University based on the submitted undergraduate syllabus.
All IG2 core courses in which a student receives a B- or lower are not satisfactorily completed and must be repeated for graduation.
To meet the scientific ethics (GRST 565) and the Bioethics requirements (GENET 539) students must receive a grade of B or better.

Professional Ethics: Responsible Conduct in Research can be downloaded for free at the National Academies Press website: http://www.nap.edu/catalog.php?record_id=12192

University deadlines can be found in the Iowa State University Graduate Student Handbook. Be familiar with the Policy Summary: http://www.grad-college.iastate.edu/common/policies/index.php

Genetics and Genomics Program Deadlines and Requirements
- Ph.D. POS formed by the end of the first year in the program
- M.S. POS formed at the beginning of the 2nd semester in the program
- PRELIM completed by the end of the third year
- Meet with committee at least once per calendar year
- Complete GRST 565 by the end of your first year in graduate school
- Turn-in program checklist filled out between September 1 and November 1 each year

Professional Development Calendar:
http://www.grad-college.iastate.edu/calendar/cal_prof_dev_table.php

Graduate and Professional Student Senate: https://www-gpss.sws.iastate.edu/
LEAVING THE PROGRAM

● Graduation Requirements:  [http://www.grad-college.iastate.edu/graduation/](http://www.grad-college.iastate.edu/graduation/)
● Graduation Deadlines:  [http://www.grad-college.iastate.edu/graduation/](http://www.grad-college.iastate.edu/graduation/)
● The Final Examination is a formal seminar presentation of your completed research. Please notify the program coordinator (lmwild@iastate.edu) with your name, department, degree to be awarded, major professor, the seminar title, date, time and location of the seminar and an abstract. This information will be provided to the IG2 faculty and graduate students.

● Notice of Resignation:  When a student decides to leave Iowa State before completion of their degree, they should fill out a Notice of Resignation form and return this to their supervisor. [http://www.hrs.iastate.edu/hrs/node/679/attachment](http://www.hrs.iastate.edu/hrs/node/679/attachment)

● Dismissal Criteria.

  Continuing registration as a graduate student at Iowa State University is contingent on maintaining good standing in a graduate major. Interdepartmental Genetics and Genomics (IG2) expects that its students will complete their degrees in a satisfactory and timely manner. However, there are several situations that may require severing the relationship between IG2 and a student.

  A student may be dismissed, that is, removed from their degree program and not permitted to register as an IG2 student, for the following reasons:

  a). Failure to progress satisfactorily in his/her degree program

      This may be evidenced by a lack of research progress, failure to complete required components of the genetics and genomics degree program by deadlines specified in this handbook, a lack of aptitude for genetics and genomics, or a failure to maintain a satisfactory academic standing, as defined by the Iowa State University Graduate College Handbook.

  b). Lack of a major professor

      Because graduate degrees in genetics at Iowa State are centered about a mentored research project, it is impossible to complete a degree without a research mentor [major professor]. To maintain good standing and earn a degree in IG2, a student must have an IG2 faculty member serving as his or her major professor.

      A student admitted to IG2 on rotation has up to 12 months from the date of entry into the program to find a faculty member willing to serve as his or her major professor (unless otherwise designated at the time of admission). If the student desires, the IG2 Chair will help the student search for a major professor; however, final responsibility for finding a major professor rests with the student.

      Occasionally, faculty who have previously agreed to serve as a major professor become unable or unwilling to serve. Faculty desiring to terminate their service as major professor may do so by notifying the student and the IG2 Chair in writing. A student who has lost his or her major professor has up to three months after the date the IG Chair is notified to identify another IG2 faculty member willing to serve. The IG2 Chair will help the student search for a new major professor, if the student desires.

  c). Academic dishonesty

      The proper conduct of science requires the highest standards of personal integrity. Because of this, dishonesty in the classroom or in the conduct of research is considered a serious offense by IG2 and by the University. 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, temporary advisor, or a member of the IG2 Supervisory Committee can recommend the dismissal of a student for any of the reasons listed above. Decisions for dismissal are made by the IG2 Supervisory Committee and acted upon by the IG2 Chair.

Procedures for dismissal are as described in the Iowa State University Graduate College Handbook. Before a dismissal is decided, the IG2 Chair must give the student a written justification for why dismissal is being considered. The IG2 Chair must also discuss the situation with the student, as well as his or her POS committee, major professor, temporary advisor, 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. The student may appeal the decision of the Associate Dean, as described in the Graduate College Handbook.

Responsibilities of IG2 and the major professor: It is the responsibility of IG2 to counsel students who are having academic difficulties, to help students search for an acceptable major professor, or if students are unable to overcome these difficulties, 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 help the student seek funds for a student’s assistantship and for the conduct of research.

Relationship between Status in IG2 and Termination of Financial Support: Although students in IG2 are normally supported on graduate assistantships, this is not a requirement for continued participation in IG2. Students not on assistantship will continue to have regular status in the major so long as they remain in good standing and are registered.

However, because assistantship support at Iowa State requires that a student be a member of a graduate program, dismissal from IG requires that assistantship support be terminated, unless the student is able to transfer to another graduate program at ISU.

Students with any doubt about their assistantship status should discuss their situation with their major professor, the IG Chair, and/or the department or program providing their assistantship support. 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 Handbook. Generally, these procedures begin with the program chair or the appropriate department DEO. 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 informally consult with students and faculty.
STUDENT SERVICES

● Selected Student Services can be located here: http://www.genetics.iastate.edu/services.html

● Crisis Services through Student Counseling Services: If you have an urgent matter and feel it would be important to speak to a counselor as soon as possible, please call the SCS desk at 294-5056 and let the receptionist know that you are requesting a same-day crisis appointment or simply come to the office in the Student Services Building on the 3rd floor. SCS counselors save some appointments each day for such matters. If this is after hours or on a weekend/holiday when SCS is not open, and you feel it is important to speak to someone, you may call the Richmond Center at 515-232-5811. IF THIS IS A LIFE THREATENING SITUATION OR ONE THAT COULD RESULT IN HARM TO YOURSELF OR SOMEONE ELSE, CALL 911.

● Student Counseling: http://www.public.iastate.edu/~stdtcouns/ The mission of the Student Counseling Service (SCS) is to help students enhance their academic and personal well-being. The Student Counseling Service provides prevention, intervention, information, and referral services to Iowa State students. SCS also provides consultation and training to faculty and staff to assist them in addressing the psychological needs of students. Student Counseling Service (SCS) provides a wide range of services to help students gain the most from their college experience. SCS offers career counseling, personal counseling, group counseling, and workshops. Most services provided by SCS are short-term in nature, and SCS can assist students needing long-term assistance with referrals to community services. http://www.public.iastate.edu/~stdtcouns/ Some of the typical issues SCS assists students with include career decision-making, coping with relationship problems, low self-esteem, stress, loneliness, depression, cultural differences, sexual assault recovery, trauma, childhood abuse, conflicts over sexuality, substance abuse, eating disorders, academic motivation, and other concerns. Other services include the Substance Abuse Prevention Program, Career Resource Center, Learning Disabilities Screening, Biofeedback Center, Placement Testing, and consultation and outreach services. SCS also provides consultation and training to faculty and staff to assist them in addressing the psychological needs of students.

● Dean of Students Office (DSO) and Student Assistance Services (SAS) Members of the Dean of Students Office (DSO) and Student Assistance Services (SAS) assist students as they manage issues surrounding academic concerns, personal matters/emergencies, and navigation of university policies and procedures. DSO/SAS staff members counsel students on effective ways of filing academic grievances, refer students to university & community resources, provide notification of faculty in emergency absence situations, intervene and follow up with students experiencing mental and physical crises, and provide assistance in understanding the University judicial system. In general, the DSO and SAS are places where students can find answers or start on the path to their own solutions. This website http://www.dso.iastate.edu/ offers some information, but it may also be very helpful to talk one-on-one with a staff member. Student Assistance and Outreach staff are available to meet from 8am-5pm Monday through Friday. To schedule an appointment, stop in to the Dean of Students Office (1010 Student Services Building); or call the office at 515/294-1020 (TTY 515/294-6635).

● Discrimination and Harassment Policy: http://www.policy.iastate.edu/policy/discrimination/ Iowa State University prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. For religion or disability, the law allows
employees and students to request reasonable accommodations to continue their work or studies. Iowa State University also prohibits harassment, which can be a form of discrimination if it is unwelcome and is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with a person’s work or education. Harassment may include, but is not limited to, threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or U.S. veteran status. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with or limit the ability of an individual to work, study, or otherwise to participate in activities of the university.

Complaint Resolution:  [http://www.eoc.iastate.edu/nov--30th-how-to-file-a-complaint](http://www.eoc.iastate.edu/nov--30th-how-to-file-a-complaint)

●The Office of Equal Opportunity and Compliance (EOC) is located at 3280 Beardshear Hall. [http://www.hrs.iastate.edu/diversity/](http://www.hrs.iastate.edu/diversity/) ISU defines diversity as that quality of its physical, social, cultural and intellectual environment which embraces the rich differences within the multiplicity of human expression and characteristics including age, culture, ethnicity, gender identification and presentation, language and linguistic ability, physical ability and quality, race, religion, sexual orientation, and socioeconomic status. “In order for affirmative action or diversity to work, there has to be an environment that welcomes it, not just tolerates it”, Carla R. Espinoza, Associate Vice President, Human Resources Services, Director, Equal Opportunity & Diversity, January, 2006.