

## 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

\_\_\_\_\_ **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:

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 till June 30, 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. Ph.D. to M.S. or M.S. to Ph.D.)

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

[http://www.grad-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 can include some of the following (generally students take only two 3-credit courses (i.e. TOX 501 and BBMB 404 or TOX 501 and STAT 401)

Fall: TOX 501, BBMB 404, STAT 401, TOX 689, Research

Spring: TOX 502, BBMB 405, STAT 402, GR S 565, TOX 689, Research

Summer: Research, STAT 401 or BBMB 404

\_\_\_\_\_ **Ph.D. students by the end of your 1<sup>st</sup> year in their permanent lab at Iowa State University**  
**Set up your Committee and POS. The POS lists ALL courses required to complete your 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: \_\_\_\_\_ Other courses as required by your**  
**committee**

\_\_\_\_\_ How do I show my 4<sup>th</sup> 400 level course. I can only show STAT 401, BBMB 404, STAT 402 and I took BBMB 405 as well.

Put it in the comments section of the POSC showing when you took it and the grade received

\_\_\_\_\_ **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:
  - Other courses as required by your committee
  - M.S. 30 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-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/>

\_\_\_\_\_ **TOXICOLOGY program deadlines:**

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

Form available in departmental offices (it is NOT on-line)

Submit form at least two weeks prior; written component required

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 unless you are willing to take the preliminary examination over again

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

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

Go to seminars, meet speakers, talk about jobs and post doc positions at their institutions.

\_\_\_\_\_ **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 Stdnt Status” to insure everything is “green”. If not, make corrections to your POSC now. Do not wait until your final defense.

\_\_\_\_\_ Alternative to memo dealing with overage courses.

Time limit is 7 years; requires written request of acceptance to Graduate College

Put overage courses in comments showing when taken and grade

DOGE and committee agree (approve) your knowledge still relevant, student is current

\_\_\_\_\_ Thesis

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

TOX requires journal format

\_\_\_\_\_ **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%20for%20Final%20Oral%20Examination.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/>

\_\_\_\_\_ Things to think about if you decide to leave your lab before graduation

1. If you leave in the middle of a semester

a. How does this affect payroll

i. Benefits, **including in-state tuition assessment**, are tied to your being a graduate student on assistantship for 3 months of the semester

- b. How does this affect your courses for the semester
  - i. Research credits with your major professor
- c. How does this affect your tuition scholarship
  - i. 3 month rule vs being charged full out-of-state tuition
- d. How does this affect your health insurance payments
  - i. Comes with your assistantship; stops with your assistantship
- e. Finding a new lab

\_\_\_\_\_ Things to think about if you decide to leave Iowa State without completing a degree

Let the program, your major professor, your home department know

Last day on payroll

Last day on health insurance

Course enrollment for the present and future semesters

If you are pre-enrolled for the next semester you need to drop those courses

If you are not planning to return to Iowa State consider officially withdrawing (form)

If you might return to Iowa State, no additional action needs to be taken at this time