

# Interdepartmental Genetics and Genomics Graduate Student Handbook 2018-2019



DOGE and CHAIR: Josh Selsby, Animal Science, 2356 Molecular Biology, 515-294-1427

Associate Chair: Erik Vollbrecht, Genetics Development and Cell Biology, 2206 Molecular Biology, 515-294-9009



Your Graduate Major is: GENETICS and GENOMICS

Program Coordinator:

This program handbook supplements the Iowa State University Graduate Handbook found here:

<http://www.grad-college.iastate.edu/handbook/>

Iowa State Homepage: [www.iastate.edu](http://www.iastate.edu)

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

Genetics and Genomics Homepage: <http://www.genetics.iastate.edu>

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



Last update: June 28, 2018

## **Genetics and Genomics Graduate Program Supervisory Committee**

Chair and DOGE (Director of Graduate Education)



Joshua Selsby, Animal Science, [jselsby@iastate.edu](mailto:jselsby@iastate.edu)



Erik Vollbrecht, Associate Chair, GDCB, [vollbrech@iastate.edu](mailto:vollbrech@iastate.edu)



Dennis Lavrov, Ecology Evolution and Organismal Biology, [dlavrov@iastate.edu](mailto:dlavrov@iastate.edu)



Nicole Valenzuela, Ecology Evolution and Organismal Biology, [nvalenzu@iastate.edu](mailto:nvalenzu@iastate.edu)



Matthew Ellinwood, Animal Science, [mellinwo@iastate.edu](mailto:mellinwo@iastate.edu)



Jack Dekkers, Animal Science, [jdekkers@iastate.edu](mailto:jdekkers@iastate.edu)

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## Steps to Completion of your degree (FAQ) (4-page Cheat Sheet)

\_\_\_\_\_ International rotation students complete OECT at end of 1<sup>st</sup> semester at Iowa State

- Oral English Certification Test for purposes of being a Teaching Assistant

<http://cce.grad-college.iastate.edu/ita/oect>

- Test Dates: <http://cce.grad-college.iastate.edu/ita/oect/schedule>

- Take courses if appropriate to be certified as level 1 Teaching Assistant

\_\_\_\_\_ Community and Life Resources; more to life than just academics

[http://www.grad-college.iastate.edu/common/student\\_life/](http://www.grad-college.iastate.edu/common/student_life/)

\_\_\_\_\_ Familiarize yourself with the Graduate College Handbook

<http://www.grad-college.iastate.edu/handbook/>

\_\_\_\_\_ Graduate and Professional Student Senate

<http://www.grad-college.iastate.edu/handbook/chapter.php?id=8#8.3>

The Graduate and Professional Student Senate (GPSS) is a representative body that provides a formal channel for the expression of graduate student concerns and disperses significant funds derived from the graduate student activity fee. GPSS convenes at 7 p.m. in the Memorial Union on the last Monday of each month. Meetings are open to observers.

\_\_\_\_\_ Add/Drop Slips

To add a course after the first week of classes you will need a ½ sheet yellow add/drop slip signed by all required individuals. This has to be walked around campus. Forms available in most departmental offices and outside of 2102 Molecular Biology on the bulletin board.

\_\_\_\_\_ **Checklists showing progress are turned in every year between Sept 1 and November 1.**

**Program Coordinator will send this form in late August**

**Not required of first year students**

\_\_\_\_\_ Rotation information: <http://www.genetics.iastate.edu/orientrotate14.html>

Generally two in the fall and one in early spring. Decided by Spring Break.

If funded for fall only, generally two rotations or three short rotations. Decide by Dec 1.

If funded for spring/half summer, minimum two rotations, three are okay. Decide by June 15.

\_\_\_\_\_ **Rotation student joins lab**

**Home Department for Students Admitted to Interdepartmental Majors**

**Form: [http://www.grad-college.iastate.edu/common/forms/student\\_forms.php](http://www.grad-college.iastate.edu/common/forms/student_forms.php)**

\_\_\_\_\_ If the student changes labs/major/program/degree (i.e. MS to Ph.D. or Ph.D. to M.S.)

Transfer From One Major/Program/ Department / Degree to Another

[http://www.grad-](http://www.grad-college.iastate.edu/common/forms/files/Request%20To%20Transfer%20From%20One%20Major%20Program%20Department%20Certificate%20To%20Another.pdf)

[college.iastate.edu/common/forms/files/Request To Transfer From One Major Program Department Certificate To Another.pdf](http://www.grad-college.iastate.edu/common/forms/files/Request%20To%20Transfer%20From%20One%20Major%20Program%20Department%20Certificate%20To%20Another.pdf)

\_\_\_\_\_ What courses do I take:

Required core courses:

Typical First Year coursework:

Note: "B" or better grade required for core courses

Scientific Ethics requirement completed with course GR ST 565

Bioethics requirement completed with course GENET 539 (other options possible)

\_\_\_\_\_ **Ph.D. students by the end of your 1<sup>st</sup> year at Iowa State University**

**Set up your Committee and POS. POS lists ALL courses required to complete degree.**

**Meet with committee members prior to submitting POSC on-line ACCESS PLUS**

**Worksheet: <http://www.grad-college.iastate.edu/common/forms/files/POSC.pdf>**

**Ph.D. 72 total credits**

**Required courses and seminars: <http://www.genetics.iastate.edu/curriculum.html>**

**Other courses as required by your committee**

\_\_\_\_\_ How do I show on my POSC I have met the BBMB 404 and STAT 401 (renumbered STAT 587) requirements since I didn't take them here.

▪ Show how you met this requirement in the comments section of the POSC

▪ "example": Took STAT 503 at U of Missouri; was approved by IG2 as meeting STAT 401 (renumbered STAT 587) requirement

\_\_\_\_\_ How do I show my 4<sup>th</sup> 400 level course. I can only show STAT 401 (renumbered STAT 587), BBMB 404, STAT 402 and I took STAT 416 (renumbered STAT 581) as well.

STAT 416 (renumbered STAT 581) is a core course so it should be on your POSC. Choose one of the other courses and put it in the comments section of the POSC showing when you took it and the grade.

\_\_\_\_\_ **MS students should set up their Committee and POS by the beginning of their 2<sup>nd</sup> Semester**

▪ MS students generally have 2 years to complete their degree; to insure they are able to complete all their coursework in this time period

▪ Meet with committee members prior to submitting POSC on-line ACCESS PLUS

**Worksheet: <http://www.grad-college.iastate.edu/common/forms/files/POSC.pdf>**

▪ Required courses and seminars: <http://www.genetics.iastate.edu/curriculum.html>

▪ Other courses as required by your committee

▪ M.S. 32 total credits

\_\_\_\_\_ Preparing Future Faculty for those interested in pursuing a teaching career

In second year of MS or Ph.D. program

<http://www.celt.iastate.edu/graduate-students-postdocs/preparing-future-faculty/information-for-new-and-continuing-pff-participants>

\_\_\_\_\_ Seminars and Workshops on research, grant writing, special topics, English

pronunciation and grammar, disciplinary writing, motivation, assessment

[Http://cce.grad-college.iastate.edu/](http://cce.grad-college.iastate.edu/) Keeping a good lab notebook.

\_\_\_\_\_ MS students who plan to pursue a Ph.D. within same department

MS student decides to continue in same department for Ph.D.

[http://www.grad-](http://www.grad-college.iastate.edu/common/forms/files/Pursuit_of_Master's_and_PhD_in_Same_Department.pdf)

[college.iastate.edu/common/forms/files/Pursuit of Master's and Phd in Same Department.pdf](http://www.grad-college.iastate.edu/common/forms/files/Pursuit_of_Master's_and_PhD_in_Same_Department.pdf)

\_\_\_\_\_ **Deadlines that affect when you can take your prelim or graduate**

<http://www.grad-college.iastate.edu/calendar/>

\_\_\_\_\_ **Genetics and Genomics deadlines**

<http://www.grad-college.iastate.edu/files/timelines/Genetics%20and%20Genomics%20-%20TimeLine.pdf>

\_\_\_\_\_ **PRELIM due by the end of the third year in the program**

**Make sure you list any co-majors, minors, or specializations on form**

**Other related forms: Prelim with committee member at a distance**

**Request for Committee Substitution at the Prelim or Final Oral Exam**

**<http://www.grad-college.iastate.edu/common/forms/files/POSC.pdf>**

**You cannot go back and add other majors or minors of specializations after**

**Prelim. “Preliminary or Final Oral Exam Request” is on-line through Grad College forms page**

\_\_\_\_\_ **Meet annually with your POS committee after passing your prelim. Record on your annual IG2 checklist**

**Discuss progress or lack of progress, goals, plans for completion of thesis research**

**Discuss professional development, job opportunities**

**3 members of POS committee should be present; others met independently**

\_\_\_\_\_ **Talk with major professor about job opportunities; when to begin the search for a job or post doc or faculty position. Go to seminars, meet with speakers, discuss job opportunities, postdocs.**

**Career Services: <http://www.grad-college.iastate.edu/career/>**

\_\_\_\_\_ **Application for Graduation (on-line through ACCESS PLUS)**

**[https://www.grad-college.sws.iastate.edu/common/forms/grad\\_app.php](https://www.grad-college.sws.iastate.edu/common/forms/grad_app.php)**

**Check your POSC in ACCESS PLUS—is everything “green”**

\_\_\_\_\_ **Check your POSC in ACCESS PLUS in the Student Tab for “Grad Stndt Status” to insure everything is “green”. If not, make corrections to your POSC now. Do not wait until your final defense.**

\_\_\_\_\_ **Time Limits on courses listed on your POSC. See Graduate College Handbook 6.3.4 for chart and information on who can approve overage courses. All courses taken more than 7 years prior to graduation are subject to this requirement. <https://www.grad-college.iastate.edu/handbook/chapter.php?id=6>**

\_\_\_\_\_ **Thesis**

**Thesis checklist: <https://www-grad-college.sws.iastate.edu/current/thesis/>**

**IG2 requires journal format**

**An email copy of your thesis should be sent to the Genetics and Genomics DOGE at the same time it goes to your committee prior to your final oral examination.**

\_\_\_\_\_ **Request for Final Oral Examination: [https://www-grad-college.sws.iastate.edu/common/forms/files/Request for Final Oral Examination.pdf](https://www-grad-college.sws.iastate.edu/common/forms/files/Request_for_Final_Oral_Examination.pdf)**

**Exam at Distance – Masters: Student not at ISU**

**Exam at Distance – Ph.D. : Student not at ISU**

**[https://www-grad-college.sws.iastate.edu/common/forms/student\\_forms.php](https://www-grad-college.sws.iastate.edu/common/forms/student_forms.php)**

\_\_\_\_\_ **Announce final oral defense. Send information: title, date, time, place, and abstract to program coordinator so that the final oral defense can be announced to both your graduate major and your home department.**

\_\_\_\_\_ **Graduation Certification Letter:**

**<https://secure.grad-college.iastate.edu/grad-cert-letter/>**

**Employer requests that you verify that all degree requirements have been met**

\_\_\_\_\_ **Graduation and Commencement: <http://www.graduation.iastate.edu/>**

# Ph.D. and M.S. Course Requirements

- ISU Handbook: <http://www.grad-college.iastate.edu/handbook/>  
Read Chapter 9 – Rights and Responsibilities  
<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9#9.1>
- Coursework required to complete a Ph.D. and M.S. in Genetics:
- Commonly asked about policies: <http://www.grad-college.iastate.edu/handbook/summary/>
- **Every student will fill out a Program of Study and Committee form (POSC) on-line in ACCESS PLUS AFTER meeting with their committee members.**  
**POS Committee responsibilities: A summary:**  
<http://www.grad-college.iastate.edu/handbook/chapter.php?id=6#6.4>
- Ph.D. students POS will require five faculty and 72 credits  
Graduate College Handbook Information:  
<http://www.grad-college.iastate.edu/handbook/chapter.php?id=6#6.2>  
Three faculty must be genetics faculty:  
One faculty member must be listed as “outside”; this is up to you and your major prof.
  - The “outside” faculty member can be a faculty member in Genetics and Genomics and/or your home department.
  - The outside graduate faculty member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research, or some aspect of intellectual diversity deemed important by the committee and/or major.
- M.S. students POS will need three faculty and 32 credits  
Two faculty must be genetics faculty:  
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 will list all the courses required as partial completion of your degree, those taken and those to be taken during your training  
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 (renumbered to STAT 587)  
If you have not completed these courses or equivalent you should take by end of 2<sup>nd</sup> fall semester
- 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 (renumbered to 581), STAT 516, BCB 544, 567, 568, 569, 570, EEOB 561,

COM S 549, COM S 550, COM S 551, GDCB 576X or EEOB/BCB 546X

- Evolution, Population and Quantitative Genetics

Choose 1 from: ANS/AGRON 561, EEOB 540X, 562, 563, 566, 567, or GDCB/STAT 536

- Seminars/Workshop

GENET 692 (Fall)

GENET 691 (Fall), taken twice

GENET 690 (Fall or Spring), taken three times by Ph.D and one time by M.S.

GENET 591 (Fall), taken two times by Ph.D. and one time by M.S.

<Above is a change. For students beginning in program PRIOR to summer 2014;

They are required to take GENET 591 three times for Ph.D and one time for M.S.>

- Scientific Ethics: GRST 565 (Fall and Spring); must complete with “B” or better, take first year

- Bioethics: GENET 539 (Spring). Meets bioethics activity requirements for MS and Ph.D.

- 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.

<http://catalog.iastate.edu/azcourses/>

- The Computational Molecular Biology Specialization within the Genetics and Genomics graduate 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

- The Predictive Phenomics of Plants (P3) Specialization within the Genetics and Genomics graduate major requires coursework in addition to IG2 course/program requirements:

<https://www.predictivephenomicsinplants.iastate.edu/core-courses>

- Genetics 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 IG2

- Setting up your 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/> 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: IG 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>  
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 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 on Genetics homepage [www.genetics.iastate.edu](http://www.genetics.iastate.edu) under “New Students” and then “Rotation Information”.

## 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
- 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 IG2 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. Check with your POS committee members as to what the written component will consist of (i.e. proposal and/or questions).
- 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: “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.” “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 Graduate degree is a research based discipline.
- IG requires that theses be written in Journal Paper format.
- Electronic Thesis/Dissertations preparation: <http://www.grad-college.iastate.edu/current/thesis/>
- 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.
- Specific Policies and Laws of Interest to Graduate Students 9.1.2  
<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9#9.1>
- 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 IG 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 IG 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](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 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 2<sup>nd</sup> 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 and a half 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](http://www.grad-college.iastate.edu/calendar/cal_prof_dev_table.php)
  
- Graduate and Professional Student Senate: <https://www-gpss.sws.iastate.edu/>
  
- An Alternative for more than the allowable 400 level courses on the student's POSC.

If a student is required to take more 400 level courses than allowed on their POSC, the additional 400 level courses can be listed in the comments section of the POSC along with the term taken and grade received. In 5.1.2 of the ISU Graduate College handbook it indicates that with their POS committee's approval a student may take up to 15 credits from 300- and 400-level courses (maximum 6 credits at 300 level). Beginning with students admitted to

degree programs beginning spring semester 2018 and thereafter, a limit of 9 credits at the undergraduate level will be in effect, with a limit of 3 credits at the 300 level.

## LEAVING THE PROGRAM

- Graduation Requirements: <http://www.grad-college.iastate.edu/graduation/>
- Graduation Deadlines: <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](mailto: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 IG faculty and graduate students.
- At the time you send your thesis to your committee for the final oral examination, send a copy of your thesis to the Chair of the Genetics and Genomics graduate program as well. He is the DOGE of the program and will sign off on your Graduation form.

- Dismissal Criteria.

Continuing registration as a graduate student at Iowa State University is contingent on maintaining good standing in a graduate major. Interdepartmental Genetics (IG) 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 IG and a student.

A student may be dismissed, that is, removed from their degree program and not permitted to register as an IG 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 degree program by deadlines specified in this handbook, a lack of aptitude for genetics, 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 IG, a student must have an IG faculty member serving as his or her major professor.

A student admitted to IG 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 IG 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 IG 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 IG faculty member willing to serve. The IG 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 IG 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 IG Supervisory Committee can recommend the dismissal of a student for any of the reasons listed above. Decisions for dismissal are made by the IG supervisory Committee and acted upon by the IG Chair.

- Procedures for dismissal are as described in the Iowa State University Graduate College Handbook. Before a dismissal is decided, the IG Chair must give the student a written justification for why dismissal is being considered. The IG 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 IG and the major professor: It is the responsibility of IG 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 IG and Termination of Financial Support: Although students in IG are normally supported on graduate assistantships, this is not a requirement for continued participation in IG. 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>

●The Office of Equal Opportunity and Compliance (EOC) is located at 3280 Beardshear Hall. <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.