

# TOXICOLOGY GRADUATE PROGRAM

## 2017-2018 HANDBOOK

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**This handbook is a supplement to the ISU Graduate Student Handbook**  
<http://www.grad-college.iastate.edu/common/handbook/>

#### ► Attendance at Toxicology program seminars.

► **Toxicology 689 Seminar:** Toxicology majors are required to sign up for and attend Tox 689 (R) each fall and spring semester. To successfully pass this course, the student must attend 80% of the seminars listed for the semester. If a student attends a national conference or meeting during the semester, they may request that attendance at the conference be used to meet one (1) missed seminar during the same semester.

#### ► Prerequisites to major in Graduate Toxicology

► Prerequisites for entrance into the graduate toxicology major include an undergraduate degree in a relevant area of study; for example, chemical engineering, biology, biochemistry, chemistry, ecology, entomology, food science and technology, microbiology, nutritional science, zoology or veterinary medicine. Minimum undergraduate coursework should include the following or equivalent: 1 year of college mathematics, including calculus; 1 year of inorganic chemistry; 2 years of biological sciences including 1 course in physiology. Other courses that are considered desirable include: biochemistry, physical chemistry, qualitative analysis, and some specialized courses such as histology or advanced physiology.

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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

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

\_\_\_\_\_ **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-](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: Fall: BBMB 404, STAT 401(renumbered 587), TOX 689, Research

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

Summer: Research

\_\_\_\_\_ **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**

**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(renumbered STAT 587), 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>

\_\_\_\_\_ **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)**

\_\_\_\_\_ **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/)

\_\_\_\_\_ **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/>

\_\_\_\_\_ **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

\_\_\_\_\_ **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/>

\_\_\_\_\_ **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 are tied to your being a graduate student on assistantship
  - 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 before completion of your 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

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

- Coursework required to complete a Ph.D. and M.S. in Toxicology

► NOTE: For Ph.D. Students: If you take STAT 401 (renumbered STAT 587), 402, BBMB 404, 405, these are more than the three allowed 300-400 level credits towards your course number requirements (72). Place any additional 400 level courses in the notes section of your POSC along with the semester taken and grade. It will not count towards your required 72 credits but it is required by the Toxicology program to complete your degree.

- Ph.D. students' POS committees will require five faculty and 72 credits. Three of the faculty must be toxicology faculty <https://www.toxicology.iastate.edu/toxicology-faculty-department>. One faculty member must be listed as "outside"; this is up to you and your major professor. "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." This/these faculty may be in the same major and department.

- M.S. students POS will need three faculty and 30 credits

Two faculty must be toxicology faculty:

One faculty member must be listed as "outside"; this is up to you and your major professor. "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." This/These faculty may be in the same major and department.

- **15 credits** of 300 (maximum 6 credits) and 400 level courses can count towards required credits (72/30). If a student is required to take more than 15 credits of 300/400 level coursework the additional coursework will need to be listed in the comments section along with the grade awarded and semester taken. This allowable maximum 400 level credits will change to **9 credits** beginning 2018.

- **POSC form** should list courses required as partial completion of your degree:

Core curriculum, Tox 504, scientific ethics, research and courses required by the members of your POS committee. You do NOT need to list TOX 689 Seminar

- **A Listing of courses that are available to meet the "additional credits in Toxicology" are listed here:**

<https://www.toxicology.iastate.edu/prerequisites-and-core-curriculum-complete-phd-and->

## [ms-degrees](#)

- To graduate you will need an overall GPA of 3.0
- Research credits do not count towards grade GPA
- Core Curriculum listed here: <https://www.toxicology.iastate.edu/prerequisites-and-core-curriculum-complete-phd-and-ms-degrees>
- 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/>
- TOXICOLOGY Minor, Ph.D.
  - Tox 501
  - Tox 504
  - 6 credits of other Toxicology courses
  - 1 semester of TOX 689
  - One member of the student's POS committee must be a faculty member in the Toxicology program:
- TOXICOLOGY Minor, M.S.
  - Tox 501
  - Tox 504
  - 3 credits of other Toxicology courses
  - 1 semester of TOX 689
  - One member of the student's POS committee must be a faculty member in the Toxicology program:
- Setting up first POS meeting: By the end of the first year in the major professor's laboratory, a Ph.D. student majoring in TOX 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: TOX 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 should meet with the remaining members individually. 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 Toxicology 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. **All students on a ½ time assistantship are considered by the Iowa State University Registrar as full time as long as they register for at least 1 credit.**

- The minimum number of credits for summer is 1 credit.

1 credit is the number you should take unless you clear it with your major professor  
Tuition in the summer is charged by credit hour from 1 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 ½ time 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:

## 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 toxicology
  - 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 (Preliminary or Final Oral Exam Request) to set the date and notify the Graduate College. <https://www.grad-college.iastate.edu/student/forms/>
- On-line Form should be submitted at least 2 weeks in advance to the Graduate College <https://www.grad-college.iastate.edu/student/forms/>
  - Needs signatures of all committee members
  - Prelim form will then be sent to departmental secretary

- 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: <https://www.grad-college.iastate.edu/student/forms/>
  - A committee member must agree to sign for the distance member.
  - The distance member must participate for the full examination.
- TOX requires a written component as well as the oral examination
- TOX 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 toxicology 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 TOXICOLOGY Graduate degree is a research based discipline.
- TOX 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.
- To meet the scientific ethics (GRST 565 or VET PATH 544) requirements 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>

- TOXICOLOGY 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 or VET PATH 544 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](http://www.grad-college.iastate.edu/calendar/cal_prof_dev_table.php)
- Graduate and Professional Student Senate: <https://www-gpss.sws.iastate.edu/>

# COMPLETING YOUR DEGREE

- Graduation Requirements: <http://www.grad-college.iastate.edu/graduation/>
- Graduation Deadlines: <http://www.grad-college.iastate.edu/calendar/>
- 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 TOX faculty and graduate students.
- Let your major professor and your home department know your last day on payroll

## LEAVING YOUR LAB OR THE PROGRAM WITHOUT COMPLETING A DEGREE

\_\_\_\_\_ 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 are tied to your being a graduate student on assistantship
  - 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 before completion of your 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

# DISMISSAL FROM THE TOX GRADUATE MAJOR

## ●Dismissal Criteria.

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

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

A student admitted to TOX 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 TOX 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 TOX Chair in writing. A student who has lost his or her major professor has up to three months after the date the TOX Chair is notified to identify another IG faculty member willing to serve. The TOX 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 TOX Supervisory Committee can recommend the dismissal of a student for any of the reasons listed above. Decisions for dismissal are made by the TOX supervisory Committee and acted upon by the TOX Chair.

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

●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.