

Student
Handbook

**Graduate Program
in Seed Technology
and Business**





WELCOME

STB students

Dear STB students,

Welcome to the online Graduate Program in Seed Technology and Business (STB) at Iowa State University (ISU).

Please use the resources within this STB Student Handbook, along with the information provided by the ISU Graduate College and Graduate College handbook, as a guide to successfully completing your advanced degree here at ISU.

We understand that obtaining your graduate education from the online STB program is a big step for you! We appreciate that you chose our program to provide you with a comprehensive, challenging, and rewarding education for leaders in the seed industry.

Congratulations on taking this big step in your professional career and we look forward to working with you!

A handwritten signature in black ink that reads "Gary Munkvold".

Gary Munkvold, PhD

Professor, Plant Pathology
Chair, Graduate Program in
Seed Technology and Business
munkvold@iastate.edu

Points of Pride

- **More than 90 graduates already working in the seed industry.**
- **Celebrating more than 14 years of educating the next generation of seed leaders.**
- **Students in 12 countries and 22 states worldwide.**

IOWA STATE
UNIVERSITY

Table of Contents

1 Contact Information

2 Student Accounts

University ID Number
ISU Net ID/ ISU Email
AccessPlus

5 ISU Offices

Graduate College
Office of the Registrar
Accounts Receivable

9 Courses and Registration

Curriculum by Program
Buying Textbooks
Registration Process
Dropping your Course/Critical Semester Dates

14 Online Learning

How to be a Successful Online Learner
Canvas - Course Delivery System

17 Program Progression

Program of Study Committee (POSC) Appointment & Major Professor
Creative Component
Final Oral Defense & Graduating

22 Academic Affairs

Active Duty Military & Civil Service Deployment
Academic Holds on Student Account
Time Off from the Program
Academic Misconduct

Contact Information



Gary Munkvold
Professor and STB Program Chair
munkvold@iastate.edu



Lori Youngberg
STB Program Coordinator
lyoung@iastate.edu
515.294.9137



Cindy Robertson
STB Program Assistant
cindyr@iastate.edu
515.294.6947

ISU Solutions Center
NetID, CyMail, AccessPlus
solution@iastate.edu
515.294.4000

ISU Distance Registrar's Office
Add/Drop Courses
515.294.1889

ISU Accounts Receivable
UBill
ubill@iastate.edu
515.294.7388

ISU Financial Aid
FAFSA, Scholarships
financialaid@iastate.edu
515.294.2223

Student Accounts

The first steps to becoming an online graduate student at Iowa State University include getting a student ID number and setting up your AccessPlus, NetID and Cymail accounts.

University ID Number - ISU Card

This is your unique code which Iowa State uses to track all information related to you. You are assigned an ISU Card number during the Admissions process.

<http://www.isucard.iastate.edu/whatis/>

- **The ISU Card number is 17 digits**
 1. The first group of 6 digits is the ISU School Code. It is the same for everyone.
 2. The second group of 9 digits is your ISU University ID number. All of your student records are linked to this 9-digit number, including transcripts, class registration, class schedule and UBill. You will use this number to log-into AccessPlus.
 3. The last two numbers are a Security Code.
- **The ISU Card number is used for:**
 1. AccessPlus: you will use the 9 digit ID number only to log into AccessPlus.
 2. E-library: you will need the last 11 digits of your ISU card number (ID number and security code).
 3. If you need to resolve issues with on-campus offices (Graduate College, Accounts Receivable, Registrar), the first thing they will ask for is your University ID number.

Do you need an ISU Card? No. As long as you have the number; as a distance student the card itself would rarely be used.

Can I get an ISU Card if I would like one? Yes! Any time you come to campus you can go to the ISU Card office, 0530 Beardshear Hall, and be issued a card. If you choose to get a card and cannot come to campus, you can get a card without a picture. Email distance@iastate.edu: include your name, full mailing address, and the department and course number of the course(s) in which you are currently registered (for verification purposes). You can expect your card in the mail after 7-10 days. Some students like to do this in order to receive student discounts.



ISU NetID

Your NetID (and password) is the portal to protected networks at ISU. You will need it to gain access to:

- Canvas-the university-wide course delivery system, in which students will submit all coursework that will be graded by instructors – assignments, discussions, reflections. All your online courses will have at least part of the course work within Canvas.
- Your NetID also becomes the first half of your Cymail (ISU email) account address. It will be NetID@iastate.edu.

Net ID Setup:

1. Use this link: <http://asw.iastate.edu>
2. Click on “Need to Register for a NetID”
3. You will need your full university ID number. This can be attained through AccessPlus, your admissions letter or from the STB program coordinator if you are a new student!

ISU Email: CyMail

It’s imperative that you check your CyMail account regularly. All University communication will be sent to this email account. If you prefer, you can forward your CyMail to another account. **Here are directions to forward your cymail:**

Mail Forwarding:

1. Use this link: <http://asw.iastate.edu>
2. Log in with NetID and password, and you will find a menu of functions for Account Services on the Web
3. Go to Manage Net-ID, and another menu list appears
4. Go to View/Edit your email delivery
 - a. Click button Forwarded to Email Address and enter your preferred email here
5. Click Update Now
6. Then Logout

This requires your request being processed by IT, so the transfer of messages will not be immediate. It will probably be the next day before you notice any messages being forwarded.

AccessPlus (A+)

Your personal student information is managed by AccessPlus. You will need your university ID number to log-into AccessPlus. This will be sent to new students in their admissions letter. If you need it sooner, you can email the program coordinator to receive your number. Once logged in, select the student tab and you will see a list of menu items on the left side of the page. Those of importance include:

- **Account/UBill:** ISU does not send paper bills for tuition. Students must manage payments from this menu.
 - **Employer Reimbursement Deferment:** If your employer plans to reimburse you for your tuition you can have your payment deferred each term until after you receive your course grade. More information about this option can be found here: <http://www.ubill.iastate.edu/students/employer-reimbursement>
- **Address Change:** Make sure your contact information is up-to-date if you move and/or change phones. Note: the STB student services office database is not linked to AccessPlus. If you need to update your contact information, you will need to let the STB office know AND update AccessPlus.
- **Class Registration:** You can register for courses from this menu.
- **Class Schedule:** Once you have completed registration, your course should appear in this menu.
- **Grades/Transcripts:** Your informal transcripts are kept here.
- **Tax Info (1098):** Some students submit their tuition for tax purposes. The 1098-T (Tuition) statement is located here.
- **Enrollment Certification:** This will take you to a link to a clearinghouse that will provide an Enrollment Verification Certificate. Students use this for a number of reasons, mainly for proof of enrollment to their employers.
- **Graduate Student Status:** This allows you to see what paperwork you still need to submit to the Grad College, including the Program of Study Form.
 - **Program of Study Form (POSC):** This is a form that students need to fill out via AccessPlus that denotes who they will work with as their Major Professor and Committee members and includes a schedule of when they will take their courses in the program. STB program staff usually fill this form out for students once they determine what they would like to do for their final creative component project. This is typically completed after the students first year in the program.

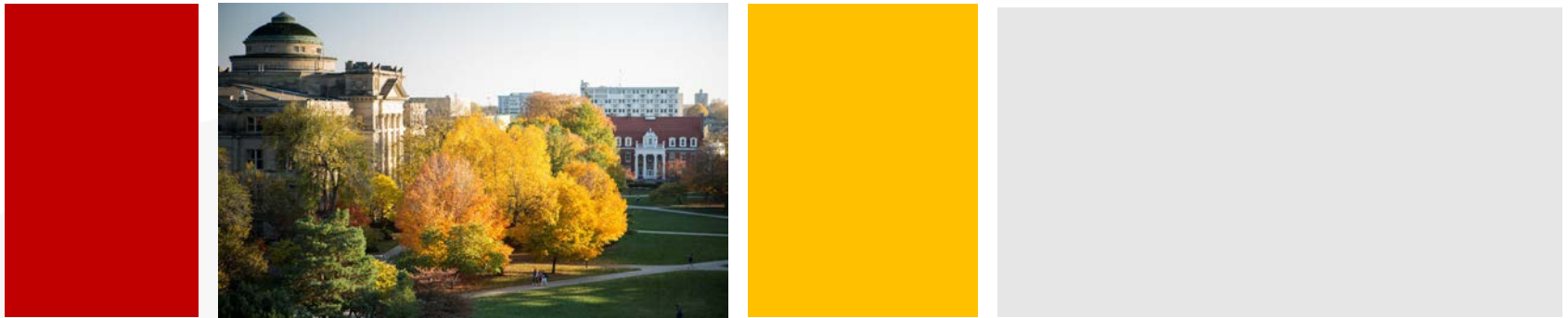
ISU Offices

Graduate College (GC):

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

Phone: 515-294-4531

Program Contact: Lori Youngberg, Seed Technology and Business, 515-294-9137 lyoung@iastate.edu



The STB Student Handbook is a condensed version of the ISU Graduate Student Handbook as it pertains to the MS STB students. For detailed Graduate Student Information from the Graduate College go to: <http://www.grad-college.iastate.edu/handbook/>

The GC handles many aspects of graduate student progression, as well as issues that arise during a student's time with the MS in STB program. Lori Youngberg handles all GC paperwork for the STB program. The main expectation is that students will maintain a minimum GPA of 3.00 (B). The most common issues handled by the GC are as follows:

- **GPA holds:** If a student's GPA falls below 3.00, the GC will put a hold on registration.
 - This does not mean students cannot continue the program. Your major professor or a faculty member from the program can make a request to the GC for the registration hold to be lifted for the next semester's classes. This is mandatory every semester until the student attains a 3.00 GPA or better. Email Lori Youngberg if you need help removing this hold.

Graduate College (GC): *(continued)*

- **Graduation Holds:** If a student's GPA is below 3.00 at the end of the program, then the GC will not allow the student to graduate.
 - Getting a C grade is OK, as long as the GPA is 3.00 or better at the time of graduation. If this is not the case, the student will need to retake courses in which C grades were received. This should raise the GPA up to or above 3.00.
- **POS (Program of Study) form:** This online form is filled out via AccessPlus when a student selects a major professor and other graduate committee members. It also includes a list of all courses and a projected timeline in which classes will be completed. Lori Youngberg will contact you about this form when it is time to begin the process.
- **Application for Graduation:** The Application for Graduation should be submitted at the beginning of the semester in which the student plans to graduate. This application form is in AccessPlus.
- **Request for Final Oral Examination form:** This form is submitted when a student and committee set a date for defense of the creative component. This form needs to be submitted a minimum of 3 weeks in advance of the chosen date.
- **Report of Final Oral Examination form:** This form is submitted after defense of the creative component, with student and committee member's signatures.

Office of the Registrar – Online Learning

Website: <http://www.distance.iastate.edu/>

Email: distance@iastate.edu

Phone: 515-294-1889

Fax: 515.294.6773

The Registrar's website offers information related to online learning courses and programs for the University. The most common inquiries made by students are:

- **Course offerings:** The schedule of classes shows courses offered for current and subsequent semester(s). There is a browse feature on the schedule of classes that allows students to search for online classes.

Office of the Registrar: *(continued)*

- **Tuition/fees:** There is an excellent explanation of distance grad student fees, broken down by credits.
- **Payment information:** Explanation & instructions of the different forms of payment.

Tuition & Fees:

Online graduate tuition is the same for all students, regardless of geographic location.

<http://www.distance.iastate.edu/information/costs.php>. Remember to look at the “Master of Seed Technology and Business” Resident rate of tuition and fees. Costs are a combination of tuition and technology fees. These are the current rates of tuition and fees, all are subject to change.

- **ISU STB Graduate Tuition:** \$695 per credit – this rate follows that of the MBA program at Iowa State.
- **ISU STB Technology Fee** (depends on number of credits/semester): 4 credits or less = \$71; 4.5 – 8 credits = \$106.50

For example: If you decided to take a 2 credit course in any given semester. The total charge would be \$1390 (tuition) + \$71 (tech fee) = \$1532.

Note: This tuition rate is good through the 2021-2022 (through summer 2022) academic year but the University is currently reviewing the policy and it is possible the tuition will change to include the lost delivery fee in the future.

Accounts Receivable (AR):

Website: <http://www.ubill.iastate.edu/>

Email: ubill@iastate.edu

Phone: 515-294-7388

The STB office cannot access your financial information. PLEASE CONTACT THE AR OFFICE FOR ALL TUITION AND BILL RELATED MATTERS!

- **Accounts Receivable Registration Hold:** This means that your UBill has not been paid and you will not be able to register for classes.



Accounts Receivable (AR): *(continued)*

- **Graduation Hold:** Your graduation application will be put on hold until the graduation fee and/or any leftover tuition has been paid.
- **Employer Reimbursement Plan:** This agreement is managed by your employer and AR in which fee payment will be deferred until 30 days after grades are posted. It costs \$35/semester and must be renewed prior to the beginning of each semester. All agreements must be received prior to the first day of classes for the given term.
 - This employer reimbursement plan and tuition payment deferment is filled out by you, the student, online in AccessPlus. For more information go to <http://www.ubill.iastate.edu/students/employer-reimbursement>

Courses and Registration

Curriculum by Program – Master of Science in Seed Technology and Business

The STB graduate program is divided into sections on seed science, seed technology, and business. The seed policy regulation and trade section will be taught with business courses. All courses are required unless the student can show that he or she has had previous equivalent instruction.



The program is delivered entirely online and is asynchronous. Your instructor's will provide you a syllabus with structured due dates and weekly lessons to review. Your courses will typically consist of a combination of pre-recorded lectures, homework, threaded discussions, short papers, and examinations. Most importantly—you will have the freedom to study when and where your schedule permits.

We require 36 credits for the full MS degree, 19 credits for the Seed Science and Technology Graduate Certificate and 16 credits for the Seed Business Management Graduate Certificate.

Master of Science in Seed Technology and Business

Required Courses:		
Course Number:	Course Title:	Credits:
STB/AGRON 535	Introduction to the Seed Industry	1
STB/AGRON 536	Quantitative Methods for Seed	2
STB/AGRON 510	Crop Improvement	3
STB/PLP 592	Seed Health Management	2
STB/HORT 543	Seed Physiology	2
STB/AGRON 547	Seed Production	2
STB/AGRON 534	Seed Variety, Testing, and Technology	2
STB/AGRON 539	Seed Conditioning and Storage	2
STB/AGRON 595	Quality, Production, and Research Management	3
STB/BUSAD 508	Accounting and Finance	3
STB/BUSAD 501	Strategy and Planning	2
STB/BUSAD 507	Organizational Behavior	2
STB/BUSAD 503	Information Systems	2
STB/BUSAD 504	Marketing and Logistics	3
STB/BUSAD 509	International Seed Business Practices, Policies, and Regulation	3
STB 599	Creative Component	2
TOTAL		36 Credits

For a listing of when courses will be offered in the semesters to come, visit our seedgrad.iastate.edu website: [STB Course Schedule](#)

Graduate Certificate: Seed Science & Technology

Required Courses:		
Course Number:	Course Title:	Credits:
STB/AGRON 535	Introduction to the Seed Industry	1
STB/AGRON 536	Quantitative Methods for Seed	2
STB/AGRON 510	Crop Improvement	3
STB/PLP 592	Seed Health Management	2
STB/HORT 543	Seed Physiology	2
STB/AGRON 547	Seed Production	2
STB/AGRON 534	Seed Variety, Testing, and Technology	2
STB/AGRON 539	Seed Conditioning and Storage	2
STB/AGRON 595	Quality, Production, and Research Management	3
TOTAL		19 Credits

For a listing of when courses will be offered in the semesters to come, visit our seedgrad.iastate.edu website: [STB Course Schedule](#)

Graduate Certificate: Seed Business Management

Required Courses:		
Course Number:	Course Title:	Credits:
STB/BUSAD 535	Introduction to the Seed Industry	1
STB/BUSAD 508	Accounting and Finance	3
STB/BUSAD 501	Strategy and Planning	2
STB/BUSAD 507	Organizational Behavior	2
STB/BUSAD 503	Information Systems	2
STB/BUSAD 504	Marketing and Logistics	3
STB/BUSAD 509	International Seed Business Practices, Policies, and Regulation	3
TOTAL		16 Credits

website: [STB Course Schedule](#)

Buying Textbooks

The STB Office will email students textbook information after their registration each semester. You can purchase textbooks from any retailer of your choosing, but we recommend the following places: [University Bookstore](#), or other online textbook retailers. Be sure you comparison shop - used texts are much cheaper!

Registration Process

Students will receive an email from the STB student services coordinator each semester reminding them it is time to register for next semester's courses. Once it is determined which course(s) you would like to take you can register in one of the following ways.

- **Register yourself through [AccessPlus](#).**
 - Students enter the system via [AccessPlus](#) by using university ID and password.
 - The registration system provides messages after each entry indicating whether each request has been processed. Students also may review their current schedules at any time during registration. Students are held accountable for all changes made to their schedules.
- **Contact the STB Office:** seedgrad@iastate.edu or 515-294-9137. Once students have a major professor and home department they will no longer be able to register themselves each semester in AccessPlus. Lori Youngberg, STB Program Coordinator, can send registration over for you, please email her with your registration preferences each semester for documentation purposes.

Dropping Your Course/Critical Semester Dates

If you must drop a class once the semester has started, **IMMEDIATELY** do so in one of the following ways:

- AccessPlus (can only be used until the end of the first week of class)
- Email us at seedgrad@iastate.edu to let us know you would like to drop and we can contact the registrar's office on your behalf, and let you know when the course should be dropped.

Note: Tuition is calculated from the first day of class onward. Informing your instructor of your wish to drop a course is not a sufficient way to drop the course; drops must be processed through AccessPlus or by contacting the STB office.

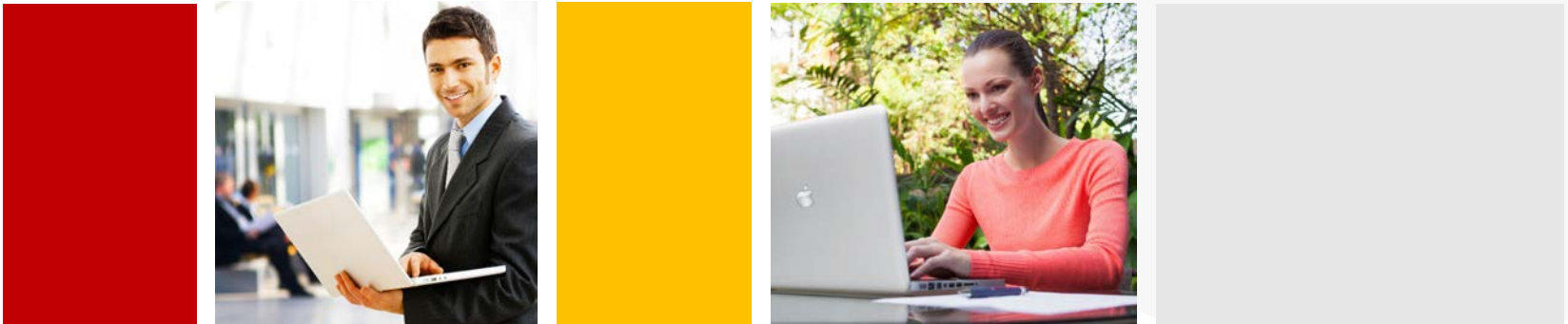
****In order to receive a full refund, you must drop the class no later than the day BEFORE the class is scheduled to begin.**

- Failure to attend or login to the course or failure to pay tuition does not constitute a drop. You can verify your drop on AccessPlus or through the Registrar's Office. For more information on tuition and fees adjustment deadlines please visit: <http://www.registrar.iastate.edu/fees/tuition-adj>.

Online Learning

How to be a Successful Online Learner

Online learning can take on many different forms. It is important you are prepared to put in the time to be successful in your online graduate courses. Below are some tips to making sure your online course experience goes as smoothly as possible.



- **Communicate:** Participate in the online chat and Canvas discussions when you can. It is important you feel a connection with the class in which you are participating. Make sure you make connections with your classmates and your professor to optimize your course performance.
- **Participate:** Just because you are not in the classroom does not mean you do not have to contribute to class discussion. Contribute your ideas, and read about the viewpoints of your classmates. Your instructor is not the only source of information in your course--you can gain great insight from your peers and they can learn from you as well.
- **Gain support:** Elicit the support of your colleagues, family, and friends before you start your distance learning adventure. It is important to have this built in support-system so they understand how important your course work is and can respect what you are trying to do.

How to be a Successful Online Learner *(continued)*

- **Private space:** It is important with online learning that you give yourself a private space, where you can shut the door, and work in peace if necessary. If you try to share study space with the dining room or bedroom, food or sleep will take priority over studying.
- **Effective Time Management and Organizational Skills**
Good time management may be the most important factor for the successful online student .
- Time Management and Procrastination tips: <https://www.asc.dso.iastate.edu/more/handouts/time-management---procrastination>
- **Log-in:** It is important to log-in to Canvas close to every day so you can stay abreast of what is going on in the class. If you let too many days go by without logging in to your course discussion group, you will get behind and find it difficult to catch up.
- **Speak up:** Remember that your professor cannot see you, so you must be absolutely explicit with your comments and requests. If you are having technical difficulties, or problems understanding something about the course, you must speak up otherwise there is no way that anyone will know that something is wrong. Also, don't be afraid to ask questions if you don't understand course concepts. This will not only help you, but your classmates as well.
- **Apply what you learn:** It is important to make connections between what you are learning and what is going on in the workplace. This will help you remember the knowledge more quickly and will help you internalize what you are learning.
- **Classroom Behaviors & Netiquette:** Students and instructors are expected to treat each other with respect during classroom activities, using thoughtful dialogue, and keeping disruptive behaviors to a minimum.
- **Be Patient:** As much as your instructor will try to be prompt in answering questions, please do not expect instantaneous responses to your inquiries. Learn how to set break points in your study, so that you can return exactly to the point when your question is answered. Be patient with yourself as well; give the material a chance to soak in.
- **Writing Guide:** Graduate level work requires a higher level of writing than your undergraduate institution. Please go through this Writing Guide, provided by the MS Agronomy program, which has some very helpful thoughts on how to craft appropriate academic writing while in the program. <https://canvas.iastate.edu/courses/60957> **Citing sources will be a very important thing for you to learn during your tenure in the STB program.**

Canvas – Course Delivery System

When starting your online courses, it is a good idea to make sure your computer and internet connection are working properly. Please check out our suggested computer requirements before your classes begin to ensure your equipment is up to date.

<http://agonline.iastate.edu/resources/computer-requirements>

Log-in Page for Canvas:

www.canvas.iastate.edu

You may also access Canvas from the main ISU homepage, listed across the top of the page: www.iastate.edu

To learn how to use Canvas, there are a number of tutorials for students and faculty. Canvas is used by students and faculty in the following ways:

- Students view lectures, submit assignments, reflections and discussions, usually from links in the course materials to Canvas.
- Instructors get notified of incoming submissions, and grade student work.
- The grade center lists grades for individual student submissions and calculated fields tally a total score. NOTE: not all instructors will use the grade center to report your grades. Please consult your course syllabus for details on this each semester.
- Canvas is a university wide system – it is not maintained by the STB program. If problems arise, contact solution@iastate.edu. Also, inform your instructor of any problems immediately.

Program Progression

Program of Study, Committee Appointment & Major Professor

Iowa State University graduate students seeking a Master's degree are required to have a Program of Study (POS), which lists the course requirements for completion of the degree. The POS is determined by the degree program and the POS committee, together with the student. Please note that students in our Graduate Certificate programs do not need to secure a committee or major professor. Our student services staff will assist certificate students with getting a POS on file with the Graduate College. Certificate students also do not need to create and defend a creative component project.



For MS students in the Seed Technology and Business (STB) Graduate Program, the POS will be very similar for each student, because the course requirements in this program do not include electives. The POS committee for a MS degree consists of three faculty members, one of whom is designated as the major professor. For the STB program, POS committees will consist of one STB faculty member from the College of Agriculture and Life Sciences, one STB faculty member from the College of Business, and a third member who can be faculty from any college, and may or may not be a STB faculty member. **The STB support staff will work closely with each STB student to identify appropriate POS committee members. Once STB staff get an idea from the student about their area of interest for the final research project, they will assist in the process of matching students with a major professor and committee.**

Program of Study, Committee Appointment & Major Professor *(continued)*

The functions of the major professor include:

- periodically reviewing the progress of the student;
- advising a student during the development of the creative component;
- considering and approving the student's POS, as well as changes in the POS;
- reading the creative component; and
- conducting the final oral examination.

It is important to get your POS and Committee Appointment paperwork completed after the first year of your program. Students should focus on selecting a creative component project idea to get the process started. For more information about starting to think about your creative component project, please see Module 6 of your STB program orientation course in Canvas. All students in the STB program have been added to this orientation "course" in Canvas. You can access it from the Dashboard.

The POS form is now completed online through AccessPlus. It lists your major professor and two other committee members. It can be changed/updated if necessary. It also lists all the program courses, including creative component credits, with a projected timeline of course completion. The timeline is flexible, it's an approximate plan. This can also be updated online via AccessPlus when changes arise.

Creative Component

The STB MS degree requires a creative component. *(Please remember our Graduate Certificate students do not need to create or defend a creative component project in order to successfully obtain their certificate.)* The creative component is the culminating project for the program, intended to be an in-depth application of the knowledge and skills acquired from the STB curriculum. The creative component can take many forms, but in all cases includes a written report based on research, library readings, or topics related to the student's area of specialization and approved by the student's POS committee. Since a majority of our students are working professionals, the Creative Component is seen as a means of applying course content to projects related to their professional duties and career interests. Two credits of creative component work are required by the STB program (students register for STB 599), and the student must defend their creative component before his/her POS committee as part of the final oral exam.

Creative Component *(continued)*

General requirements for the creative component are:

- the project must show independence and creativity on the part of the student;
- a written report must be developed about the project;
- the project must be related to STB curriculum content and demonstrate the student's understanding of some aspects of STB course content in the context of the project topic;
- the project must be approved by the student's Major Professor.

Examples of appropriate creative components include:

- extensive literature reviews
- field and laboratory research projects
- case study analysis of a particular situation
- instructional modules for teaching or training purposes

We have examples of creative component projects that have been done in the past for your review. Please email us at seedgrad@iastate.edu for more information about how to gain access to those. You can also see examples of previous projects in Module 6 of the STB orientation course in Canvas.

Steps for Planning and Completing your Creative Component

Step 1: Choose a topic. The topic may be based on knowledge or a project needed for your job, or knowledge needed to address an investigative question based on your own observations or those of clients you serve. Or, you may wish to pursue an area of interest presented in the STB program to a greater depth. Whatever topic you choose, remember that you will be investing considerable time and energy in it; so choose one that excites and interests you, and ideally, is related to your job or career interests.

Steps for Planning and Completing your Creative Component *(continued)*

Step 2: Develop a tentative outline. The outline summarizes your approach to the topic. The outline structure will vary but it should include your objective(s). The objective(s) should be narrow enough to give focus to your work.

Suggested structure of outline:

- Background: why is the topic important and what is known?
- Objective(s): what specifically do you wish to do?
- Approach: how do you plan to accomplish your objective(s)?
- Results: how do you propose to present your results?
- Timeline: when do you plan to complete various stages of the work?

Step 3: Major professor and committee selection. It is the responsibility of the major professor to supervise your creative component. The STB support staff will work with you to identify an appropriate major professor whose expertise is relevant for your proposed creative component. You should send your tentative outline or project idea to the program coordinator, at seedgrad@iastate.edu. They will help you identify who might be a good match for you as a major professor. You must complete and submit the online POS form through AccessPlus. Program staff will assist you with more information about how to do that online if necessary. The form should be completed sometime within the first year of the program if possible. This will allow adequate time for completion of the creative component project.

Step 4: Complete work for creative component. You will work with your major professor to further refine your plans for your creative component. After plans are approved, you are ready to begin work. It normally takes several semesters to complete the work on a creative component. As you are working on your creative component, keep your major professor informed of your progress. It is a good idea to send early drafts to your major professor so he/she can help guide you through the project. This work should not all be completed in your last semester. Students should begin working on this project early to ensure no delays in graduation.

Step 5: Register for 2 credits of STB 599. This step is typically done near the end of your coursework. After the work is nearly complete, register for 2 credits of STB 599. Be sure that your major professor and POS committee know (a semester ahead) of your plans to complete the creative component and schedule the oral exam.

Steps for Planning and Completing your Creative Component *(continued)*

University policy requires graduating students to register for at least 2 credits during their final semester, so make sure you will be ready for the final oral exam when you register for STB 599. Provide your major professor with a draft of your work early in the term you plan to graduate. Your major professor will need time to review your creative component and offer suggestions for improvement. Keep in mind that faculty members can be very busy at certain times throughout the year with their research program and teaching assignments. Make sure you submit the first draft of your creative component early.

Discuss with your major professor and arrange a time for the final oral exam via e-mail with your POS committee members. After you and your major professor are satisfied with the creative component, provide POS committee members with a copy. This needs to be done at least two weeks before your final seminar/examination date. Present and defend your creative component as a Final Oral Examination with POS committee members on the ISU campus or by videoconferencing (if planning to graduate the term you defend your creative component, you must meet the ISU graduation deadlines).

As part of the Final Oral Defense you will be asked to give a power point presentation. Students should prepare this in advance and send a copy to his/her major professor and committee members at least 2 days before the date of his/her final oral exam.

The STB staff will assist you in the process of signing up for your 599 credits and filling out appropriate graduation and final oral defense forms. Keep them in the loop of your progress within your last several semesters: seedgrad@iastate.edu.

Defending & Graduating

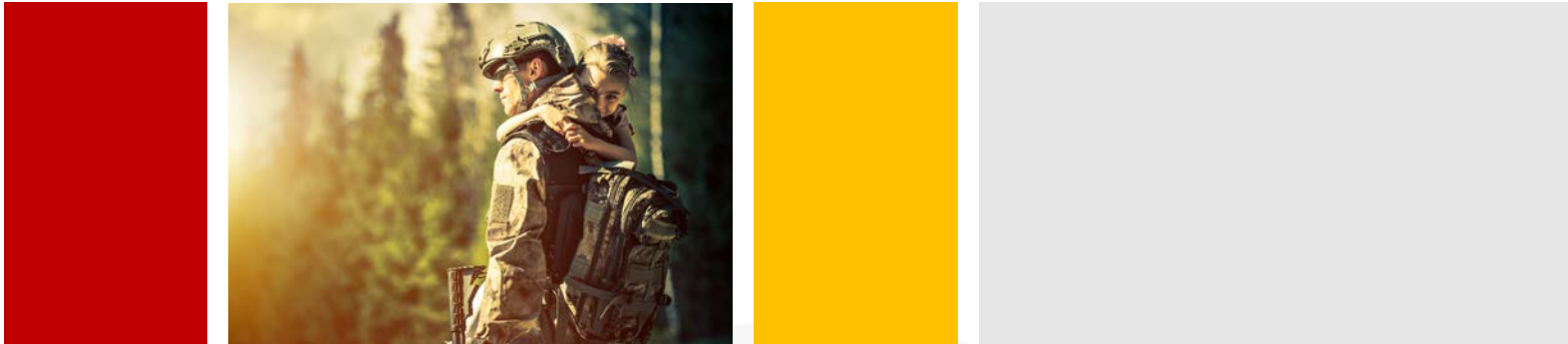
When the creative component is complete, students should try to come to ISU for their final oral examination (defense). The final oral defense can also be completed at a distance but the STB program staff will need to plan for that in advance. Please let them know if you will not be able to come to campus for your final oral defense. The following are deadlines set by the graduate college:

- **Graduation Application:** due by the end of the first week of class in the semester you want to graduate.
- **Last day to defend:** usually a month or so before the end of the graduating semester.
- **Return of final copy:** after your defense, you might be asked to make final edits. Completion of edits and submission of final copy is expected two weeks after the defense.

We welcome the participation of our online students in the on-campus graduation ceremonies. If you are interested, please click the link below for up-to-date information about the events. [Iowa State University Commencement Instructions](#)

Academic Affairs

Students usually come into the STB program with a definite plan in mind for getting their degree. However, life, work, and family responsibilities can sidetrack these plans. Examples include busy seasons at work, changing jobs, getting deployed, getting married, getting divorced, developing an illness, having children, traveling, etc. Listed here are common situations students find themselves in and how they can be handled.



Active Duty Military & Civil Service Deployment

Students who are called to active duty, and who will not be able to either 1) take a course in which registration has been complete; or 2) complete a class already in progress, need to contact the STB office as soon as they know. If documentation is needed from the Program regarding your student status, Lori, the STB program coordinator, will provide any information requested. The Registrar's office has the following procedures: <http://www.veterans.iastate.edu/>.

Academic Holds on Student Accounts

GPA Hold: The Graduate College's expectation is that a graduate student will attain a B or better grade in coursework, maintaining a 3.00 GPA. *NOTE:* If a student receives a C grade in a class, as long as the GPA is 3.0 or better, there will not be a hold.

Academic Holds on Student Accounts *(continued)*

If a student's GPA falls below 3.0, the following will happen:

- The Grad College will place a hold on registration. If this happens, the student will get a letter telling them they are on academic probation.
- If this happens, please contact Lori Youngberg (lyoung@iastate.edu) at the STB office. She will verify your situation and Dr. Munkvold (or the student's major professor) can write a request to the grad college to get the hold removed.
- This will happen for every semester the student's GPA is under 3.0.

Accounts Receivable Hold: Be sure to keep your UBill paid. The STB office cannot handle this issue. Please work with Accounts Receivable to make sure your account is in good standing with the University.

Holds on Graduation: The graduate college will not allow a student to graduate with a GPA below 3.0. In this case, the student needs to retake course(s) in which a lower grade was received in order to bring the GPA back up to 3.0 or better.

Time off from the STB Program

Time away from the program will not affect your progression. You can take a semester or two away if needed and then pick up where you left off. Please contact the STB office to let them know your situation.

- You will remain on the active student list, and will continue to get emails sent to all program students.
- Please keep track of your AccessPlus and NetID accounts and passwords. After 6 months your NetID will be inactive, and will need to be reactivated by the Solutions Center (515-294-4000).
- If a student is away for two years or more, the Graduate College requires the "Reinstatement to Active Status" form.

Extended length of time to complete program

The Graduate College puts a time limit of 8 years to get a master degree. Requests to extend the time limit will only be considered in the event of rare circumstances involving medical or other extenuating situations.

Cases in which the student leaves ISU during his or her graduate career and later returns are dealt with individually by the POS committee and the Graduate College. The inclusion in the program of study of course work that is beyond the time limit ("over-age" courses) must be justified by the POS committee in a statement accompanying the submission of the program of study.

Academic Misconduct

Issues concerning academic misconduct by graduate students are handled differently depending on the nature of the misconduct. Instances of suspected academic misconduct in research should be reported to the Office of the Vice President for Research and Economic Development. Please see the Academic Life page for more information about academic dishonesty:

<http://catalog.iastate.edu/academiclife/#progressprobationtext>

In issues regarding misconduct of research, graduate students are held to the same standards as faculty. Instances of graduate students suspected of academic misconduct that do not involve research should be reported to the Office of Judicial Affairs in the Dean of Students Office. Applicable rules and procedures may be found in the [Student Disciplinary Regulations](#).

