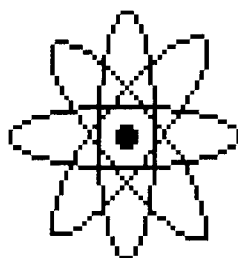


**GUIDELINES FOR GRADUATE
STUDY IN CHEMISTRY**



**DEPARTMENT OF CHEMISTRY
UNIVERSITY OF IOWA
IOWA CITY**

GUIDELINES FOR GRADUATE STUDY IN CHEMISTRY
University of Iowa
March 15, 2004

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GUIDELINES FOR GRADUATE STUDY IN CHEMISTRY
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I. Admission to Graduate Study

Admission will be recommended by an appropriate Department committee after a review of the student's application and supporting evidence. In addition, the committee will recommend to the Department Chair the level of financial support that should be made to the student. The Graduate Studies Committee will advise the entering graduate student until a research advisor is chosen.

II. General Requirements for both Ph.D. and M.S. Degrees

A. Undergraduate Proficiency Requirement

All graduate students are required to demonstrate a minimal level of knowledge in the four areas of analytical, inorganic, organic, and physical chemistry by satisfying the "undergraduate proficiency" requirement by the end of the fourth semester in residence. This requirement may be met by a score at the 50th percentile (national norms) or higher on proficiency examinations in the four areas of chemistry. In the event that a 50th percentile score is not achieved on a particular exam, the "core" course requirement must be completed in that area of chemistry with a grade of "C" or better.

The faculty considers a grade of "C-" to be below a "C". This renders a "C-" grade insufficient to satisfy the requirement of "a grade of "C" or better". Most notably, a grade of "C-" does not satisfy either a proficiency or core course requirement.

The proficiency exam score in physical chemistry will be divided into two parts. Part 1 consists of thermodynamics and part 2 pertains to kinetics and quantum chemistry. The undergraduate proficiency requirement in physical chemistry can be fulfilled by scoring above the 50th percentile for the total score (parts 1 and 2 combined). Students whose overall score is below the 50th percentile can fulfill the proficiency requirement as follows:

- (i) If the scores on both parts 1 and 2 are below the 50th percentile, the student must complete both Physical Chemistry I (4:131) and Physical Chemistry II (4:132), with a grade of "C" or better.
- (ii) If only the score on part 1 is below the 50th percentile, 4:131 must be completed with a grade of "C" or better.
- (iii) If only the score on part 2 is below the 50th percentile, 4:132 must be completed with a grade of "C" or better.

Proficiency exams will be given immediately before the fall and spring semesters, and can be taken only once, just prior to the first semester of graduate registration. If the student elects not to take an exam in a particular area of chemistry, the core course requirement (Section IIB) must be completed in that area.

B. Core Course Requirement

All graduate students must demonstrate a more advanced level of knowledge in three of the four areas by satisfying the "core course requirement". This requirement can be fulfilled by (i) scoring above the 75th percentile on the proficiency examination, or (ii) completing the designated core course with a grade of "C" or higher. The core course requirement must be completed by the end of the fourth semester in residence.

Courses currently designated as "core" courses include:

4:171; Advanced Analytical Chemistry
4:170; Advanced Inorganic Chemistry
4:172; Advanced Organic Chemistry
4:131; Physical Chemistry I
4:132; Physical Chemistry II.

The core course requirement in physical chemistry can be met by receiving an overall score (parts 1 and 2) above the 75th percentile on the proficiency exam. In the event the overall score is below the 75th percentile, this requirement can be fulfilled as follows:

- (i) If the part 1 score is lower than the part 2 score, 4:131 must be completed with a grade of "C" or better.
- (ii) If the part 2 score is lower than the part 1 score, 4:132 must be completed with a grade of "C" or better.
- (iii) If the scores of both parts are equal then the core requirements can be met by receiving a "C" or better in either 4:131 or 4:132.

C. Other Information

A student who completes a core course as an undergraduate at the University of Iowa will not receive graduate credit unless he/she was dually enrolled in both graduate and undergraduate programs at the time the course was taken, and the core course was not a requirement for completion of the undergraduate degree. However, the core course requirement in that area will have been satisfied if a grade of "C" or higher was obtained in the core course. Bachelors degree graduates of the University of Iowa are otherwise expected to fulfill the graduate proficiency and core requirements as would any other incoming graduate student.

Summer sessions are not counted as semesters in establishing the dates for meeting various requirements.

Each student must choose a research advisor during the first semester in residence. The selected area does not need to reflect the area of interest stated on the student's application for admission. Prior to selecting an advisor, the student is encouraged to interview with as many faculty members as possible. Additional procedures for advisor selection will be announced during the first semester of graduate study.

Students who are appointed to either a teaching or research assistantship may not enroll in more than 12 semester hours of credit each semester. It is usually advantageous for students in their first semester to take a full schedule of courses, as enrollment in research (4:290) is not allowed until a research advisor has been selected.

All new teaching assistants are required to register for Graduate Chemistry Orientation (4:191) during the first fall semester.

III. Additional Requirements for the Ph.D. Degree

A. Advanced Course Requirement

Beyond the core courses, a minimum of four additional courses that total at least 11 semester hours of graduate credit must be completed by the end of the fourth semester in residence. Grades of "B" or higher must be attained in all of these advanced courses. A grade of "B-" does not meet this requirement. Not more than three of the eleven total hours can come from special topics courses. Research, seminar, and pedagogy credits, courses that are doubly listed with sub-100 level numbers, courses taken with the S/U grade option, and courses with grades of "B-" or lower cannot be used to fulfill this requirement. The student is strongly encouraged to develop a detailed course plan that is reviewed and approved by the research advisor.

Graduate credit from other institutions will be given consideration for fulfillment of up to six of the eleven required semester hours of advanced level course work. Graduate courses completed at other institutions do not need to duplicate courses offered at the University of Iowa in order to receive credit. The student must initiate the request by sending a letter of request, along with supporting documentation, to the Graduate Review Committee. Supporting documentation should include a brief description of the course, a course syllabus or outline, examinations taken by the student, and an indication of the textbook used. The committee will consider the basic content of the course, the student's performance in the course, and the student's performance on examinations and course work at the University of Iowa. The registrar must have accepted the course(s) as graduate transfer credit. If approved, the course can be considered by the advisor and student for inclusion in the course plan.

B. Grade Point Average

The Graduate College requires that a 3.00 average be maintained in all graduate work attempted at the University of Iowa. Grades from 4:290 Research in Chemistry and in 4:291 Research Seminar will not be included when calculating the GPA. A grade of "C" or higher must be obtained in order to receive graduate credit in a given course, but grades of "C-", "D+", "D", "D-", or "F" will be included in calculation of the overall grade point average.

C. Reasonable Progress

Graduate students are expected to complete at least half of their total proficiency and core course requirements during the first academic year in residence. The Graduate Studies Committee will monitor the course work and research progress of individual students and make periodic recommendations regarding renewal of teaching assistantships, degree completion deadlines, realistic degree objectives, and other matters.

D. The Academic Committee

At the end of the first semester of graduate work, an Academic Committee of five faculty will be formed for each student with a Ph.D. degree objective. The committee will consist of the research advisor, one or two additional members of the same division, and at least one member of each of two other divisions. The student and research advisor jointly determine suitable faculty members based on their areas of expertise, and invite them to serve on the committee. Declined invitations can be appealed to the Graduate Review Committee. The student is expected to meet informally with the Academic Committee members either on an individual or group basis by the end of the third semester in residence, and well in advance of the comprehensive examination. This preliminary meeting is designed to acquaint the student with the faculty members. Discussions are expected to center on the student's research progress and course plan.

E. Comprehensive Examination

1. The Comprehensive Examination Committee

The five member committee for the comprehensive examination is the same as the student's Academic Committee as described in Section III.D. Additional faculty members may be invited to attend the oral comprehensive examination and may be consulted in judging the presentation when it bears upon their areas of expertise. These visitors are non-voting members of the committee. The vote shall be taken in private.

2. Eligibility to Take the Comprehensive Examination

To be eligible to take the Comprehensive Examination, the student must have a cumulative average of 3.00 or greater on appropriate graduate coursework at the University of Iowa. Appropriate graduate coursework includes chemistry core courses (Section II.B.), graded seminar presentations (Section III.F.), courses that satisfy the advanced course requirement (Section III.A.), and additional courses in chemistry or related disciplines that are judged appropriate by the student's Academic Committee. Research in Chemistry (004:290) and Research Seminar (004:291) shall be graded on an S/U basis and therefore are not included in the computation of the cumulative average.

3. Procedures and Schedules for the Comprehensive Examination

The general comprehensive examination requirements set by the Graduate College must be completed by the end of the fourth semester in residence, unless written consent is received from the graduate review committee. A student who fails to meet this requirement may be dropped from the Ph.D. program at the discretion of their academic committee. See Section III.I.2 for re-admittance to the Ph.D. program. A student on academic probation (see Section III.I.2) is not eligible to take the comprehensive exam. Students entering with a Master's degree and those exempted from core courses are strongly encouraged to take the comprehensive examination during the second or third semester in residence.

The comprehensive examination is a two-part oral examination. The first part consists of an oral defense of the student's research problem and progress, and will be based upon a written Research Report submitted by the student. The second part consists of an oral defense of an original Research Proposal submitted by the student.

The Research Report and the Research Proposal must be submitted (together) prior to five weeks before the last day of classes in the semester during which the examination is to be taken (or, for a spring semester examination, by the last Friday prior to Spring Break, whichever is earlier). It is strongly recommended that the examination be held at the earliest possible date in the semester to facilitate scheduling.

If the Committee approves both the Research Report and the Research Proposal, the oral examination may be scheduled. The committee will notify the student of action on the documents within two weeks of receiving them.

After the Committee has agreed to schedule the Comprehensive Examination, the student should complete (i) a Formal Plan of Study and (ii) a Request to the Graduate College for the Ph.D. Comprehensive Examination (see Section VIII for example forms). These forms are available in the Department of Chemistry Office.

The plan of study will provide a listing of all graduate courses taken that apply toward the degree, courses in progress, and courses to be completed after the comprehensive examination. Approval of the Plan of Study by the advisor and the Department Chair is required by the Graduate College. The plan may be amended by the Committee pending the outcome of the comprehensive examination.

4. Description of the Research Report.

The Research Report is intended to inform the Committee of the student's research problem and research progress. It should describe research completed by the student and work in progress. The research report should adhere to the following format. The body of the Research Report (i.e., sections I-IV) should not be longer than five double-spaced pages (including figures).

- I. *Introduction and Background* (≤ 1 page). Concise discussion of research problem and critical summary of literature which is of direct relevance.
- II. *Objectives*. Concise statement of the objectives or goals of the student's work (1 or 2 sentences).
- III. *Results and Discussion* (3-4 pages). Discussion of important results in standard ACS journal format. ACS journal-style experimental sections may be included for key experiments (NOT all experiments), but are not required. Tables may be used for concise listing of data (e.g. NMR data, kinetics data.). A concise discussion of the interpretation and significance of the results should be included.
- IV. *Conclusions and Future Work* (1 paragraph). Concise summary of the status of research, key discoveries by the student, and future directions.
- V. *Addenda*. List of references, and copies of preprints or reprints of any publications resulting from the student's research should be attached.

5. Description of the Research Proposal

The written Research Proposal should involve a topic which is distinct from the student's research problem. The idea must be unique and original with the student. During preparation of the proposal, only general guidance on procedural matters by the student's advisor is permitted.

Although the uniqueness of the proposal is important, emphasis should also be placed on such items as:

- (i) Why is the problem worthy of investigation?

- (ii) How well will the proposed work serve to answer the questions that are being considered?
- (iii) Have the various possible results from each step in the proposed work been anticipated?
- (iv) How will the proposed experiments distinguish among these possibilities?
- (v) Have alternate routes or methods been considered?
- (vi) Has the student considered the literature relevant to the proposal?

The scope of the problem should be such that a single investigator in a research university, with access to the usual research equipment, could make significant progress toward meeting the key objectives in a year of work.

The research proposal should adhere to the following format (maximum length 10 double spaced pages, including figures).

- I. *Introduction* (≤ 2 pages). Concise discussion of key background literature of direct relevance to the problem.
- II. *Objectives* (1 paragraph). Statement of problem to be addressed by the proposed research.
- III. *Proposed Studies*. Description of proposed research and its relationship to the Objectives. Discussion of general strategies and plan of attack, and more detailed discussions of key experiments to be performed. Innovative experiments and approaches should be highlighted, and appropriate literature references should be included. Procedures and techniques to be used to address significant and/or non-routine issues (e.g. determination of stereochemistry of a key synthetic intermediate, characterization of a paramagnetic organometallic, details of a new detector design) should be discussed in detail.
- IV. *Significance of Proposal Research* (≤ 1 page). Concise summary of the importance of the problem, the originality of the proposed approach, and the contribution it will make if successful.

6. Scope of the Oral Examination

The Research Report and the Research Proposal provide the basis for a wide ranging oral examination designed to assess the student's overall progress, knowledge of fundamental chemical principles and chosen area of specialization, and general competency for Ph.D. research.

The student will be asked to present a short (20 minute) summary of his/her research project. During or following this presentation, the committee will ask

questions designed to probe the student's understanding of the research topic and important background material, the experimental methods and techniques which are important in the particular area, and the goals and significance of the research.

The committee next will examine the candidate's understanding of areas related to the Research Proposal. The student will be asked to give a short (30 minute) presentation of the Research Proposal. During or following this presentation, the committee will ask questions designed to probe the quality and the student's understanding of the proposal. Typically, however, this discussion will evolve into a wide-ranging examination of the student's general competency in the chemical sciences.

7. Failure of the Comprehensive Examination

The comprehensive examination must be passed before the end of the fifth semester in residence. A student who has not met this deadline will not be admitted to Ph.D. candidacy. The Graduate College allows two attempts at the examination. If the first ends in failure, the student must wait four months to repeat the examination.

F. Seminar Requirements

Each student is expected to give a minimum of two acceptable seminars. One seminar must cover the student's research. The other may also deal with the student's research, or can be an extensive literature report. The student may register for the appropriate divisional seminar course and receive letter grade credit during those semesters in which the seminars are presented. The final Ph.D. defense cannot be used to meet this requirement.

G. The Research Conference

At least three months before the anticipated final defense, the student must meet with his/her Academic Committee for a research conference.

The Academic Committee is the same as that for the Comprehensive Examination with the following possible exceptions: 1) if the committee considers it desirable or necessary, one original member can be replaced by a faculty member of the same division; 2) the extra-departmental member required by the Graduate College for the final examination may replace one member of the committee at this time.

During the research conference, the student will summarize his/her research work, and will outline the work to be completed for the dissertation. The intent of the conference is to aid the student in organizing the material that will constitute the dissertation. The conference also enables the Committee members to become better acquainted with the objectives of the student's research, and to make suggestions concerning work that needs to be completed before the dissertation is written.

If scheduling permits, the research work can be reported as a research seminar during the regularly scheduled divisional seminar program, with a subsequent committee meeting for questions and advice.

H. Final Defense of the Ph.D. Dissertation

The examining committee is the same as that described for the research conference, except that an extra-departmental graduate faculty member required by the Graduate College must be added if this was not done at the time of the research conference.

An "Application for Graduate College Degree" and a "Request for Final Examination for the Ph.D. Degree" must be submitted to the Graduate College in accordance with the deadlines for the session in which the degree is to be granted. The exact time and place of the examination and the title of the thesis must be stated on the request for the examination.

The Dean of the Graduate College will make a public announcement of the final examination three weeks prior to the date of the exam. The final oral examination will be open to the public.

Dissertation copies must be made available to all members of the examining committee not later than three weeks before the date of the examination.

At least one reprint of a published paper, or a manuscript in the form for submission to a recognized scientific journal, shall be made available to all committee members at the time the dissertation is defended.

I. Other Graduate College Rules and Procedures

1. Residence Requirements

- (i) A total of 72 semester hours credit (including transfer credit) is required.
- (ii) After the first 24 semester hours of graduate work at the University of Iowa or elsewhere, the student must enroll for two semesters each with 9 or more semester hours credit, or if the student holds an assistantship, for three semesters each with 6 or more semester hours of credit.
- (iii) A student is required to register each semester after passing the comprehensive exam until the degree is awarded.

2. Academic Probation

A student shall be placed on probation if, after completing eight semester hours of graduate work, his/her cumulative grade-point average falls below 3.0. If, after

completion of eight more semester hours of graduate work at this University, the student's cumulative grade point average remains below 3.0, the student will be dropped from the Ph.D. program. A student on probation who has not already received an M.S. degree from this Department can apply for M.S. candidacy if the grade point average is above 2.75, and can be readmitted to the Ph.D. program after the cumulative grade point average is above 3.0 and the student has received a M.S. degree with thesis. Material from the M.S. thesis may not be included in the subsequent Ph.D. thesis.

IV. Additional Requirements for The Master's Degree

- (i) The proficiency and core course requirements (Sections II A, B) apply to the Master's program.
- (ii) A grade point average of at least 2.5 must be maintained for all students who joined before Fall 2001, or at least 2.75 for students who joined in Fall 2001 or thereafter in all graduate work to avoid probation and dismissal by Graduate College rules.
- (iii) The student's committee appointed by the Graduate Studies Committee shall consist of the advisor, one additional faculty member in the area of the student's research, and a third member from a second division. The student's committee will approve courses required for the Master's degree, and will administer the final thesis oral examination or non-thesis examination.
- (iv) At least 30 semester hours of graduate work are required for the Master's degree. Of these 30 semester hours, not more than four semester hours of Research (4:290) may be included for the Master's without thesis, and not more than nine hours of Research credit may be included for the Master's with thesis. Coursework required to complete the Master's degree includes the "core" courses, pedagogy, seminar, and any other courses deemed appropriate by the student's committee.
- (v) A candidate for the Master's degree with thesis must present at least one research seminar.
- (vi) A candidate for the Master's degree without thesis must complete at least three semester hours of research in chemistry (4:290).
- (vii) A candidate for the Master's degree must file a Plan of Study with the Graduate College. An Application for Graduate College Degree and a Request for Final Examination must be filed in accordance with Graduate College deadlines for the session in which the degree is to be granted.

V. Procedure for Dismissal from Degree Programs

The Graduate Studies Committee reviews the academic progress of every graduate student at the end of each semester. If a student is not progressing toward fulfillment of the degree requirements, the Committee will warn the student of this fact in writing. The Committee will

inform the student that he/she has been dismissed from a degree program for failure to meet the criteria outlined in Sections II, III, or IV. The letter of dismissal will include a statement outlining the right to appeal.

Any student wishing to appeal dismissal from a degree program may do so by writing to the Chair of the Graduate Studies Committee. The Committee will meet within two weeks of receiving the appeal, and the student may request a personal appearance before the Committee. A recommendation from the Graduate Studies Committee will then be presented at a meeting of the Chemistry Faculty, and the Department Chair will inform the student of the faculty decision with regard to dismissal from the degree program.

VI. Graduate Teaching Assistant Reappointments and Dismissal

A. Requirements for Reappointment

All reappointments to teaching assistantship are dependent upon:

- (i) satisfactory academic standing;
- (ii) progress toward meeting thesis degree objectives;
- (iii) performance as a teaching assistant;
- (iv) availability of teaching assistantship positions.

Students who have not met the qualifications for Ph.D. candidacy by the end of the second year in residence will not be reappointed to a teaching assistantship. Departmental assistantships are usually not renewed for students beyond the fifth year.

B. Grounds for Dismissal

In accordance with the "Graduate Assistant Dismissal Policy" approved by the Board of Regents, teaching assistants may be dismissed during the term of appointment following dismissal from a degree program or loss of student status.

Other grounds for dismissal of a teaching assistant as defined by the "Graduate Assistant Dismissal Policy" include reasons sufficient to dismiss a faculty member, or failure to follow or implement instructions of the supervisor. More detailed reasons for dismissal include, but are not limited to the following:

- (i) Repeated failure to perform the assigned duties adequately, for example: failure to be present at scheduled class meetings, failure to return graded work to students on time, or failure to adequately prepare for teaching duties. Evidence concerning the lack of preparation must include statements from students in the assistant's class.

(ii) Evidence that the assistant has assigned grades to students on the basis of personal preference or prejudice.

(iii) Evidence of sexual harassment as defined by University of Iowa policy.

C. Dismissal Procedures

The Department Chair will consider formal faculty or student complaints brought against the teaching assistant. Following the procedures in the "Graduate Assistant Dismissal Policy", the Chair may recommend dismissal of the teaching assistant to the Dean of the College of Liberal Arts. Procedures for appeal are defined in the "Policy" document.

VII. Other Sources of Information

These guidelines and requirements are intended to supplement and clarify the regulations of the Graduate College for the various degrees. Additional rules that may apply to a student's degree progress are given in the Manual of Rules and Regulations of the Graduate College and the General Catalog of the University of Iowa. Regulations regarding preparation of the Master's thesis and Ph.D. dissertation may be obtained from the Graduate College.

VIII. Standard Forms

Graduate students should consult with their research advisors regarding preparation of these forms, but the student is responsible for submission of forms by the deadlines that are published each semester.

A. Ph.D. Candidates

1. Doctoral Plan of Study. The research advisor must sign this form. It should be submitted to the Chairman's office along with a Request for Ph.D. Comprehensive Exam. Staff in the Chairman's office will forward the form along with copies of the student's transcript and current registration to the Graduate College. The plan of study is evaluated, and an approved copy will be returned for inclusion in the student's file.
2. Request for Doctoral Comprehensive Exam. The complete form must be prepared after the student's committee accepts the research proposal and has agreed to schedule an oral comprehensive examination. The full-page form should be submitted to the Chairman's office with the Doctoral Plan of Study at least two weeks prior to the comprehensive examination date. The top half of this form will be used to record the results of the oral comprehensive exam.

3. Application for Graduate College Degree. This form must be filed very early in the semester that the student wishes to graduate. The advisor's signature is required prior to submission to the Registrar.
4. Request for Final Examination. The complete form is submitted to the Chairman's office at least three weeks prior to the examination date. The title of the thesis must be typed on a separate page and attached to this form. The top half of the form will be used to record the results of the final oral thesis defense.

B. M. S. Candidates

1. Application for Graduate College Degree. This form must be filed very early in the semester that the student wishes to graduate. The advisor's signature is required prior to submission to the Registrar. This form is the same as that in Section VIII-A-3.
2. Plan of Study Summary Sheet--Nondoctoral Degree. The research advisor must sign this form. It should be submitted to the Chairman's office along with a copy of the Request for Final Examination. Staff in the Chairman's office will forward the form along with copies of the student's transcript and current registration to the Graduate College. The plan of study is evaluated, and an approved copy will be returned for inclusion in the student's file.
3. Request for Final Examination. The full-page form is submitted to the Chairman's office along with the Master's Plan of Study at least two weeks prior to the examination date. The top half of this form will be used to record the results of the Master's final examination. This form is the same as that in Section VIII-A-4.

C. Sample Forms

Samples of the forms discussed in Section VIII are attached on the following pages.

**THE UNIVERSITY OF IOWA
GRADUATE COLLEGE
DOCTORAL PLAN OF STUDY SUMMARY SHEET**

LAST NAME			FIRST			MIDDLE			STUDENT NO								
DEPARTMENT						MAJOR						DEGREE OBJECTIVE					
GRAD. WORK COMPLETED OR IN PROGRESS	TRANSFER GRADUATE CREDIT		COLLEGE OR UNIVERSITY						SEM. HOURS								
			COLLEGE OR UNIVERSITY						SEM. HOURS								
	U. OF I. GRADUATE HOURS EARNED (DOES NOT INCLUDE COURSES NUMBERED UNDER 100 NOR COURSES WITH MARKS OF D, F, U OR I)									SEM. HOURS							
	CURRENT REGISTRATION		THE UNIVERSITY OF IOWA						SEM. HOURS								
	TOTAL GRADUATE CREDIT COMPLETED OR IN PROGRESS									A.							
REDUCTION OF CREDIT	LINE OFF COURSES ON THE STUDENT'S RECORD AND CURRENT REGISTRATION SLIP THAT DO NOT APPLY TOWARD THIS DEGREE, AND SUMMARIZE BELOW.																
	REDUCTION IN CREDIT FOR COURSES TAKEN MORE THAN 10 YEARS BEFORE COMPREHENSIVE EXAMINATION NOTE: DEPARTMENTS MUST EVALUATE THESE COURSES AND DETERMINE ALLOWABLE CREDITS IN EACH CASE, AND REPORT RESULTS IN A LETTER TO THE GRADUATE DEAN.									SEM. HOURS							
	COURSES IN IRRELEVANT FIELDS									SEM. HOURS							
	AMOUNT OF REDUCED CREDIT THEN SUBTRACT (B) FROM (A) TO GET (C)									B.							
TOTAL COMPLETED AND CURRENTLY REGISTERED GRADUATE HOURS TO BE COUNTED TOWARD DEGREE									C.								
ADDITIONAL REQUIRED WORK	ADDITIONAL COURSES, SEMINARS, RESEARCH AND DISSERTATION HOURS REQUIRED, INCLUDING ALL REQUIRED COURSES NOW RECORDED AS (I) INCOMPLETE WHICH MUST BE COMPLETED FOR THIS PLAN																
	COURSE NO.		COURSE TITLE						SEM. HOURS								
TOTAL ADDITIONAL HOURS REQUIRED THEN ADD (D) TO (C) TO GET (E)									D.								
TOTAL SEMESTER HOURS REQUIRED IN THIS STUDENT'S PLAN OF STUDY.									E.								
SUPERVISING PROFESSOR'S SIGNATURE			DATE			DEPT EXECUTIVE'S SIGNATURE			DATE			GRADUATE DEAN'S SIGNATURE			DATE		
NOTE: PLEASE SEND THE GRADUATE COLLEGE –						AT THE SAME TIME SEND –											
1. ALL COPIES OF THIS SUMMARY SHEET <input type="checkbox"/>						REQUEST FORMS FOR COMPREHENSIVE EXAMINATION <input type="checkbox"/>											
2. ONE COPY OF THE STUDENT'S RECORD <input type="checkbox"/>						INCLUDING THE RANKS OF MEMBERS OF THE <input type="checkbox"/>											
3. THE STUDENT'S CURRENT REGISTRATION <input type="checkbox"/>						EXAMINING COMMITTEE. <input type="checkbox"/>											

DEPARTMENT AND STUDENT COPIES OF THE APPROVED SUMMARY SHEET WILL BE RETURNED TO THE DEPARTMENT.

White—Graduate College copy
Pink—Student copy
Gold—Department copy

GRADUATE COLLEGE • *The University of Iowa*
REPORT ON DOCTORAL COMPREHENSIVE EXAMINATION

GRADUATE COLLEGE COPY

student no. _____

 (name of candidate)

degree major _____ subprogram (if any) _____

committee: _____ satisfactory _____ reservation* _____ unsatisfactory _____

chair: _____

*If reservations are imposed, the department should forward to the Graduate College a copy of the letter sent to the student specifying reservations to be met and the deadline for removal.

date of examination _____ approved _____
 (executive, major department)

date _____

- INSTRUCTIONS FOR REPORT ON THE DOCTORAL COMPREHENSIVE EXAMINATION**
1. Each committee member should personally sign his/her name or initials. Two "unsatisfactory" votes make the report unsatisfactory. Reservations will be removed from the student's record only upon receipt of a supplemental report or letter.
 2. The original of the REPORT form is to be submitted to the Graduate College not later than 10 days after the completion of the examination.

GRADUATE COLLEGE • *The University of Iowa*
REQUEST FOR DOCTORAL COMPREHENSIVE EXAMINATION

GRADUATE COLLEGE COPY

student no. _____

The Department of _____ recommends that

 (name of candidate)

_____ be authorized to take the COMPREHENSIVE

EXAMINATION for a doctoral degree during the _____
 (session and year)

degree major _____ subprogram (if any) _____

nominations for examining committee (at least five graduate faculty members):

chair: _____

Time and place of examination and notification of committee members should be arranged by the executive of the major department or by the chair of the committee. Report on examination is to be made on form above.

date _____
 (executive of major department)

- INSTRUCTIONS FOR REPORT ON THE DOCTORAL COMPREHENSIVE EXAMINATION**
1. Fill out both forms as completely as possible. Send original REQUEST form to the Graduate College at least two weeks before the examination is to be given. Keep REQUEST carbon and entire REPORT form.
 2. The REQUEST form is accompanied by the student's doctoral Plan of Study, unless the plan has been filed earlier. Departments should assume approval of the committee unless notified within three working days. Departments should notify each committee member of place, date, and hour of examination.

APPLICATION FOR GRADUATE COLLEGE DEGREE

The University of Iowa

Submit to **Graduation Analysis, 1 Jessup Hall, Window D** on or before the established deadline. (Deadline listed on attached brochure and in the Schedule of Courses.)

The University of Iowa requests this information for the purpose of processing your Application for a Degree. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address. Responses to items marked "optional" are optional; responses to all other items are required. If you fail to provide this information, the University may be unable to graduate you.

PLEASE PRINT OR TYPE

1. _____
Type or Print Social Security Number

2. _____
Last Name First Name Middle or Maiden

NOTE: Entering a name above that is different from the one on University records does not officially change your name. If the name above is not identical to the one on your records and you wish it to be used on your diploma, you must request and file a name change form at Graduation Analysis, 1 Jessup Hall.

3. When do you expect to receive your degree? _____
Month Year

4. List your department major.
Select your major from the list on the back of this form. _____

5. For which degree are you applying? (see back) _____

6. Address to appear in commencement program (not a mailing address)
(optional) _____
City State (or Country, if not U.S.)

7. INFORMATION AND APPLICATIONS FOR TEACHER CERTIFICATION MAY BE OBTAINED IN
N310 LINDQUIST CENTER. TELEPHONE NUMBER (319) 335 - 5358.

8. GRADUATE DEGREE APPLICATION VALIDATION (Faculty Adviser):
My review of this student's work indicates that, with the current registration, all requirements established by the department for the above degree will likely be completed.

Faculty Adviser Signature _____ Office Phone _____ Date _____

.....
Please sign here if you have never received a Federal Family Education Loan

If you have borrowed through any of the Federal Family Education Loan programs (this includes Federal Stafford Loan, Federal SLS Loan, Guaranteed Student Loan and Federally Insured Student Loan program) at UI or any post-secondary institution, you must, by federal law, complete the following information. A response to each item is required.

BORROWER INFORMATION/CERTIFICATION Driver's License # _____ State _____

Name: _____ Phone: (_____) _____

Expected Permanent Address After Graduation: _____

Name of Next of Kin: _____ Phone: (_____) _____

Address: _____

Name of Expected Employer After Graduation: _____ Phone: (_____) _____

(if unknown, please indicate this)

Address: _____

Borrower's Signature Social Security Number Date

GRADUATE COLLEGE • *The University of Iowa*
REPORT OF FINAL EXAMINATION: ADVANCED DEGREE

Student No. _____

The Examining Committee reports as follows on _____
Name of student (last name first)

for the _____ degree in _____
Degree major

for the _____ graduation.
Month and year

Committee Members

Satisfactory

Unsatisfactory

Chair: _____

First failure Second failure

Date of Report _____ Signed _____

Department Executive

- INSTRUCTIONS FOR REPORT OF FINAL EXAMINATION: ADVANCED DEGREE**
1. Each committee member should personally sign his/her name or initials. Two "unsatisfactory" votes make the report unsatisfactory.
 2. The original of the REPORT of the Final Examination is due in the Graduate College office within two working days after the examination. The department retains the carbon.
 3. If the examination is cancelled or postponed, please indicate this on the REPORT form and return it to the Graduate College. When the exam is rescheduled, a new REQUEST should be sent to the Graduate College.

GRADUATE COLLEGE • *The University of Iowa*
REQUEST FOR FINAL EXAMINATION: ADVANCED DEGREE

Student No. _____

_____ has filed an application
Name of student (last name first)

for degree for the _____ degree _____ thesis
with or without

in _____ at the _____ graduation.
Degree major Month and year

The following committee is recommended (not fewer than five members for the doctoral degree, including at least one member from outside the department; not fewer than three members for the master's degree).

COMMITTEE

Chair: _____

Place, date and hour of examination _____

(If a doctoral final examination, attach a note to this REQUEST giving the thesis title.)

Date _____ Approved _____

White—Graduate College copy

Gold—Department copy

Department Executive

13292/2-00

- INSTRUCTIONS FOR REQUEST FOR FINAL EXAMINATION: ADVANCED DEGREE**
1. Fill out both forms as completely as possible, including ranks of committee members and department, when different from major. Send original REQUEST form to the Graduate College IMMEDIATELY. Keep REQUEST carbon and entire REPORT form.
 2. The Examination Request may be assumed to be approved unless the department is notified to the contrary following the evaluation of the student's file by the Graduate College. The department should notify each committee member of place, date, and hour of examination.
 3. Requests for a doctoral final examination must be filed at least three weeks prior to the examination date, and in addition, the thesis title must accompany this request.

THE UNIVERSITY OF IOWA GRADUATE COLLEGE

PLAN OF STUDY SUMMARY SHEET – NONDOCTORAL DEGREE

LAST NAME			FIRST			MIDDLE			STUDENT NO.								
DEGREE MAJOR									DEGREE OBJECTIVE								
APPROVED SUBTRACK (IF ANY)									CHECK ONE: THESIS _____ NONTHESIS _____								
GRADUATE WORK COMPLETED OR IN PROGRESS	GRADUATE TRANSFER CREDIT		COLLEGE OR UNIVERSITY						SEM. HRS.								
			COLLEGE OR UNIVERSITY						SEM. HRS.								
	U. OF I. GRADUATE HRS. EARNED (THE "HRS. EARNED" TOTAL IN THE LOWER RIGHT-HAND CORNER OF THE STUDENT'S TRANSCRIPT DOES NOT INCLUDE CREDIT FOR COURSES NUMBERED UNDER 100 NOR FOR COURSES CARRYING MARKS OF D, F, U, OR I.)									SEM. HRS.							
	SEM. HRS. IN COURSES NOW CARRYING MARKS OF INCOMPLETE (I) (OR F—CONVERTED FROM I) THAT MUST BE CLEARED FOR THIS DEGREE									SEM. HRS.							
	CURRENT REGISTRATION		TOTAL GRADUATE SEM. HRS. OF CURRENT REGISTRATION (DO NOT INCLUDE CREDIT FOR COURSES NUMBERED UNDER 100.) ENTER BELOW THE NUMBER, TITLE, & SEM. HRS. OF ANY CURRENTLY REGISTERED CORRESPONDENCE COURSE REQUIRED FOR THIS DEGREE.						SEM. HRS.								
REDUCTION OF CREDIT	TOTAL GRADUATE CREDIT COMPLETED OR IN PROGRESS									A. SEM. HRS.							
	DRAW LINES THROUGH ALL COURSES ON THE TRANSCRIPT AND/OR CURRENT REGISTRATION SLIP THAT ARE INCLUDED IN THE FOLLOWING CATEGORIES:																
	COURSES OVER 10 YEARS OLD									SEM. HRS.							
	GRADUATE COURSES NOT TO BE APPLIED TOWARD THIS DEGREE (E.G., COURSES NOT SPECIFICALLY NEEDED FOR THIS DEGREE, UNNEEDED ELECTIVES, MAKE-UP FOR UNDERGRADUATE DEFICIENCIES, ETC.)									SEM. HRS.							
AMOUNT OF REDUCED CREDIT									B. SEM. HRS.								
TOTAL SEMESTER HOURS IN THIS STUDENT'S PLAN OF STUDY (SUBTRACT B FROM A TO GET C.)									C. SEM. HRS.								
ADVISER'S SIGNATURE			DATE			DEPT. EXECUTIVE'S SIGNATURE			DATE			GRADUATE DEAN'S SIGNATURE			DATE		
DEPARTMENT SHOULD SEND TO THE GRADUATE COLLEGE:						AT THE SAME TIME, SEND											
1. ALL COPIES OF THIS SUMMARY SHEET 2. ONE COPY OF THE STUDENT'S TRANSCRIPT 3. ONE COPY OF THE STUDENT'S CURRENT REGISTRATION SLIP						"REQUEST FOR FINAL EXAMINATION: ADVANCED DEGREE" FORM											

DEPARTMENT AND STUDENT COPIES OF THE APPROVED SUMMARY SHEET WILL BE RETURNED TO THE DEPARTMENT.

GRADUATE COLLEGE • *The University of Iowa*
REPORT OF FINAL EXAMINATION: ADVANCED DEGREE

Student No. _____

The Examining Committee reports as follows on _____
Name of student (last name first)

for the _____ degree in _____
Degree major

for the _____ graduation.
Month and year

Committee Members

Satisfactory

Unsatisfactory

Chair: _____

First failure Second failure

Date of Report _____ Signed _____

Department Executive

- INSTRUCTIONS FOR REPORT OF FINAL EXAMINATION: ADVANCED DEGREE**
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GRADUATE COLLEGE • *The University of Iowa*
REQUEST FOR FINAL EXAMINATION: ADVANCED DEGREE

Student No. _____

_____ has filed an application
Name of student (last name first)

for degree for the _____ degree _____ thesis
with or without

in _____ at the _____ graduation.
Degree major Month and year

The following committee is recommended (not fewer than five members for the doctoral degree, including at least one member from outside the department; not fewer than three members for the master's degree).

COMMITTEE

Chair: _____

Place, date and hour of examination _____

(If a doctoral final examination, attach a note to this REQUEST giving the thesis title.)

Date _____ Approved _____

White—Graduate College copy

Gold—Department copy

Department Executive

13292/2-00

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