

Academic Life

Progressing Toward a Degree

Classification

Classification (year in school) is determined by the number of credits completed and reported to the registrar, and is based on credit hours earned, not merely credit hours attempted. The grades F and NP and the marks I and X do not contribute toward credit hours earned and thus are not considered in determining year in school.

Classification in all colleges except Veterinary Medicine is as follows:

Sophomore: 30 credit hours earned

Junior: 60 credit hours earned

Senior: 90 credit hours earned

Students who have a bachelor's degree and are working toward another undergraduate degree, licensure, or admission to a specific graduate or professional program, are typically classified as a senior.

Transfer students without a degree are classified on the basis of credits accepted by Iowa State University.

Veterinary medicine students are promoted from the first- to the second-, third-, and fourth-year classes based upon satisfactory completion of the required courses for each year. To be promoted to the second-year class, students must have a cumulative grade-point average of at least 1.67 for all courses in the first year of the veterinary medicine curriculum. To be promoted to the third- and fourth-year classes, students must have a cumulative grade point average of at least 2.00 for all courses in the professional curriculum.

A student, who is attending Iowa State and decides not work toward an undergraduate degree, will be classified as a special (nondegree) student. Admission requirements and academic standards regulations are the same as regular students. Credits taken as a special (nondegree) student are applicable for undergraduate degree purposes if the student is admitted later as a regular undergraduate. Credits obtained as an undergraduate special student may not, however, be applied toward a graduate degree.

Students enrolled in the Intensive English and Orientation Program (IEOP) are classified as special (nondegree) students in the College of Liberal Arts and Sciences and usually are not permitted to enroll in academic courses until they have satisfied requirements for admission as regular students. Permission to enroll in one academic course may be granted under special circumstances.

Policies for Graduate Students

The Graduate College has specific policies approved by the Graduate College body. The Graduate College Handbook is the official source for all policies related to graduate students. See <http://www.grad-college.iastate.edu/publications/gchandbook/> for the latest updated information.

Transfer of Credits

Credits presented from another institution are evaluated initially by the Office of Admissions to determine whether the courses are acceptable for transfer credit. In addition, credits applied toward a particular degree will be determined by the student's college, based on relevance to the students' program requirements as well as the level of performance deemed necessary for successful progress in that program. For example, courses that are deemed important to a program but were earned with less than a C grade may or may not be approved for a program. This policy also applies to students already enrolled at Iowa State University and to new transfer students. Grades earned in courses transferred to Iowa State University will not be used in calculating a transfer student's Iowa State cumulative grade point average.

A student who is admitted as a transfer from another college or university is required to have at least a 2.00 cumulative grade-point average for all transferable work taken elsewhere. If, due to special circumstances, a student is admitted with less than a 2.00 average, that student will have a transfer quality-point deficiency.

This deficiency will be added to any deficiency accumulated at Iowa State University and will be used to determine whether satisfactory progress toward a degree is being made. To graduate, students must earn sufficient quality points above a 2.00 at Iowa State University to offset any quality-point deficiency, including a transfer quality-point deficiency.

Students should consult with their academic advisers and the Office of Admissions before taking coursework at other colleges and universities to be certain the credits will transfer and will be applicable to their program of study. Students who believe that any transfer credits have not been correctly evaluated should consult with their academic adviser and with the Office of Admissions. Questions concerning how transfer credits are applied toward a degree program should be referred to the academic adviser and college office.

No more than 65 semester or 97 quarter credits earned at two-year colleges can be applied to a bachelor's degree from Iowa State University. While there is no limit to the number of credits that may be transferred from a four-year institution, the last 32 semester credits before receiving a degree from Iowa State University must be completed at Iowa State University.

Iowa State University students who attend one of the other Iowa Regent universities under the Regent Universities Student Exchange Program will have the credits earned at the other university counted as resident credit and grades received included in their Iowa State University cumulative grade point average, even if the credits are included in the last 32 semester credits. For information on applying to the program see Index, Regent Universities Student Exchange Program.

Degree Planning - ISU Degree Audit

In addition to being properly registered, students are responsible for knowing the requirements for their degree and planning their schedule to meet those requirements. One way to monitor progress toward a degree is with the ISU degree audit.

Students may access their ISU degree audit through AccessPlus (<https://accessplus.iastate.edu/frontdoor/login.jsp>). The degree audit shows courses that have been completed, courses in which the student is currently enrolled, and graduation requirements that need to be completed for the student's curriculum.

Students should use the degree audit information to help them review progress towards their degrees(s), plan their course of study to complete degree requirements, and select courses for the next term. Graduation evaluators in the Office of the Registrar use the degree audit during the term a student will graduate to determine if the student will meet all degree requirements upon successful completion of the courses on the student's schedule that term.

In addition, through AccessPlus (<https://accessplus.iastate.edu/frontdoor/login.jsp>), students may request a degree audit for any major available at Iowa State. The audit results will show how their completed and in-progress course work applies toward other majors or options offered at the University.

For further information about how completed courses fulfill degree requirements or how other courses will apply toward their degree requirements, students should see their adviser.

Two Bachelor's Degrees

Students may receive two bachelor's degrees if the requirements for each major (curriculum) are met and the total number of semester credits earned is at least 30 more than the requirements of the curriculum requiring the greater number of credits. This rule applies whether or not the degrees are awarded at the same time. Students should have an academic adviser in each major (curriculum), with one adviser being designated as the registration adviser. Students should request approval to pursue two degrees by completing the form, Request for Double Major/Curriculum or Two Degrees. This form is available from advisers and classification offices. Each adviser will have access to the student's information after this form has been processed. The appropriate department and college must approve each degree program.

Students who have earned advanced degrees and wish to earn a second Bachelor's Degree may be eligible for a college waiver of certain basic and general education requirements. Students should contact the department offering the major for advice and appropriate planning.

Double Major/Curriculum

A double major is a program for a single degree in which all requirements for two or more majors (curricula) have been met. The majors (curricula) may be in different colleges or within the same college or department. The diploma and permanent record will designate all majors (curricula) that are completed at the same time.

To declare a double major (curriculum), students should complete the form, "Request for a Double Major/Curriculum or Two Degrees." This form, available from advisers and classification offices, should be completed at least one term prior to graduation. One major (curriculum) should be designated as primary and the other secondary for purposes of record keeping, but the student's rights and responsibilities are the same in both majors. The adviser of the primary major will

serve as the student's registration adviser, but both advisers will have access to the student's information. Degree programs must be approved for each major (curriculum) by the appropriate department and college. One of the majors may subsequently be canceled using the same form.

Students in the College of Engineering are able to earn a degree with a second major/curriculum as long as the second major/curriculum is within another college, meets all requirements of the additional programs and contains a minimum of 15 additional credits beyond the requirements for a B.S. degree in engineering for each additional area of study. A student with multiple curricula within the College of Engineering is permitted to earn only multiple degrees. All requirements for each curricula must be met plus an additional 30 credits for each curricula being pursued beyond the curriculum which requires the most credits.

Students with a primary major in another college who wish to take a second major in the College of Liberal Arts and Sciences are not required to meet the Liberal Arts and Sciences General Education requirements. They must, however, meet all requirements for the major, including complementary courses. Students in the B.L.S. curriculum in the College of Liberal Arts and Sciences do not have majors.

Second Major (Curriculum) Completed after the Bachelor's Degree

After receiving a bachelor's degree, a person may wish to complete all requirements for another major (curriculum). Approval of the department of the second major (curriculum) is needed before study for the program is begun. At the completion of the program a notation will be made on the permanent record (transcript), but no change will be made on the diploma received at the time of graduation. A degree program must be approved for the second major/curriculum by the department and by the dean's office.

Changing Curriculum or Major

A student's freedom to change their major, and the procedure that should be followed, depend on the student's academic standing and on policies of individual colleges as approved by the provost.

1. If students are not on academic probation (P) and have never been dismissed and reinstated, they may change their major by consulting first with their adviser. If, however, they have been on academic probation in the past, students are subject to regulation 4 below. Procedures for changing curriculum or major are as follows:
 - A. If the change involves majors within the same college, they should check with the college office to obtain instructions as to how to make the change.
 - B. If the change involves majors in different colleges, they should obtain a Change of Curriculum/Major form and their file from their adviser, present these materials to the student services office of their present college, then to the student services office of the college to which they are transferring, and finally to the office of their new major.
2. Students on academic probation (P) must first obtain permission to enter the new major. Permission comes from the dean of the college responsible for that major in consultation with the department head. If permission is granted, students should then follow the procedures described above. If they are on academic probation and want to transfer to another college in the university, they must do so before the last day to drop a course in period 2 (see Making Schedule Changes).
3. Students who have been reinstated may not transfer to another college within the university during the first term following reinstatement, and they may not at any time transfer back to the college that originally dismissed them without the permission of the academic standards committee of that college.
4. Students who transferred from one college to another while on academic probation, (P) may not transfer back unless they have the permission of the academic standards committee of the college from which they originally transferred.

Declaring a Minor

Many departments and programs in the university specify requirements for an undergraduate minor. A record of requirements completed appears on students' transcripts. All minors require at least 15 credits, including at least 6 credits in courses numbered 300 or above taken at Iowa State University. The minor must include at least 9 credits that are not used to meet any other department, college, or university requirement. Courses taken for a minor may not be taken on a pass-not pass basis. See /collegescurricula/#minors for additional information regarding policies which govern minors. To declare a minor, students must submit a completed Request for a Minor form to their college office at least one term

before graduation. The minor may be from the catalog under which the student is graduating or a later catalog.

Undergraduate Certificates

An undergraduate certificate provides a way to give formal recognition of focused study in a specialized area that is less comprehensive than required for an undergraduate major.

An undergraduate certificate has the following requirements and understandings:

1. A minimum of 20 credits, with at least 12 credits taken at ISU which are applicable towards the undergraduate certificate requirements
2. At least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above
3. At least 9 credits used for a certificate may not be used to meet any other department, college, or university requirement for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above
4. A student may not receive both an undergraduate major and a certificate of the same name
5. For students earning an ISU baccalaureate degree, a certificate is awarded concurrent with or after the ISU baccalaureate degree
6. A certificate is not awarded if the baccalaureate requirements are not finished
7. After receiving a baccalaureate degree from any accredited institution, a student may enroll at ISU to earn a certificate
8. Courses taken for a certificate may not be taken on a pass-not pass basis
9. A cumulative grade point average of at least 2.00 is required in all courses taken at ISU towards the certificate
10. A notation of a completed certificate will be made on a student's transcript and a printed certificate will be awarded.

Graduation

Seniors must file a graduation application with the Graduation Office, 214 Enrollment Services Center. Students will be notified of their graduation status approximately mid semester of their graduation term. For graduation application instructions and deadlines, go to www.registrar.iastate.edu/graduation/application.html

Iowa State University commencement ceremonies are held at the end of fall and spring semesters. Undergraduate students expected to graduate at the end of summer semester are invited to participate in the spring ceremony preceding their graduation term or the fall ceremony following their graduation term. In addition to the formal University commencement ceremony, the undergraduate colleges host graduation activities take place at the end of fall and spring semesters. For more information see www.registrar.iastate.edu/graduation/

Verification of satisfactory final grades will be completed approximately two weeks after the end of the semester and diplomas will be mailed to all successful degree candidates. Students must ensure the following before they can graduate:

1. Registration for the term has been completed and the date of graduation is correct on the degree audit printout.
2. Sufficient credits, acceptable toward graduation, have been earned to meet the minimum requirements for their curriculum. (Some examples of credit not acceptable toward graduation are: elective credits beyond those allowed in a curriculum, credits earned in passing the same course more than once, more than four credits of Athletics 101, and credit in two courses for which the catalog states that only one may count toward graduation.)
3. They have achieved a set of communication competencies established by the department as appropriate for the major.
4. A cumulative grade point average of at least 2.00 was earned in all work taken at Iowa State; and student has met all special grade point average requirements established by their college, department, or program in specified courses.
 - A. Students admitted from another college or university with a quality-point deficiency, must have earned sufficient quality points above a 2.00 at Iowa State to offset their transfer grade point deficiency.
 - B. Students who have taken work at another college or university prior to or after having been a student at Iowa State, must have submitted a transcript of all such college study attempted to the Office of Admissions. This work must average 2.00 or the deficiency of quality points will be assessed against the student. Failure to submit such a transcript is grounds for dismissal.

- Incompletes in courses required for graduation have been removed by midterm of the term of graduation.
- At least 32 credits have been earned in residence at Iowa State University, and the final 32 credits were taken at Iowa State. (Six of the last 32 credits may be transferred to Iowa State, with prior permission of their major department.) Iowa State University must receive an official transcript of all transfer work by midterm of the term of graduation.
- Outstanding financial obligations owed the university have been paid in full. Students who owe an outstanding obligation to the university will have a hold placed on their records and they will not receive their diploma or transcript. If students have questions about this policy, they should contact the graduation area of the Office of the Registrar.

Academic Privileges and Opportunities

Credit by Examination

Academic credit may be earned by means of special examinations. The Credit by Examination (CBE) program is available to current Iowa State students as well as prospective and entering students. Students with college-level proficiency in particular areas are encouraged to investigate credit by examination early in their college careers. For more information, see Credit by Examination (<https://nextcatalog.registrar.iastate.edu/admissions/#creditbyexaminationcbe>).

Pass-Not Pass Grading

Students may choose to take a maximum of 9 semester credit hours on a Pass-Not Pass basis, meaning that only a P or NP will be recorded as their final grade in the course. The purpose of P-NP grading is to encourage students to broaden their education by taking courses outside the usual program of study for their major and minor disciplines. The following policies apply:

- Undergraduate students who have earned at least 40 semester credits and who are not on academic probation (P) at the beginning of the semester are eligible. A special (nondegree) student must obtain approval from their academic adviser and college dean.
- Only elective courses may be taken on a P-NP basis. In specific majors, some restrictions may apply, so students should consult with their academic adviser.
- Except for restrictions on its own undergraduate majors, a department may not deny the availability of any of its course offerings on a P-NP basis.
- Courses offered on a satisfactory-fail basis may not be taken P-NP.
- Students should register for a P-NP course in the same manner and at the same time that they register for their other courses. Students should then change to P-NP by processing a schedule change form with their academic adviser's signature in the P-NP approval section of the form.
- Students who elect to change back to a graded basis should process the change using the P-NP section of the schedule change form.
- Changes to or from a P-NP basis must be made before the last day to drop (usually the Friday of week 10 of the term). If the change from P-NP to a graded basis is made after the first 10 class days of a semester (first five days of summer session), the course will count toward the total P-NP credits allowed.
- Registration on a P-NP basis is not indicated on the instructor's class list. Students will receive a P if their grade is D minus or better and an NP if their grade was F.
- Neither P (earned grade of D minus or better) nor NP (earned grade of F) is counted in calculating a student's grade point average (GPA).
- When students change their curriculum, any P credits that they have accumulated will be accepted by the new department if such credits are in courses normally accepted by the department.
- Credits taken on a P-NP basis at another institution and transferred to Iowa State may be applied as electives in a student's degree program if the credits are otherwise acceptable in that program. The number of P-NP transfer credits that can be accepted depends on the number permitted by the institution from which the student is transferring. If a student transfers more than nine semester P-NP credits, no additional Iowa State P-NP credits can be applied to the student's degree program.

Auditing

To audit a course means to enroll in the course without receiving credit for the course. The instructor of the course approves the audit request.

Students are assessed tuition and fees as though they are taking the course for credit, but the audited course does not count in determining full-time student status. However, an audited course does count towards the maximum allowable credits per semester. Audited courses do not apply toward V.A. benefits.

Graduate students: An audited course counts as one credit in the graduate student's allowable course load; however, tuition and fees will be assessed for the full number of credits for the course. See Graduate College (<https://nextcatalog.registrar.iastate.edu/graduatecollege>).

Changing status to audit: Changing a course from credit to audit requires dropping the course for credit and adding it as an audit on a schedule change request form. After day 5 of the semester, the drop will count toward the total allowable ISU drops. The drop appears on the student's permanent record and a schedule change fee will be assessed to the student's university bill.

Rights and privileges: Once enrolled in an audited course, auditors have the same rights and privileges as any student taking the course for credit. Their names appear on the class list with a notation that they are auditing the course. Audited courses do not appear on the student's permanent record except by special request from the student. A request form can be downloaded from the Office of the Registrar web site at www.registrar.iastate.edu/forms.

Audit Deadlines and Required Signatures

In addition to the deadlines provided below, note that instructors must approve all audits.

• Full semester courses:

Adding an audit-day 10 deadline:

-Through day 5 of classes: instructor approval required.

-Day 6-10: instructor, adviser approval required; schedule change fee applies.

-After day 10: only with extenuating circumstances, instructor, adviser, college approval required; schedule change fee applies.

Changing status, from credit to audit-day 10 deadline:

-Through day 5 of classes: instructor approval required.

-Day 6-10: instructor, adviser, college approval required; schedule change fee applies.

-After day 10: only with extenuating circumstances, instructor, adviser, college approval required; schedule change fee applies.

Changing status from audit to credit-day 5 deadline:

-Through day 5 of classes: instructor approval required.

-After day 5: instructor, adviser, college approval required; schedule change fee applies.

• Partial semester or summer courses:

Deadlines are determined based on the length of the course. For deadlines concerning partial term or summer courses, contact the Student Scheduling Office, 515-294-2331.

Independent Study

Most departments offer opportunities for independent study through a 490 course listing. Usually a minimum of 6 to 10 credits of coursework in the department is required before independent study is permitted. Students who are interested in this kind of experience in a particular department should check the catalog to determine the department's prerequisites to register for 490. 490H sections are reserved for students in the University Honors Program.

Students should check with the department about procedures, in addition to meeting the prerequisites, for registering for 490. A written plan of study is prepared in advance with a faculty member who has agreed to supervise the student's work, to evaluate progress and the final product, and to assign a grade. Initiation of the plan of study should occur prior to the semester in which enrollment is desired. Both the student and the instructor should agree on the number of credits for which the student will enroll, the amount and kind of work he or she will do for that credit, and the system by which she or he will be graded (A-F or S/F). Students should not expect to register for or add 490 credit without an instructor's permission. Some colleges and/or departments have limits on the number of credits of 490 that may be applied toward graduation.

AccessPlus Information System

accessplus.iastate.edu

AccessPlus is a secure and confidential campus information system that is available via the World Wide Web. Students, employees, and affiliates view personalized menus from campus and home workstations. For public convenience, AccessPlus stations are available in the Memorial Union and at the Visitors Information Center. Students can use AccessPlus to register for classes, obtain transcripts or enrollment certifications, submit emergency contact information, view and print current term schedules, view class meeting rooms, class instructors, academic records, final grades, financial aid status, current university bill, academic adviser assignment and projected date of graduation. University employees use the system to view personal information such as pay history and insurance. Some employees also perform business-related functions. Information about and access to AccessPlus may be found at www.registrar.iastate.edu/info/access.html.

Third Party Access on AccessPlus

Third party access is an option in AccessPlus that allows students to grant access to selected personal information to a trusted third party. For example, Third Party Access allows a student to set up a special account for a parent or family member to view their grades and/or pay their university bill. More information on creating third party accounts is available from Help after signing onto AccessPlus at <https://accessplus.iastate.edu/frontdoor/tpa-info.jsp>

Academic Advising

Academic advising and advisers are an intentional, collaborative relationship based on trust and mutual respect that promotes the student's development of competence, autonomy, and sound decision making skills. Adviser-student interactions are grounded in teaching and learning and are vital in promoting student growth and personal development through learning, discovery, and engagement. Academic advising supports the mission of the University.

Academic Advising Process

All undergraduate students are assigned an academic adviser based on their major/ curriculum. A new adviser assignment is made when a student changes majors/curricula. Advisers serve as a primary resource for students, connecting them with the wide variety of services and academic opportunities available to them. The advising experience begins during the prospective student stage and continues through graduation. The goal of academic advising is an individualized academic experience for each student developed through a mentoring relationship.

Academic Advising Responsibilities

A successful academic advising relationship involves fulfillment of responsibilities on the part of both the student and the academic adviser.

Student responsibilities include:

- knowing Iowa State University policies and procedures
- knowing graduation requirements for degree program
- understanding and accepting the consequences of their academic decisions
- seeking, evaluating, and acting upon advising assistance
- taking responsibility for accomplishing his/her degree plan

Academic Adviser responsibilities include:

- assisting students in achieving the learning outcomes of their academic program, their college, and the university
- referring students to appropriate campus resources
- empowering students to develop an academic plan appropriate to the student's abilities, interests, academic and career goals
- communicating university policies and procedures accurately

Evaluation of Academic Progress

Evaluation Procedures

It is university policy that the instructor shall inform the students at the beginning of each course of the evaluation procedures planned for use in the course.

Retention of Records

Records of all graded work must be retained by the instructors until midterm of the semester following completion of a course or until all pending appeals and incompletes are resolved, whichever is later. Instructors leaving the university must file records of all graded work with their department office before departure.

Examinations

Examinations are one of the most common ways instructors assess student performance. In order that examinations can be a useful part of the educational process, the following policies have been instituted:

1. One purpose of examinations is to help students' learning. Therefore, examinations should be evaluated as soon as possible after they are given and the results should be made available to the students in a timely way to enhance learning.
2. All tests and examinations administered between the beginning of the term and final examination week shall be held during a regularly scheduled lecture or laboratory class period for that course. A department may obtain approval to administer a separately scheduled examination if all of the following criteria are met:
 - A. The course is multi-sectioned.
 - B. A common departmentally developed examination will be administered to all students in all sections at the same time.
 - C. The test scores will be used as a basis for a uniform grading procedure for all sections of the course. Requests to hold separately scheduled examinations must be made to the registrar and approved by the provost in time to be announced in the Schedule of Classes to allow students to plan in advance. Only under unusual circumstances will a course be approved for separately scheduled examinations if the deadline is past to include notification in the Schedule of Classes. Whenever a separately scheduled examination is administered, a regular class meeting during that week shall be omitted. Students who are unable to take a separately scheduled examination at the scheduled time indicated in the Schedule of Classes, because of a course conflict or other legitimate reason must notify the instructor in advance and must be given the opportunity to be examined at another time mutually convenient for the student and the instructor. The instructor shall determine whether to administer the same examination or an alternate examination, or use an alternate assessment procedure.
3. At the end of the semester, a week is set aside for final examinations or other term evaluations, with a two-hour period normally scheduled for each course. The following policies govern the responsibilities of students and faculty members during this week:
 - A. Final exams may not be given at a time other than that for which the exam is scheduled by the registrar. An instructor may not give a final exam prior to final exam week nor change the time of offering of the final examination as it appears in the final exam schedule. Permission to change the time for which an exam is scheduled may be given only by the dean of the college. If the instructor elects not to give a final exam in a course of two or more credits, the class is required to meet at the scheduled final exam period for other educational activity such as a review of the course or feedback on previous exams.
 - B. Final exam periods are determined according to the regularly scheduled meeting time of the class. However, certain courses are assigned special group exam times so that several sections of the same course may be tested together. The criteria for establishing special group exams are similar to those listed for separately scheduled exams listed in number 2 above. If this results in conflicting group examination periods, students should inform the instructor in charge of the first of the two conflicting courses as listed on the final exam schedule within the special groups in question; that instructor is responsible for arranging a special examination or making some other adjustment.
 - C. Evening courses with lectures scheduled at 6:00 p.m. or later should give their examinations during finals week from 7:00-9:00 p.m. on the day the class normally meets. If this exam conflicts with an evening group exam, the instructor responsible for the latter must arrange a special examination for any students who have a conflict.
 - D. If unusual circumstances involve the need for students to change the time of their final examination, they must obtain the approval of the instructor of the course.

- E. If a student has three examinations scheduled on the same calendar day and wishes to change one to another day, the instructor of the course having the smallest number of students is responsible for arranging an alternate examination time for the student unless make-up exam times are available in one of the other courses.
- F. All faculty members and teaching assistants with instructional or grading responsibilities are considered to be on duty throughout the entire final examination week and are expected to be available to students during that week for discussion of any matters pertaining to the final examination and final grade or to other aspects of the course.

Dead Week

For each Fall and Spring semester, the last full week of classes before final examinations is designated as Dead Week. The intent of this policy is to establish a one-week period of substantial and predictable study time for undergraduate students. During the Dead Week period, regular lectures are expected to continue, including the introduction of new content, as deemed appropriate by the instructor. The restrictions established by this Dead Week policy are:

- Due dates for mandatory graded submissions of any kind that fall within Dead Week must be listed on the syllabus provided at the start of the course.
- Mandatory final examinations may not be given during the Dead Week period except for laboratory courses or courses that meet weekly and for which there is no contact during the normal final examination week.

Registered ISU Student Organizations may not hold any meetings, functions, or sponsored events during the Dead Week period. Any exception to these restrictions must be authorized in advance by Office of the Dean of Students.

Grading System

Grades represent the permanent official record of a student's academic performance. The grading system at Iowa State operates according to the following regulations:

1. **Student performance or status** is recorded by the grades and marks described below. A student's grade point average is calculated on the basis of credits earned at Iowa State with the grades and quality points shown below. Credits earned with P, S, or T are not used in calculating the grade point average but may be applied toward meeting degree requirements. A cumulative grade point average of 2.00 is required for a bachelor's degree.
2. Students who want to **protest a grade submitted by an instructor** should follow the procedures described in the section, Appeal of Academic Grievances.
3. **Incomplete Marks** - If the instructor and student agree that an Incomplete is appropriate, they should complete an [Incomplete \(I\) Contract](#) (downloadable from the Office of the Registrar [forms](#) web site) to document the reason for the I, the requirements for resolving it, and the date by which it must be resolved, not to exceed one calendar year or the student's graduation term (whichever is earlier). If the student is not available to sign the Incomplete (I) Contract, the instructor must document the conditions for the Incomplete by communicating directly with the student by e-mail or postal mail. A copy of this communication must be retained by the instructor until after the I is resolved in case there are any questions in the future regarding the terms of the Incomplete. The instructor also needs to enter the Incomplete (I) electronically as part of the end of term final grade submission.

Resolving an Incomplete: When a student completes the requirements specified on the Incomplete Contract, the instructor submits the appropriate grade, which becomes part of the student's cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.

A final course grade, once submitted to the registrar, **may not** be changed to an Incomplete except to correct an error at the request of the instructor, and with the approval of the instructor's department head and the dean of the instructor's college. The Incomplete (I) Contract should be used by the instructor to document the conditions for the Incomplete as specified above. The Grade Report to the Registrar form should be used to initiate the request to change the grade to an Incomplete. The Grade Report form should be completed and forwarded by the instructor to his/her Dean for approval. The Dean will forward the Grade Report form to the Office of the Registrar if approved.

Incompletes in all courses must be resolved by the middle of the student's term of graduation. Repeating a course will not resolve an I mark. A mark of I will automatically change to a grade of F after one calendar year (whether or not the student was enrolled during the period).

4. **To change a grade or mark** already reported to the registrar, the instructor submits the Grade Report to the Registrar form. This form is used for resolving an I with a grade, for correcting an instructor error, or for the late report of a grade.
5. **Midterm Grades.** The registrar will collect C-, D, and F midterm grades and nonattendance notifications from the instructor and report this information to students and their advisers using AccessPlus. In addition to submitting the midterm grades, the instructor is responsible for informing the class of the basis on which they were calculated.

The purpose of midterm grades is to provide the student and adviser with a timely warning that the student's academic performance to that point in the course may be lower than desirable. Students who receive midterms are encouraged to discuss their academic performance with the course instructor and their adviser.
6. **Grades in all courses** attempted remain on each student's record. If a course is repeated, the record will show the grade obtained on the initial attempt as well as grades received on subsequent attempts.
7. **The cumulative grade point average** is calculated by dividing the total number of quality points earned by the total number of credits in all courses attempted. Grades of S, P, NP, and T are not counted in calculating the grade point average. If a course is repeated, the cumulative grade point average is calculated according to the process described in item 6(a) below.
8. **Repeating Courses.**

- A. The most recent grade for a course a student repeats will be used in computing the student's cumulative grade point average rather than the previous grade(s), up to a limit of 15 credits. (This could result in a lowered grade point average if the second grade is lower than the first, or even loss of credit if the grade is lowered to an F.) All grades will remain on the student's record.
- B. Students may repeat any course for which an F grade or any passing grade was received.
- C. Beyond 15 credits of repeats, both grades will be included in computing the cumulative grade point average.
- D. Courses should be repeated as soon as possible, preferably within three semesters in residence, because of changes that occur with course updating, change in course number, or revision in the number of credits.
- E. Approval to repeat a course in which the course number or number of credits has changed must be noted on a Designation of Repeated Course form, which can be obtained from departmental offices. This form must be signed by the head of the department offering the course and by the student's adviser, and then taken to the Office of the Registrar. Deadlines for filing repeated course forms for full-semester and half-semester courses are published in the university calendar.
- F. Transfer students may repeat courses at Iowa State University for which a D or F was received at another institution. They must process a Designated Repeat Form indicating they are repeating the course to reduce a transfer deficiency. Such repeated credits will count toward the 15-credit request limit and will affect only their transfer deficiency.
- G. A student who has earned an F at Iowa State University may repeat the course at another institution and the credits earned may be applied toward graduation at Iowa State, but the grade earned will not be used in computing a cumulative grade point average.
- H. Repeated courses may affect any federal financial aid. See the Financial Aid web site (<http://www.financialaid.iastate.edu>) for further information.

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
Grade	Description
P	Passing mark obtained under the Pass-Not Pass system.*
NP	Non-passing mark obtained under the Pass-Not Pass system.*
S	Satisfactory completion of a course offered on a Satisfactory-Fail grading basis. May also be reported to indicate satisfactory performance in R (required-credit) courses, and in courses numbered 290, 490, 590, and 690.
T	Satisfactory performance (equivalent to a grade of C or better in courses numbered 100-499, and a grade of B or better in courses numbered 500-699) in a special examination for academic credit.
X	The course was officially dropped by the student after the first week of the term.
N	No report was submitted by the instructor. This is not a recognized grade or mark; it merely indicates the instructor has not submitted a grade and that a grade report has been requested.**
I	Incomplete. An incomplete mark may be assigned when the student is passing at the time of the request, but special circumstances beyond the student's control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning are not valid excuses.***

*See Pass Not Pass Grading in the Academic Privileges tab.

**A mark of N will automatically change to a grade of F after one calendar year for undergraduate students whether or not the student was enrolled during the period.

***See Incomplete Marks

Sources of Help with Academic Problems

If students are having trouble in a course, the following persons and places may be able to provide help:

1. The instructor of the course should be the primary sources of assistance to enhance the student's academic achievement in the course. Students are encouraged to visit the instructor during stated office hours and seek individual assistance from the instructor if that is not possible.
2. Another valuable source of support is the student's academic adviser, who often can help clarify academic issues and can recommend support services or remedial strategies.
3. The Academic Success Center in the Hixson-Lied Student Success Center has a collection of services such as tutoring, supplemental instruction (SI), the academic success course, learning lab, disability resources, and workshops designed to help students reach their academic goals.
4. The office of the department that offers the course may have a list of persons qualified to provide tutoring services for the course. They also may have help rooms or other support programs. The locations of the department offices are listed in the front of the ISU Directory.
5. The Student Counseling Service provides professional counseling services for students with problems which affect academic performance.

Appeal of Academic Grievances

Students who believe a faculty member (in his or her academic capacity) has behaved unfairly or unprofessionally may have their grievance reviewed through the procedure described below. A student may not initiate an appeal more than one year following completion of the course, and may not initiate the appeal of a course grade beyond midterm of the semester following completion of the course.

Prior to initiating a formal appeal, a student may wish to discuss the situation informally with the Dean of Students or designee, who can offer advice as to the most effective way to deal with it.

Grievances arising out of classroom or other academic situations should be resolved, if at all possible, with the student and the instructor involved. If resolution cannot be reached, or if the grievance involves sexual or racial harassment and the student prefers not to deal directly with the instructor, the student should discuss the grievance with the instructor's department chair and submit it in writing to him or her. The department chair will investigate the grievance, including discussing it with the instructor involved and/or referring it to a departmental grievance committee. The department chair should respond in writing within five class days of receipt of the written notice of the grievance.

If the student is not satisfied with the resolution of the grievance proposed by the department chair, the student may appeal in writing to the dean of the instructor's college. (In the case of a grievance involving a Graduate College policy or procedure, an appeal of the chair's decision should be directed to the Dean of the Graduate College rather than to the dean of the instructor's college.)

The dean will hear the explanations of the department chair and instructor, and should respond to the student in writing within ten class days of receipt of the written notice of the appeal. If the grievance cannot be resolved with the dean, the student may forward a written appeal to the provost, who will convene a Committee to Review Student Grievances (see below) to consider the appeal within ten class days of receipt of the written notice of the appeal.

Within five class days following the convening of the committee, the provost will make a decision with regard to the grievance and will transmit this decision in writing to the grievant, the dean, the department chair, and the instructor. An appeal of the provost's decision may be made to the president of the university. The time limit specified at each level may be extended by mutual agreement of all parties concerned.

The Committee to Review Student Grievances is composed of faculty members named by the president of the Faculty Senate and students named by the president of the Government of the Student Body. The provost may serve as a chairperson for the committee, or may designate another chairperson for a specific grievance hearing. A minimum of two faculty members, two students, and the chairperson shall constitute a quorum for the convening committee.

Scholastic Recognition

The university recognizes those students who are doing exceptionally well in several ways, including the following.

1. **Dean's List.** Each semester the university issues a dean's list made up of those students who have carried at least 12 credit hours of graded or S-F courses with a 3.50 grade-point average or above for the semester. Courses taken on a P-NP basis do not count as part of the 12-credit hour requirement. No dean's list is issued for summer school. The list can be viewed at <http://www.registrar.iastate.edu/info/deanslist.pdf>
2. **Top 2 Percent.** Each spring semester, undergraduate students in the top 2% of their class (freshman, sophomore, junior, and senior) within their college, based on cumulative grade point average, are recognized. In addition to a congratulatory letter from the university president, a notation of the accomplishment is recorded on the student's permanent record.
3. **Graduation with Distinction.** Undergraduates who have a cumulative grade point average of 3.50 or higher at the beginning of their final term are eligible to graduate "with distinction" provided they have completed 60 semester credits of coursework at Iowa State University at the time they graduate, including a minimum of 50 graded credits. Students who graduate with a cumulative grade point average of 3.90 or higher will graduate Summa Cum Laude; those who graduate with a cumulative grade point average of 3.70 to 3.89 will graduate Magna Cum Laude; and those who graduate with a cumulative grade point average of 3.50 to 3.69 will graduate Cum Laude. This recognition appears on the student's official transcript and diploma and in the commencement program. Candidates for the bachelor of liberal studies degree may be graduated with distinction providing that they (a) have completed 45 semester credits of coursework at the three Iowa Regent universities at the time of graduation,

(b) have earned at least a 3.50 cumulative grade point average at ISU, and (c) their combined grade point average for coursework taken at the three Iowa Regent universities meets the honors cutoff specified above.

- Honors Program.** Students who are full members of the University Honors Program prior to Fall Semester 2011 must have a cumulative grade point average of 3.35 or higher at the beginning of their final term. Students becoming full members during Fall Semester 2011 or later need a cumulative grade point average of 3.5 at the beginning of their final term. In addition to meeting the appropriate grade point requirement, students will have completed an approved honors program of study and an honors project prior to graduation. This recognition appears on the student's permanent record and diploma, and in the commencement program.

Learning Communities

www.lc.iastate.edu

Learning communities are a university-wide initiative providing students the opportunity to connect with peers who have similar academic goals. Students in learning communities typically take one to three courses together and may live together (or near each other) in the same residence hall.

Although many of the learning communities are focused on first-year students, opportunities are available for sophomores, juniors, seniors, and transfer students.

In addition to developing academic and social networks, advantages of joining a learning community include: getting to know people and making friends in your major or area of interest, getting to know faculty and staff members, making a smooth transition from high school to college, making connections between in-class and out-of-class learning, applying classroom learning to real world situations through hands-on experiences, exploring career opportunities, and having fun! Most learning communities employ an upper-division student as a peer mentor who organizes various activities for the students, ranging from study groups to social events. We have found that students in learning communities are more satisfied with their overall experience at Iowa State, are more engaged, are more likely to remain enrolled at Iowa State after one year, and are more likely to graduate.

First-year students are offered the opportunity to sign up for learning community courses during summer orientation. For learning communities that offer a residential living environment the sign up takes place online with the housing contract.

Academic Progress

Each college has an academic standards committee that is responsible for monitoring the academic progress of all undergraduate students in that college, based on policies and minimum requirements set by the Faculty Senate Committee on Academic Standards and Admissions and ratified by the Faculty Senate.

Individual college faculties may, with the approval of the Faculty Senate Committee on Academic Standards and Admissions, set additional program admission and curriculum requirements that are more stringent than those established for the university. These additional requirements must be reviewed at least every third catalog by the college academic standards committee to determine if the requirements should be continued. Requirements approved by the college academic standards committees will then be forwarded to the Faculty Senate Committee on Academic Standards and Admissions for final approval.

The college committees are responsible for actions involving individual students with respect to placing students on academic probation, dismissing students from the university for unsatisfactory academic progress, and reinstating students who have been dismissed.

For questions concerning interpretation and application of the rules governing academic progress, students should contact the chair or secretary of their college academic standards committee in their college office.

The university's academic standards rules are presented below. In addition to taking action based on these rules, a college academic standards committee may also place a student on academic probation or dismiss a student from enrollment in the university when, in the college committee's judgment, the student's academic performance or progress toward a degree is exceptionally deficient. Likewise, a college committee may, under exceptional circumstances, exempt individual students from the application of these rules. Students who participate in the Regent Universities Student Exchange Program, or in a similar program where the credit taken at the other school will be considered as resident credit and the

grades included in the student's ISU cumulative grade point average, are subject to Iowa State University's academic standards.

Academic Probation Policy

Students are placed on academic probation status as a warning that their academic progress is not satisfactory and that they should take steps to improve their academic performance to avoid dismissal from the university.

Students who are placed on academic probation should immediately seek assistance in academic improvement from such sources as academic advisers, instructors, the Student Counseling Service, and the Academic Success Center. Additionally, students on academic probation and warning are required to meet with their advisor and to complete the Academic Intervention Self Assessment form, which can be accessed here: <http://www.dso.iastate.edu/asc/ai/students/>

Academic Warning, Probation, and Dismissal

Continued enrollment at Iowa State University depends upon an undergraduate student maintaining satisfactory academic progress toward attaining a degree. To assist students in maintaining satisfactory progress, Iowa State University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs.

Academic standing at Iowa State University is dependent upon the total number of credits a student has attempted or earned, the student's semester grade point average (GPA), the student's cumulative ISU GPA, and the student's transfer GPA (if below 2.00.)

Academic Warning

While a warning (W) is the least severe of the negative academic actions, it serves as a reminder that future academic performance below 2.00 could result in more serious consequences. In fact, a student on warning whose subsequent term GPA is below a 2.00 will be placed on probation (P) the following term.

Students who receive an academic warning are required to develop a plan for academic improvement in consultation with their academic adviser or the Academic Success Center. A student who is subject to both academic warning and academic probation will be placed on academic probation. The academic warning is not a part of the student's permanent academic record.

Students will receive an academic warning (W) at the end of any fall or spring semester when they earn a GPA of 1.00 – 1.99 for that semester. At the end of the next fall or spring semester of enrollment, one of the following actions will be taken for students on academic warning status:

- Students will be placed on academic probation if they earn less than a 2.00 GPA for the next fall or spring semester, or
- They will be removed from warning status if they earn at least a 2.00 semester GPA for the next fall or spring semester and they are not subject to academic probation based on cumulative GPA (over 75 credits).

See Summer Academic Standards Regulations section for how summer grades affect warning, probation, or dismissal status.

Academic Probation

Academic probation is an indication of very serious academic difficulty which may result in dismissal from the university. Students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both.

Students who are placed on academic probation are required to develop a plan for academic improvement in consultation with their academic adviser which may include referral to the Academic Success Center. Academic probation status is not a part of the student's permanent academic record.

Students will be placed on academic probation (P) at the end of a semester/term for either of the following two reasons:

1. **Semester GPA:** Students who earn less than a 1.00 at the end of any fall or spring semester, or less than a 2.00 two consecutive semesters, will be placed on academic probation. Students will not be placed on academic probation at the end of the summer term due to summer term GPA only.
2. **Cumulative GPA:** Students with 75 or more credits attempted or earned, whichever is greater, will be placed on academic probation at the end of any fall or spring semester or summer term when their cumulative GPA is less than 2.00. Students with 75 or more credits attempted or earned who have a transfer GPA < 2.00 will be placed on academic probation at the end of any fall or spring semester or summer term when their combined transfer/ISU cumulative GPA is less than 2.00.

At the end of the next fall or spring semester of enrollment, one of the following actions will be taken for students on academic probation status:

- Students will be academically dismissed if they fail to earn at least a 2.00 semester GPA. At the end of any spring semester, students in dismissal status may enroll for summer term. (See Summer Option for Students in Dismissal Status in the Summer Academic Standards Regulations section.)
- Students will continue on academic probation if they earn at least a 2.00 semester GPA but are subject to continued academic probation based on their cumulative GPA (over 75 credits).
- Students will be removed from probation if they earn at least a 2.00 semester GPA and are not subject to continued academic probation based on their cumulative GPA (over 75 credits).

See Summer Academic Standards Regulations section for how summer grades affect warning, probation, or dismissal status.

Academic Dismissal

Students who do not meet the requirements of their academic probation are academically dismissed from the university. Each College Academic Standards Committee is responsible for final decisions regarding the academic status of students in that college, and any appeals to academic dismissal actions are considered by the college committee. Once dismissed, students are not allowed to reenroll at Iowa State University until they have been academically reinstated. (See section on reinstatement.) Academic dismissal is placed on the student's academic record as a permanent notation. The official transcript of a student who has been dismissed includes a "not in good standing" notation.

Summer Academic Standards Regulations

Students who are newly placed or continued on academic probation (P) at the end of the previous semester may enroll for the summer term without being in jeopardy of academic dismissal from the university at the end of that summer term.

Summer Combined Term GPA:

All students who attend summer session will have their academic status reassessed at the end of the summer based on the combined (not averaged) grade summaries of their previous term of attendance and summer term. Academic status (warning or probation) after summer session will be based on the resulting combined term GPA. The academic status resulting from the summer combined term GPA supersedes the academic status at the end of the previous term.

For students who have remaining designated repeat credits, courses taken in the previous semester and repeated in summer will be calculated as designated repeats in the combined term GPA.

The combined term GPA (summer plus preceding term) will not appear on the student's grade report or permanent record.

Summer term GPA alone cannot determine academic status. Students who initiate enrollment at Iowa State during the summer will not be placed on warning or probation regardless of their academic performance.

Summer Cumulative GPA:

A student who was on academic probation (P) at the beginning of summer term based only on cumulative GPA, who raises his or her cumulative GPA to over a 2.0 at the end of the summer term shall be removed from probation status at the end of the summer term.

A student with 75 or more credits attempted or earned, whichever is greater, will be placed on academic probation (P) at the end of the summer term if his or her cumulative GPA is less than 2.00.

A student with 75 or more credits attempted or earned who has a transfer GPA < 2.00 will be placed on academic probation (P) at the end of any summer term if his or her combined transfer/ISU cumulative GPA is less than 2.00.

Summer Option for Students in Dismissal Status:

A student considered for academic dismissal at the end of spring semester will be permitted to enroll for the summer term. The combined spring/summer GPA will be used to determine whether the student should be permitted to continue his/her enrollment after the summer term. If the resulting combined term GPA is not 2.00 or greater, the student will be academically dismissed.

Additional Academic Standards Regulations

Changing colleges: A student on academic probation (P) may transfer to another college within the university only with the permission of the department chair of the new department and the dean of the new college. For students on academic probation (P), transfer during period 3 (i.e., after the last day to drop a course) may be approved by the department chair of the new department and the dean of the new college only under exceptional circumstances.

A student who has transferred from a college while on academic probation (P) cannot transfer back unless permission is granted by the academic standards committee of the original college.

A student who is in dismissal status at the end of spring and chooses to exercise the Summer Option may not change colleges during the summer.

Withdrawal: A student on academic probation (P) who withdraws during period 3 will be academically dismissed at the end of term the student withdraws, except under extenuating circumstances as judged by the college academic standards committee.

Reinstated students: Reinstated students should also see the section on Reinstatement.

Veterinary Medicine: Additional rules for minimum satisfactory progress are in effect.

Special (nondegree) students: Students matriculated in this classification category are governed by the regular academic progress regulations. Furthermore, by special action of their college academic standards committee, additional standards may be required.

Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require the Office of Student Financial Aid to monitor the satisfactory academic progress of students (SAP). SAP is strictly a financial aid policy. Your academic adviser and/or college are monitoring your academic progress under the University's Academic Probation Policy (<http://catalog.iastate.edu/academiclife/#academicprobationpolicy>).

SAP standards apply to undergraduate and graduate students who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at Iowa State University, whether or not financial aid was received for prior terms of enrollment.

College of Veterinary Medicine: Academic progress is monitored by the College of Veterinary Medicine (<http://www.vetmed.iastate.edu>).

Satisfactory Academic Progress

Undergraduate Students

The Registrar's records are reviewed at the completion of every semester of enrollment to determine compliance with the SAP policy. There are three components to the SAP policy:

Minimum GPA

Students must maintain a cumulative gpa of a 2.0 or higher to remain eligible for financial aid. Academic records are reviewed at the completion of every term of enrollment (Fall, Spring, Summer) to determine SAP.

Minimum Pace of Progression

Students must complete coursework at a cumulative rate of 67%. Completed coursework is defined as any course for which the student receives a passing grade. Academic records are reviewed at the completion of every term of enrollment (Fall, Spring, Summer) to determine SAP. Use the formula below to determine your pace. The minimum pace requirement is 67%.

Completed Semester Hours (all passing grades)
divided by
Attempted Semester Hours

(completed hours, hours enrolled in as of the 11th day of the semester, and hours with non-passing grades or incompletes)

Example 1:

Progress	Fall Semester	Spring Semester (Cumulative Total)
Hours Completed	6	10 (16)

Hours Attempted	12	12 (24)
Pace of Progression	50%	83% (16/24=67% rounded)
Financial Aid Status after Semester	Warning	Met SAP and remains eligible for aid

Example 2:

Progress	Fall Semester	Spring Semester (Cumulative Total)
Hours Completed	6	8 (6 + 8 = 14)
Hours Attempted	12	12 (12 + 12 = 24)
Pace of Progression	50%	67% (14/24 = 58% rounded)
Financial Aid Status after Semester	Warning	Suspension. Did not meet SAP. Not eligible for aid.

Maximum Time Frame (Duration of Eligibility)

Federal regulations limit financial aid eligibility to 150% of the published length of the education program, as measured in credit hours. Transfer credit hours are counted in the calculation of duration of eligibility. When the student has completed 125% of their education program a letter is mailed to the student and a targeted message is posted to the student's AccessPlus account as notification that they are approaching the maximum time frame.

Transfer, Remedial, English as Second Language, IEOP, and Early credit hours (taken in high school): All of these credit hours accepted by Iowa State University are counted as both attempted and completed hours in determining Minimum Pace-of-Progression and Maximum Time Frame requirements.

Repeating a course: The credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once the course is passed, then the credit hours are counted as both attempted and completed credit hours.

Incompletes: Counted the same as non-passing grades.

Academic Renewals: All academic renewal credit hours are counted in the Minimum Pace-of-Progression and Maximum Time Frame requirements.

Receive a non-passing grade in ALL semester credit hours: Placed on Financial Aid Warning for the following semester. Also see policy on Unofficial Withdrawal from Classes/Last Date of Attendance .

Withdrawal from all semester courses: Placed on Financial Aid Warning for the following semester. Also see policy on Withdrawal from Classes .

Financial Aid Warning

Students are placed on Financial Aid Warning for one semester if they do not meet the Minimum GPA and/or Minimum credit hours. A letter is mailed to the student and a targeted message is posted to the student's AccessPlus account as notification of being placed on Financial Aid Warning.

Financial Aid Suspension

Students are placed on Financial Aid Suspension for one of the following reasons:

1. Do not meet the SAP requirements after one semester on Financial Aid Warning.
2. Do not meet the requirements of their Academic Plan.
3. Meet or exceed the Maximum Time Frame requirement to obtain a degree.
4. Withdrawal from ALL semester credit hours or receive a non-passing grade or incomplete in ALL semester credit hours in back-to-back semesters.

Students are not eligible for financial aid while on Financial Aid Suspension. A letter is mailed to the student and a targeted message is posted to the student's AccessPlus account as notification of being placed on Financial Aid Suspension. To regain financial aid eligibility students may: 1) Meet minimum SAP requirements while not receiving financial aid, or 2) Submit SAP Appeal (See *Appealing Financial Aid Suspension*).

Financial Aid Probation

Students are placed on Financial Aid Probation for one semester upon approval of a SAP Appeal and will be eligible for aid. An email is sent to the student's ISU email and to the academic advisor's email as notification of the approval of the SAP Appeal and being placed on Financial Aid Probation. The academic record and/or the *Academic Plan* are reviewed again after one semester of Probation to determine continuation of financial aid eligibility.

Academic Plan

The Academic Plan is reviewed with the student's academic advisor after one semester of Probation to determine continuation of financial aid eligibility. The maximum length of an Academic Plan cannot exceed one calendar year (e.g., Fall/Spring/Summer, Spring/Summer/Fall, Summer/Fall/Spring) to meet the Minimum Cumulative GPA and/or the Minimum Pace-of-Progression requirements.

After the first semester on the Academic Plan, if the *semester gpa* is below a 2.0 and/or the 67% Pace-of-Progression requirement is *not* met, then the student is placed back on Suspension and is not eligible for financial aid.

Graduate Students (Maximum Time Frame)

The Registrar's records are reviewed at the completion of every semester of enrollment to determine compliance with the SAP policy.

Graduate students must review the Graduate College Handbook regarding minimum grade point average requirements. Federal financial aid eligibility for graduate students ends when the total semesters enrolled equal the limits outlined below (Graduate College Handbook, Chapter 4).

Master's: 10 semesters

Ph.D. (Ph.D. started at ISU **with** Master's earned): 10 semesters

Ph.D. (Ph.D. started at ISU **without** Master's earned): 14 semesters

Approaching the Maximum Time Frame

Graduate students approaching the maximum time frame of their degree will be notified by the Office of Student Financial Aid and will remain eligible for financial aid until the limit outlined above is met.

Financial Aid Suspension

Graduate students are placed on Financial Aid Suspension when they meet or exceed the Maximum Time Frame requirement to obtain a degree.

Students are not eligible for financial aid while on Financial Aid Suspension. A targeted message is posted to the student's AccessPlus account as notification of being placed on Financial Aid Suspension. See *Appealing Financial Aid Suspension*.

Appealing Financial Aid Suspension

Students on Financial Aid Suspension may submit an appeal to the Office of Student Financial Aid if extenuating circumstances prevented them from meeting the SAP requirements.

Basis for SAP Appeal: The death of a relative, an injury or illness of the student, or other special circumstances. Attach documentation to support the basis of appeal.

SAP Appeal process: Completed SAP appeals will be reviewed within 15 business days. Students will be notified by ISU e-mail if the appeal is accepted or denied. The deadline to submit an appeal for consideration of reinstatement of aid eligibility for a semester is the midterm of that semester. SAP Appeal Form .

Please note: Per Federal financial aid regulations, appeals are not automatically accepted and may be denied based on failure to maintain Satisfactory Academic Progress requirements set forth at Iowa State University.

Academic Regulations

Class Attendance

In order to attend a given class, a student must be registered for that class for credit or audit. Exceptions to this policy are at the discretion of the instructor of the course. See Index, Validation of Enrollment for regulations concerning attendance to validate students' enrollment in a class.

Each instructor sets his or her policy with respect to class attendance, and excuses for absence from class are handled between the student and instructor. The instructor is expected to announce his or her policy at the beginning of the course. Generally, students are expected to attend all class meetings as scheduled.

Veteran Attendance

Students who receive benefits from the Veterans Administration required by the V.A. to attend class regularly to maintain their V.A. eligibility. If the instructor

knows that a student receiving V.A. benefits is not attending class, the instructor is obligated to notify the Office of the Registrar and a notification will be forwarded to the Veterans Administration. More information about veteran benefits is available at <http://www.registrar.iastate.edu/veterans/>.

Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as his or her own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts or plagiarism. Such behavior is abhorrent to the university, and students found responsible for academic dishonesty face expulsion, suspension, conduct probation, or reprimand. Instances of academic dishonesty ultimately affect all students and the entire university community by degrading the value of diplomas when some are obtained dishonestly, and by lowering the grades of students working honestly.

Examples of specific acts of academic dishonesty include but are not limited to:

- 1. Obtaining unauthorized information.** Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, or by looking at your notes or other written work during an examination when not specifically permitted to do so.
- 2. Tendering of information.** Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving someone answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.
- 3. Misrepresentation.** Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person's paper (even with modifications) and submitting it as their own; having another student do their computer program or having someone else take their exam.
- 4. Bribery.** Offering money or any item or service to a faculty member or any other person to gain academic advantage for yourself or another is dishonest.
- 5. Plagiarism.** Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism.

Plagiarism occurs when a person does not credit the sources from which they borrow ideas, whether these ideas are reproduced exactly or summarized. The method of documentation will differ depending on whether the sources are written, oral, or visual. Ethically, communicators are responsible for providing accurate, detailed information about their sources. Practically, audiences need this information to comprehend and evaluate a message's content. The Student Guide: English 150 and 250, available for purchase at the University Book Store, describes the process of documenting source materials as do many other reference guides.

Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty or academic misconduct is therefore subject to appropriate academic penalty; to be determined by the instructor of the course, as well as sanctions under the university Student Disciplinary Regulations. If an instructor believes that a student has behaved dishonestly in a course, the following steps are to be followed:

1. The instructor should confront the student with the charge of dishonesty and arrange a meeting with the student to discuss the charge and to hear the student's explanation.
2. If the student admits responsibility for academic misconduct, the instructor shall inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade.
3. Because academic dishonesty is also a student conduct violation under **Section 4.2.1** of the Student Disciplinary Regulations, the instructor must report the incident in writing to the Dean of Students. After investigating the incident and discussing it with the instructor, the Dean of Students, or his/her designee, will meet with the student and depending on the severity of the offense as well as on the student's past conduct record, may handle the matter through an administrative hearing or schedule a hearing before the All University Judiciary (AUJ).

4. This hearing, conducted according to the procedures outlined in the Student Disciplinary Regulations, is to determine the disciplinary action to be taken. In any case, the student's academic adviser will be informed of the incident but may not insert any record of it in the student's academic file.
5. If the student claims to be not responsible for the alleged violation of academic misconduct, the instructor may not assign the student a grade for the work in question until the question of responsibility is resolved, unless circumstances require that an interim grade be assigned. The instructor shall consult with his or her department chair and report the incident in writing to the Dean of Students.
6. The Dean of Students will refer the case to the Office of Judicial Affairs for investigation. After reviewing the report and completing an investigation, the Office of Judicial Affairs will file a formal complaint against the student if it is determined that there is cause to believe academic misconduct occurred. The case may be adjudicated through an administrative hearing or referred to a hearing before the All University Judiciary (AUJ) depending on the nature and severity of the violation as set forth in the Student Disciplinary Regulations.
7. If the case is referred to the AUJ both the student and instructor will be invited to attend an AUJ hearing and present pertinent information. If the Administrative Hearing Officer (in a minor case) or the AUJ (in a major case) finds the student responsible for the charge of academic misconduct, the instructor will inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade. The Administrative Hearing Officer or AUJ will determine the appropriate disciplinary action with respect to the nature of the violation.
8. If the Administrative Hearing Officer or AUJ finds the student "not responsible" for academic misconduct, the instructor will grade the student accordingly on the work in question and the student's grade in the course will not be adversely affected. If the student is found responsible the student's adviser will be informed of the decision but shall not insert any record of the action in the student's academic file.
9. If a student either admits dishonest behavior or is found responsible for academic misconduct by the AUJ, the Office of Judicial Affairs (OJA) or AUJ may impose any of the following sanctions:
 - A. Disciplinary Reprimand:** An official written notice to the student that his/her conduct is in violation of university rules and regulations.
 - B. Conduct Probation:** A more severe sanction than a disciplinary reprimand, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period.
 - C. Suspension/Deferred Suspension:** The suspension is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for a further violation of the university Student Disciplinary Regulations or an order of a judiciary body, suspension will take place immediately.
 - **Definite** - The student is dropped from the university for a specific length of time. This suspension cannot be for less than one semester or more than two years.
 - **Indefinite** - The Student is dropped from the university indefinitely. Reinstatement may be contingent upon meeting the written requirements of the AUJ specified at the time the sanction was imposed. Normally, a student who is suspended indefinitely may not be reinstated for a minimum of two years.
 - D. Expulsion:** The student is permanently deprived of the opportunity to continue at the university in any status.

A student accused of academic misconduct has the option to stay in the class or to drop the class if the drop is made within the approved time periods and according to the regulations established by the university. If the student chooses to drop the class, the student will be required to sign a statement of understanding that if the student is later found responsible for academic misconduct, then the student will receive an "F" for the course.

In instances in which the student admits responsibility or is judged to be responsible by OJA or the AUJ, a staff member of the Dean of Students Office will counsel with the student in an effort to deter any further such incidents.

Student records concerning academic dishonesty are maintained in the Dean of Students Office for a period of seven years, after which the file records are purged. These student records are confidential; nothing from them appears on a student's academic transcript. In the event that an instructor is uncertain how to handle an incident of suspected academic dishonesty, the Dean of Students is

available at any time to provide advice and assistance to the instructor in deciding a proper course of action to be taken.

Field Trips

Trips away from campus are sometimes arranged as a means of enriching the students' learning experience in a given course. Such trips may not take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday through Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered. Faculty should check with their college office to find out who is authorized to grant approvals or exceptions on behalf of the dean.

In order to go on a field trip required in one of their courses, students must first obtain permission from the instructors whose classes they will miss. If permission to miss class is not granted, students cannot be required to go on the field trip nor can they be penalized for missing the trip.

Special fees are often charged to cover the costs of field trips. Field trip fees are noted in the Schedule of Classes (<http://classes.iastate.edu>).

Ownership of Course-related Presentations

The presenter owns course-related presentations, including lectures. Individuals may take written notes or make other recordings of the presentations for educational purposes, but specific written permission to sell the notes or recordings must be obtained from the presenter. Selling notes by students without the required permission is a violation of the Conduct Code as published on the Policy Library web site at <http://policy.iastate.edu/policy/SDR#a4222>.

Recording and Transmission of Classes

Recordings and transmission of classes may take place for a variety of legitimate reasons, including providing educational opportunities for those who cannot attend classes on campus, assisting students with disabilities that impair classroom note taking, and giving the instructor feedback on his or her classroom performance.

Because the lectures of faculty represent their intellectual labors, individuals are expected to obtain permission to make recordings of lectures and other classroom interactions. Recordings may be used for the purposes of the particular class, although in some cases the recordings may be preserved and used for other classes as well.

Credit Involving a Paid Activity

Students may obtain credit for an activity, either on- or off-campus, for which they are also paid, provided the activity is academically relevant. This policy does not apply to registrations for R credit.

In order for an activity to be defined as academically relevant, prior arrangements for receiving credit must be made with a faculty member in an appropriate department.

The arrangements must include agreement on (1) the academic objectives which the activity is expected to achieve, and (2) the procedure by which the student's learning will be assessed.

Response to Classroom Disruption

Should any student officially enrolled for credit or audit in a class disrupt the instructor's ability to ensure a safe environment, control the class agenda, and/or deliver the approved curriculum, the instructor has the right to ask that the disruptive action cease immediately. The instructor may find it useful to include general guidelines about disruptive behavior on the course syllabus; and in the event of a classroom disruption, the instructor may, if she or he finds it necessary, explain to the student and the class why the particular action is deemed disruptive. The instructor should also take into consideration complaints of disruptive behavior brought to their attention by students. The responsible student should cease the disruption and utilize non-disruptive means for expressing disagreement or concern. If the disruption continues, the instructor can pursue various forms of intervention, including suspension from class, use of student disciplinary regulations, or police intervention, as discussed in more detail in the Faculty Handbook. (<http://www.provost.iastate.edu/faculty/handbook/current>)

Although most situations are best resolved without resorting to requests for police intervention, the Department of Public Safety should be called when the disruptive behavior prohibits the continuation of the class. The Department of Public Safety may also be called if any person enters or remains in the classroom after being asked by the instructor to leave.

Other violations related to academic misconduct may include subsection 4.1.11 Misuse of Computers and subsection 4.2.20 Unauthorized Sale of Others' Intellectual Works. These subsections are located in the Iowa State University Student Disciplinary Regulations under section 4 of the Conduct Code.

Reinstatement

The procedures delineated in this section apply to students who were dismissed from Iowa State for academic reasons. Students who left Iowa State in good academic standing and who are seeking reentry should see Index, Reentry for more information.

1. Reinstatement is not automatic. Students who have been dismissed for academic reasons should contact the dean's office in the college they wish to enter for instructions specific to that college. The college Academic Standards Committee reviews each petition and other relevant information, and reinstatement is based upon that review. As part of the petition process, students must submit a plan for academic success that identifies the causes of their poor academic performance and demonstrates that they have taken actions to avoid or eliminate these causes.
2. Students can only be reinstated after at least one academic semester has elapsed since they were academically dismissed. The summer session is not a semester for the purpose of being out of school one semester.
3. Students who have been dismissed from enrollment two or more times are not eligible for reinstatement until at least two academic semesters have elapsed since their last academic dismissal.
4. Students who were dismissed by one college and subsequently reinstated by another college cannot transfer back to the original college unless permission is granted by the Academic Standards Committee of the original college. This procedure applies regardless of the student's academic standing when the transfer is requested.
5. To be considered for reinstatement to the university, students must submit a petition to the Academic Standards Committee of the college in which they desire to enroll at least 45 days before the beginning of the semester. Students who have not been enrolled for a period of 12 or more months or who are international students must also file a reentry form prior to their return. For more information see the Reentry web site at <http://www.registrar.iastate.edu/info/reentry.html>. (Students dismissed for the second time and requesting reinstatement in the College of Liberal Arts and Sciences must submit their petition 70 days before the beginning of the semester.)
6. As a condition of reinstatement, students will reenter on academic probation and must accept whatever additional requirements are stipulated by the college Academic Standards Committee. Examples include full- or part-time status, specified credit hours, specific courses, specific GPAs, restriction on choice of major, and required counseling.

Student Appeal

Students may appeal a decision regarding their academic status if they believe that new information can be provided or extenuating circumstances exist that would alter the application of any rule in this section. The appeal should be made in writing to the Academic Standards Committee of the college in which the student is enrolled. The written appeal must include the reasons for the appeal and the evidence to substantiate these reasons.

The student should initiate the appeal process by contacting the secretary of the college Academic Standards Committee in the administrative office of her or his college immediately upon receipt of notification of the committee's action, and at least ten calendar days before the beginning of the semester. The secretary will then inform the student of the deadline for submission of the written appeal.

If the student is dissatisfied with the committee's action, he or she may submit an appeal in writing to the dean of her or his college within seven calendar days after they are notified of the committee's action. The dean must respond in writing within seven calendar days of receipt of the appeal.

If the issue is not resolved within the college, further appeals may be made in writing to the provost and subsequently to the president of the university. Appeals beyond the college level will, however, be considered only if based on one or both of the following contentions: (a) appropriate procedures were not followed at the college level; (b) academic rules were not applied correctly at the college level.

Academic Renewal Policy

Students who are returning to Iowa State University to pursue an undergraduate degree after an extended absence may request permission to remove one or more of their complete academic terms from future degree and GPA considerations.

1. Eligibility. To be eligible for academic renewal consideration, students must meet these requirements:
 - A. Students must not have enrolled at Iowa State University for five or more consecutive years.
 - B. Students must not have graduated from Iowa State University.
 - C. Students must currently be in good academic standing. (If the student was previously dismissed, he or she must be reinstated.)
2. Conditions. Academic renewal is based on the following conditions:
 - A. All courses and credits that were taken during the chosen terms will be removed from consideration for GPA and degree requirements. Students may not combine courses from multiple terms to comprise the semester(s) or quarter(s) dropped. Degree requirements met during the dropped terms will ordinarily have to be repeated.
 - B. Renewal may be applied only to academic terms completed prior to the students' extended absence.
 - C. All courses and grades for the chosen terms will remain on the students' academic record.
 - D. Designated repeats, drops and P/NP options will be reinstated for the terms dropped.
 - E. Students who have used all of their drop options will be given one extra drop.
 - F. Students may be granted only one academic renewal. To be eligible for a degree after academic renewal is granted, students must complete a minimum of 24 credit hours at Iowa State University.
3. Procedures.
 - A. Students should discuss their desire to pursue academic renewal with an adviser in the college they wish to enter.
 - B. The student must complete the Academic Renewal Petition form available from www.registrar.iastate.edu/forms.
 - C. After the form is signed by the student and academic adviser, it is submitted to the Records area in the Office of the Registrar, 214 Enrollment Services Center.