

# Graduate Student Handbook

*Master of*

IOWA STATE UNIVERSITY

## *Community & Regional Planning*

Last revised: July 2009

Department of Community and Regional Planning  
College of Design  
Iowa State University

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## Orientation

### ***Message from the Director of Graduate Education***

Dear Incoming Graduate Students:

Welcome to the Master of Community and Regional Planning program at Iowa State University. The staff and faculty in the Department of Community and Regional Planning (CRP) are dedicated to helping you have a productive and enjoyable learning experience. As part of that effort, we have prepared this handbook to help you get settled into life in CRP. The handbook covers topics ranging from orientation through faculty collaboration to graduation. You should also feel free to meet with any of the faculty members to discuss your interests, your course of study, and topics for a thesis or professional report.

The information contained in this handbook is intended to expand on and not replace other university documents such as the University Bulletin and the Graduate College Handbook. If you still have questions or concerns after perusing these documents, please do not hesitate to contact the departmental staff, the director of graduate education (DOGE), or the appropriate university office.

Although the graduate program will demand a lot of time and work, we want you to have fun while you are here. The University has a full range of excellent facilities and there are numerous sporting and cultural events. You can see world-class performing arts at the Iowa State Center, and there are also many restaurants, clubs and other activities for you to enjoy. In short, work hard, relax well, and have an exciting and rewarding time at ISU.

Sincerely,

A handwritten signature in black ink, appearing to read "Owusu". The signature is written in a cursive, somewhat stylized font.

Francis Owusu  
Associate Professor and  
Director of Graduate Education

### ***ISU Card***

The first thing you should do upon arriving on campus is to obtain your university identification card (ISU Card). Go to the ISU Card Office (0530 Beardshear Hall) to obtain your card. There they will take your picture. This is a permanent card to be used while attending Iowa State. This card primarily serves as your library card, but it also can be activated as an ATM card as well as a swipe card for purchasing products and services around campus.

Loss of your card should be reported immediately to the ISU Card Office, where the lost card will be invalidated. There will be a charge for each replacement of an ISU Card. Disciplinary sanctions may be imposed for improper use of the ISU Card or attempts to obtain, by fraudulent means, any form of identification.

You must also notify the department if you lose your ISU Card. We will need to reprogram the door locks on the studios and classrooms in the College of Design to accept your new card number.

### ***E-mail Account***

To obtain an email account, go to [www.it.iastate.edu/email/](http://www.it.iastate.edu/email/). When you have an ISU email address, please inform the department staff of your username. The department encourages all of our students to obtain an e-mail account. We regularly make announcements via e-mail that you would otherwise miss out on.

### ***English Placement Test***

Graduate students whose native language is not English must demonstrate adequate knowledge of the English language.

- If your native language is **not** English and you do **not** have a previous degree from a U.S. college or university where the language of instruction was English, you must take the English Placement Test. This test is administered by the Department of English. You can obtain information about the test by calling 515-294-3568.
- If your native language is **not** English and you do have a previous degree from a U.S. college or university where the language of instruction was English, you need to fill out a form to certify that you have met your English requirement. The Graduate College can assist you in completing this form. You can reach the Graduate College by calling 515-294-1170.

The English Placement Test (EPT) is in addition to the TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process. If you are not successful in passing the EPT, you must complete English 101D during your first year of study.

### **Registration**

All students who attend classes at ISU must register and pay assessed fees. Until you have a major professor, the department's DOGE will assist you in registering for classes. You register for classes via AccessPlus from the bottom left corner of the ISU homepage. Further information on AccessPlus is available via the Solution Center (a division of ISU Information Technology) at [www.it.iastate.edu](http://www.it.iastate.edu). Visit [classes.iastate.edu](http://classes.iastate.edu) for the schedule of classes (which will give information on current course offerings, meeting times, instructors, and course web sites) and the course catalog (which will give course descriptions).

### **Departmental Mailbox**

You may have a mailbox in the departmental office (146 Design). You should check this location at least once a week for announcements and other important information. If the department receives mail for you, it will be put into your mailbox with the assumption that you are checking it.

### **Student Office Space**

Graduate students in CRP have their own studio space (562 Design). Everything in that room is for use by our department's graduate students. A limited number of desks are also available for use. When claiming a desk to use for the semester, please first make sure no one else is using it. In some cases, students with compatible schedules may wish to share. To obtain office supplies for the graduate studio, contact the department staff. The electronic lock on this door reads ISU Cards and your card will be programmed for access to this space. Try to avoid keeping valuable personal items (such as textbooks, computers, or other electronic devices) in this space. Though access is limited to MCRP students only, thefts have occurred.

### **Important University Publications**

<b>Publication</b>	<b>What is it?</b>	<b>Web access</b>
University Directory	Contact information for students, faculty & staff	<a href="http://ph.iastate.edu">ph.iastate.edu</a>
University Catalog	Undergraduate & graduate courses and programs	<a href="http://www.public.iastate.edu/~catalog/">www.public.iastate.edu/~catalog/</a>
Schedule of Classes	Current course offerings	<a href="http://classes.iastate.edu">classes.iastate.edu</a>
Graduate College Handbook	Complete guide to the Graduate College	<a href="http://www.grad-college.iastate.edu/publications/">www.grad-college.iastate.edu/publications/</a>
Thesis Manual	Essential information for students producing a thesis	<a href="http://www.grad-college.iastate.edu/edu/thesis/">www.grad-college.iastate.edu/edu/thesis/</a>

These materials contain information useful to you as you progress toward your degree. Most of these university publications are available for browsing in the department office (146 Design).

### ***Credit Waiver***

Students with a bachelor's degree in community and regional planning from an accredited planning program may be eligible for a waiver of up to 9 credits. If you are interested in pursuing this option, please consult with the DOGE as early as possible as you embark on your graduate studies. You can petition to waive up to 9 credits. A copy of the credit waiver is available from [www.design.iastate.edu/CRP/forms.php](http://www.design.iastate.edu/CRP/forms.php). The DOGE can also assist you in determining which courses are eligible for the waiver. The waiver will then be reviewed by the department's Student Admissions and Awards Committee for approval. To finalize the decision, you will receive a copy of the signed waiver form and a copy will also be placed in your file.

## Progress Toward Your Degree

### ***Department Contacts***

You should familiarize yourself with the leadership, faculty, and staff within the department of Community and Regional Planning.

<b>Name</b>	<b>Office</b>	<b>Phone</b>	<b>E-mail</b>	<b>Research Interests</b>
Carlton Basmajian, Assistant Professor	578 Design	294-6942	<a href="mailto:carlton@iastate.edu">carlton@iastate.edu</a>	development and implementation of environmental and transportation policy by looking specifically at the role of regional planning agencies as the essential bridge between federal, state, and local governments
Tim Borich, Associate Professor	126 Design	294-8707	<a href="mailto:borich@iastate.edu">borich@iastate.edu</a>	community, rural, economic and leadership development, multi-community collaboration, public policy, rural sociology, complex organizations
Susan Bradbury, Associate Professor	399 Design	294-8720	<a href="mailto:bradbury@iastate.edu">bradbury@iastate.edu</a>	economic development, transportation
Tara Lynne Clapp, Assistant Professor	377 Design	294-7759	<a href="mailto:tlclapp@iastate.edu">tlclapp@iastate.edu</a>	environmental planning and policy, land use and growth management, planning history and theory, research methods, gender and environment
Paul Coates, Associate Professor	Research Park	294-1844	<a href="mailto:paulc@iastate.edu">paulc@iastate.edu</a>	local government financial management, governmental structure and management, governmental performance measurement, community performance indicators, citizen participation
Mônica Haddad, Assistant Professor	583 Design	294-8979	<a href="mailto:haddad@iastate.edu">haddad@iastate.edu</a>	GIS, human development, social equity issues and public investments, regional policies
Kim Magnani, Administrative Specialist	146 Design	294-5677	<a href="mailto:kmagnani@iastate.edu">kmagnani@iastate.edu</a>	
Doug Johnston, Professor and <b>Chair</b>	146 Design	294-8958	<a href="mailto:dmjohnst@iastate.edu">dmjohnst@iastate.edu</a>	Environmental planning, water resources, GIS, design
Bobbi Jo Kruckenberg, Office Staff	146 Design	294-8958	<a href="mailto:bobbik@iastate.edu">bobbik@iastate.edu</a>	
Riad Mahayni, Professor	592 Design	294-8524	<a href="mailto:rmahayni@iastate.edu">rmahayni@iastate.edu</a>	planning methods & theory, decision making, transportation & regional planning, <b>planning in developing countries</b>
Francis Owusu, Associate Professor and <b>DOGE</b>	585 Design	294-7769	<a href="mailto:fowusu@iastate.edu">fowusu@iastate.edu</a>	community economic development, planning methods, sustainable development, third world development, <b>planning policy, urban planning</b>
Gerardo Sandoval, Assistant Professor	577 Design	294-6764	<a href="mailto:gsando@iastate.edu">gsando@iastate.edu</a>	intersection of economic & community development in immigrant, rural, and inner-city neighborhoods, with special focus on relationships between immigrant neighborhoods and <b>planning institutions</b>
Dave Swenson, Adjunct Assistant Professor	177 Heady	294-7458	<a href="mailto:dswenson@iastate.edu">dswenson@iastate.edu</a>	Community/regional economic analysis, economic input studies, public finance and tax policy, community change and worker mobility issues, public program and project evaluation
Gary Taylor, Assistant Professor	286 Design	294-2973	<a href="mailto:gtaylor@iastate.edu">gtaylor@iastate.edu</a>	land use law, state and local regulation of the development process, state/local fiscal relationships, intergovernmental cooperation and contracting, mediation of land-use disputes
Ferruccio Tralbalzi, Assistant Professor	376 Design	294-8393	<a href="mailto:tralbalzi@iastate.edu">tralbalzi@iastate.edu</a>	local/regional international development, local food production and markets, promoting design practice that is supportive of inclusion, justice & identity

### ***Departmental Administration***

The Department of Community and Regional Planning is chaired by Doug Johnston ([dmjohnst@iastate.edu](mailto:dmjohnst@iastate.edu)). The Director of Graduate Education for the CRP department is Francis Owusu ([fowusu@iastate.edu](mailto:fowusu@iastate.edu)).

The CRP department is located within the College of Design. Also in the College of Design are the departments of Architecture, Art & Design, and Landscape Architecture.

### ***Semester Flowchart***

Each semester, the department makes available a semester flowchart to students. This flowchart lists important deadlines for students in each semester of their degree. You are responsible for meeting these deadlines.

### ***Assembling Your Committee***

In your first semester, you should meet with all of the professors who might share your interests. You should also meet with the DOGE. Discuss your research interests and ask him/her to recommend suitable faculty to sit on your committee. See the Graduate College Handbook for details on the correct composition of a committee. When you have selected your committee members, you will need to complete a "Recommendation for Committee Appointment" form that is available at [www.grad-college.iastate.edu/forms/forms.html](http://www.grad-college.iastate.edu/forms/forms.html). Once you have completed this form and obtained the signatures of your committee members, you should deliver it to the department office (146 Design). Assuming there are no problems, it will take about a week to be approved. You will then receive a copy of your approved form.

### ***Developing Your Program of Study***

Soon after you have selected your committee, you should arrange a meeting time with them to discuss your Program of Study (POS) - what courses you will take to finish your degree. Your POS is important for two reasons. First, your POS outlines the courses you will take to finish your degree. Therefore, your POS should contain the courses needed so that you have the knowledge and the skills to complete your professional report or thesis. Secondly, if you intend to specialize in a particular field of planning (such as land use, transportation, community design, environmental planning, etc.) then your coursework should reflect that you do indeed have the qualifications to work in that field. See the Graduate College Handbook for details on the correct composition of a POS. You must complete the POS form that is available on the web at [www.grad-college.iastate.edu/forms/forms.html](http://www.grad-college.iastate.edu/forms/forms.html). Once you have completed this form and obtained the signatures of your committee members, you should deliver it to the department office (146 Design). Assuming there are no problems, it will take about a week to be approved. You will then receive a copy of your approved form.

### **Curriculum Requirements**

The degree requirement for the MCRP is 48 credits. Of these 48, 29 credits consist of required classes and the remaining 19 consist of electives and research credits. As a result, it is recommended that students register for 12 credits per semester to complete the degree within a two-year time frame. During the academic year, graduate students must be registered for a minimum of 9 credits to be considered full-time students or 5 credits to be considered half-time students. During the summer, graduate students must be registered for a minimum of 5 credits to be considered full-time students or 3 credits to be considered half-time students.

The 29 required credits for the MCRP degree are:

		Credits
CRP 501	Methods I	3
CRP 502	Methods II	3
CRP 511	Introduction to CRP	3
CRP 521	Land Use Planning	3
CRP 523	Economic Analysis & Financing Public Proj	3
CRP 532	Community Development Planning/Prog	4
CRP 561	Seminar in Planning Theory	3
CRP 592	Planning Law, Admin, & Implementation	3
CRP 599	Professional Planning Report –OR--	4
CRP 699	Thesis Research	6
STAT 401	Statistical Methods	4

It is suggested that students follow this format for a timely completion:

<u>Fall: Year 1</u>	<u>Spring: Year 1</u>
501	502
511	523
521	561
401	

Summer: The student is encouraged to complete three months of acceptable work experience in a planning office between the first and second year of study.

<u>Fall: Year 2</u>	<u>Spring: Year 2</u>
532	599 or 699
592	

No foreign language is required for the MCRP degree.

### ***Thesis or Professional Report?***

As you are developing your POS, you should decide whether you want to produce a thesis or a professional report. You are required to submit a printed version of your thesis or professional report to the department prior to graduation.

A master's thesis is a scholarly composition that demonstrates the ability of the author to do independent and creative work. It explores in depth a problem or issue related to the major field of study. Since satisfactory completion of the thesis can constitute one of the most gratifying experiences in graduate study, the document should reflect the highest standard of scholarship, serving as a measure of quality for the student, major professor, and the program. For those writing a thesis, consult the Thesis Manual at [www.grad-college.iastate.edu/thesis/homepage.html](http://www.grad-college.iastate.edu/thesis/homepage.html). The maximum number of research credits for a thesis (CRP 699) is six.

A professional planning report, as the thesis, is considered a capstone experience, providing the student the opportunity to complete an independent study informed by the coursework and experiences gained in graduate study, thereby synthesizing theory and practice. The purpose of the professional planning report is the demonstration of a diagnostic, analytic, articulate, and convincing report summarizing what has been done and what is proposed. The maximum number of research credits for a professional report (CRP 599) is four. The guidelines for a professional report are:

- A. A professional report is a report on a real world planning job or a carefully constructed simulation thereof, carried out in a manner that demonstrates professional judgment and competence.
- B. The actual work of the report and the writing of it may be done in any combination of coursework and practice, in or out of the department, as may be mutually agreed to by the student and his/her advisor.
- C. The report should contain about 40 pages of carefully written text, including such graphics, mathematical, and statistical materials as may be appropriate. All reports at a minimum should contain the following:
  1. Title page
  2. Table of Contents and a separate list of Tables and Figures
  3. Abstract
  4. Executive Summary
  5. Introduction/Statement of Purpose
  6. Main body of report, normally not to exceed 40 pages, double spaced.
  7. Conclusions/Recommendations
  8. Footnotes/Endnotes
  9. Bibliography, references, interviews, etc.
  10. Appendices as needed

SAMPLE TITLE PAGE

TITLE

AUTHOR

PROFESSIONAL REPORT

Submitted in partial satisfaction of the requirements for the degree

of

MASTER OF COMMUNITY AND REGIONAL PLANNING

in the

Community and Regional Planning Department

of

IOWA STATE UNIVERSITY

APPROVED

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Member of Committee

\_\_\_\_\_  
Member of Committee

\_\_\_\_\_  
For the Major Program

Date: (semester and year)

The following chart outlines the differences between a thesis and a professional report:

	<b>Thesis</b>	<b>Professional Report</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• Capacity to develop and answer research questions</li> <li>• Demonstration of full range of research skills, especially in the collection of primary data or an original use of existing data</li> <li>• Understanding of the major theoretical debates related to research</li> <li>• In-depth understanding of a special interest area or topic in planning</li> </ul>	<ul style="list-style-type: none"> <li>• Critical examination of community problems/issues</li> <li>• Demonstration of experience in planning practice or putting ideas into practice</li> <li>• Demonstration of research skills using secondary information and existing data sources</li> <li>• Understanding of the setting/context of planning</li> <li>• Specialization—topical and geographic focus</li> </ul>
<b>Literature Review</b>	Thorough review of literature to demonstrate understanding of theoretical issues	Abbreviated discussion of literature that demonstrates an understanding about why this issue or concern is worthy of consideration/recommendations
<b>Methodology</b>	Thorough discussion of methodology and approach sufficient to justify choice	Abbreviated discussion of how similar problems have been examined Justification as to why the methods utilized by the student are appropriate especially if they differ from the methodology used in other cases
<b>Research and Analysis</b>	Thorough and original uses of data.	Demonstrates thorough understanding of issue or concern that persuasively supports the report's key findings or recommendations
<b>Use/Contribution</b>	Thesis builds on existing ideas and theories Contributes knowledge to profession/scholarly community	Relevant use for a real community or region If possible, should have a client Makes recommendations or proposes solutions Integrates planning knowledge and skills in practical application
<b>Format and Style</b>	Follows format and style guidelines of Graduate College	Follows format and style guidelines of CRP Dept for Professional Reports

### ***Human Subjects Research Approval***

At Iowa State University, the Institutional Review Board (IRB) reviews all research involving human subjects, including proposals to gather data from subjects for theses, dissertations, and other student projects. If the research you are conducting for your thesis or professional report involves collecting data from human subjects (e.g. through surveys), you must seek approval through the IRB Office (1138 Pearson) before proceeding. Information and forms are available at [www.compliance.iastate.edu](http://www.compliance.iastate.edu).

### ***Academic Standing***

If a graduate student at Iowa State does not maintain a cumulative 3.0 (B) grade point average on all coursework taken, he/she may be placed on academic probation by the Dean of the Graduate College. While on academic probation a student will not be admitted for candidacy for a degree and if appointed to a graduate assistantship, he/she will not receive a tuition scholarship. However, failure to maintain good academic standing is also grounds for repeal of a graduate assistantship. If a recipient of a PACE Award, the student must remain in good standing for the award to be retained. The PACE Award will be terminated when a student is placed on academic probation. Also, it is important to note that a C is the minimum grade acceptable for courses on the POS. In other words, if you receive a grade below a C in any class, the course will have to be repeated until a grade of C or higher is achieved.

### ***Student Employment***

#### **Graduate Assistantships**

The CRP department has a limited number of assistantship opportunities available each academic year. Students will be notified via email when the department is accepting assistantship applications. Most of our assistantships are quarter-time teaching or research assistantships and pay a minimum of \$700 per month. Benefits associated with graduate assistantships include tuition reduction and paid health benefits. When an out-of-state student obtains an assistantship, his/her tuition changes to the in-state rate.

The research interests of our faculty are listed on the departmental website ([www.design.iastate.edu/CRP/CRPdirectory.php](http://www.design.iastate.edu/CRP/CRPdirectory.php)). Students interested in working with a professor should speak directly with that professor. Paperwork must be processed by the office staff in order to make the appointment official. Even if you have received confirmation from the faculty member that you can work for them, you will not be paid unless the office staff processes the necessary paperwork.

Graduate assistants will work with their supervisor to complete a Duties Form at the beginning of their assignment. This form outlines the expectations of the

position. At the end of the assignment, the supervisor will evaluate the assistant's performance using the expectations that were outlined on the Duties Form. The supervisor will complete the Evaluation Form and this will be kept on file in the department office. The Duties and Evaluation Form will be used to guide future employment decisions in the department. Because this form will also be kept on file in the department office, it may also be used for future recommendations made by the department faculty or staff. It is your responsibility to ensure that both the Duties and Evaluation portions of this form are completed as requested by the department.

### **Hourly Employment**

Students are also able to seek hourly employment on campus. The Student Job Board on AccessPlus is maintained by the Student Employment Center. There are no fringe benefits associated with hourly employment.

### **Required Tests**

Graduate students whose native language is not English and are likely to have some teaching responsibilities are required to take the SPEAK/TEACH test. This test is administered before the fall and spring semesters. You must pre-register for this test to ensure a seat is available for you. For more information about the SPEAK/TEACH you may call 515-294-1958.

## Getting Involved

### ***CRP Club***

The undergraduate and graduate students in CRP have each organized their own student organization. Each club is run independently by its respective members. However, because of the relatively small size of the CRP department, the clubs often collaborate with one another.

The goal of Iowa State's Community & Regional Planning Clubs is to provide an avenue for students to learn more about the field of urban, community, and regional planning. Each club typically offers special educational, networking, and career development opportunities such as traveling to planning offices, arranging for guest speakers on planning topics, and attending planning conferences.

Leadership of the CRP Graduate Student Club is elected each spring semester for the following year. The clubs maintain a joint web site available at [www.stuorg.iastate.edu/planning/](http://www.stuorg.iastate.edu/planning/).

### ***Graduate and Professional Student Senate (GPSS)***

GPSS represents the graduate and professional student's perspective on campus issues and serves as a liaison between graduate/professional students and the university administration. Each department is permitted to have at least one GPSS representative. The GPSS is also responsible for Professional Advancement Grants (PAG). PAGs support travel to conferences or professional meetings and for research outside of a person's degree program. Additional information is available at [www.grad-college.iastate.edu/gpss/](http://www.grad-college.iastate.edu/gpss/).

### ***Recreation***

When you need a break from academics, Iowa State offers plenty of choices for recreation. The ISU Recreation Services provide fitness programs, outdoor recreation, intramural sports, sports clubs, and state-of-the-art recreation facilities. More information can be obtained from [www.recservices.iastate.edu](http://www.recservices.iastate.edu).

### ***Athletics***

If you are interested in intercollegiate athletics, Iowa State's teams compete in the Big Twelve Conference. For ticket information and all the news about your favorite teams, check out the official Iowa State University Athletics web site at [www.cyclones.com](http://www.cyclones.com).

***Performing Arts***

If you are accustomed to theater and the arts, big-name entertainers, symphonies, museums, ballet and rock concerts, then you will feel right at home at Iowa State. Visit [www.grad-college.iastate.edu/campus/recreation.html](http://www.grad-college.iastate.edu/campus/recreation.html) for additional information.

## Preparing to Graduate

### ***Diploma Slip***

Very early in the semester you plan to graduate, you will need to complete an "Application for Graduation" (Diploma Slip). The purpose of this form is to put your name on the list of graduate students planning to graduate in that semester. This form is available at [www.grad-college.iastate.edu/forms/forms.html](http://www.grad-college.iastate.edu/forms/forms.html). Also consult the Graduate College web site for the appropriate deadlines for the semester in which you wish to graduate. If it becomes apparent that you cannot graduate during a specific term, you should contact the department and the Graduate College to cancel your graduation. You must then file a new form for the next planned term of graduation. It is important to note that certain fees may be non-refundable if you do not cancel your graduation in a timely manner.

### ***Your Final Exam***

When your thesis or professional report is nearing completion, you should start planning your oral defense. The preferred approach to scheduling a defense is to consult with your major professor and pick four or five potential timeslots. Then ask the remaining committee members which times they could be available to meet. Following the advice of the major professor, the student should indicate the expected duration (usually about two to three hours) in an email message to committee members. The email request should be sent at least one month in advance of the proposed meeting. After obtaining faculty responses, the student should select a time when everyone can meet. The department staff can help in the reservation of a room with the necessary audiovisual equipment. The student should then notify the committee members. The whole process should be completed within two to three days so that slots available during the initial inquiry remain available. Email is the most efficient method of communication with all members. It is important (and courteous) to send an email reminder of the meeting time and place to members two to three days prior to the scheduled meeting.

The department staff can assist you in preparing the "Request for Final Examination" form when you have confirmed a date, time and place. Assuming there are no problems, it will take about one week for the Graduate College to send you a "Report of Final Examination" form and a "Graduate Student Approval Slip." Please see the Graduate College web site for the appropriate deadlines for the semester in which you wish to graduate.

At least two weeks before your defense, you should distribute copies of your thesis or report to each of your committee members. They will need time to review it prior to the defense.

After your presentation, you will be excused from the room while your committee members discuss your performance. On the "Report of Final Examination" form, they will indicate whether you have achieved a full pass, a conditional pass, or a non pass. This form should be submitted to the department office (146 Design) immediately following the defense.

### ***Tying Up Loose Ends***

You cannot graduate with "Incomplete" marks for any credits appearing on your POS. It is your responsibility to meet the specified requirements for such courses and ensure that the instructors of such courses submit a "Grade Report to the Registrar" form.

The DOGE must review, approve, and sign off on your thesis or professional report before you will be allowed to graduate. After your defense, submit a final copy to the DOGE. Allow at least one week (including a weekend) for his/her review.

In addition to the final bound copies that you will distribute to your committee, the department requires both an electronic and a hard copy version. The DOGE will not sign the "Graduate Student Approval Slip" until these have been submitted.

### ***After Graduation***

Before you leave Ames, you should return any library books that you have in your possession. Any key issued to you must also be returned to the Key Desk in the General Services Building. Do NOT leave your keys with the DOGE or department staff. A fee will be incurred for any unreturned keys.

You should also inform the office staff of your new address. Our alumni records allow us to communicate any departmental news to you.

## Resources

### ***Center for Excellence in Learning and Teaching***

Campus Address: 3024 Morrill Hall

Phone: 515-294-2906

Fax: 515-294-1860

Email: [celt@iastate.edu](mailto:celt@iastate.edu)

Web: [www.celt.iastate.edu](http://www.celt.iastate.edu)

### ***Graduate College***

Campus Address: 1137 Pearson Hall

Phone: 515-294-4531

Fax: 515-294-3003

Web: [www.grad-college.iastate.edu](http://www.grad-college.iastate.edu)

### ***International Students and Scholars Office***

Campus Address: 3248 Memorial Union

Phone: 515-294-1120

Fax: 515-294-8263

Email: [intlserv@iastate.edu](mailto:intlserv@iastate.edu)

Web: [www.isso.iastate.edu](http://www.isso.iastate.edu)

### ***Student Counseling Service***

Campus Address: 3<sup>rd</sup> floor, Student Services Bldg

Phone: 515-294-5056

Web: [www.public.iastate.edu/~stdtcouns/](http://www.public.iastate.edu/~stdtcouns/)

### ***Student Employment Center***

Campus Address: 0640 Beardshear Hall

Phone: 515-294-JOBS

Email: [studentjobs@iastate.edu](mailto:studentjobs@iastate.edu)

Web: [www.financialaid.iastate.edu/employment/sec.php](http://www.financialaid.iastate.edu/employment/sec.php)

### ***Students & Scholars Health Insurance Program***

Campus Address: 0570 Beardshear Hall

Phone: 515-294-2394

Fax: 515-294-8846

Web: [www.hrs.iastate.edu/sship/](http://www.hrs.iastate.edu/sship/)