

Manual of Rules and Regulations

This is the most up-to-date version (August 2018) of the *Manual of Rules and Regulations of the Graduate College*.

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Part 1. The Academic Program

Definitions

UI Cumulative GPA: For all degrees conferred by the Graduate College, a graduate student's UI Cumulative GPA is comprised of all UI courses 3000-level and up.

Program GPA: A graduate student's Program GPA is comprised of all courses that are approved degree requirements. This GPA is only available via the degree audit.

Section I. Admission to the Graduate College

A.

[Application Procedure.](#) All students seeking to register for the first time in the Graduate College of the University of Iowa must secure formal admission from the director of Admissions. Applicants may obtain the proper forms from: Director of Admissions, 107 Calvin Hall, The University of Iowa, Iowa City, Iowa 52242. Prospective students may also download the application or apply online from the admissions web site.

In addition to these forms, official transcripts, test scores and other supporting material must be submitted by the designated deadline prior to the session in which admission is expected. Specific deadline dates will be established by the dean of the Graduate College and the director of Admissions and printed in the Catalog and elsewhere.

B.

[Advanced Measurement Tests](#). Each graduate program will determine which, if any, advanced measurement test(s) will be required of the applicants to the program. Examples of such examinations include the General (Aptitude) Test of the Graduate Record Examination (GRE), the GRE Subject (Advanced) Tests, and the Graduate Management Admission Test (GMAT). For those departments or programs that choose to require an examination, the examination must be required for all students; there cannot be exempt categories. The sole exception to this policy would be for University of Iowa (UI) students under consideration for undergrad-to-grad (U2G) programs. If a program adopts an exemption to a standardized exam requirement for U2G applicants, the waiver must be applied to all UI U2G candidates. Additionally, a final admission decision will not be made by the Office of Graduate Admissions until the student's scores have been received. The judgment of acceptable levels of performance on these tests, and the weight of such scores in the overall decision-making process, is left to the department or program.

C.

[English for International Students](#). Prior to consideration for admission, international student applicants whose native language is other than English must take and pass either the Test of English as a Foreign Language (TOEFL), or Pearson Test of English (PTE) Academic, or the International English Language Testing System (IELTS), unless they have received a degree from an accredited college or university in the United States, the United Kingdom, Canada (except Quebec), Australia, or New Zealand. These examinations are given at various times of the year and in many centers throughout the world.

International students transferring from unfinished degree programs of other universities in the United States who have not taken either of these examinations, or who have received a score lower than the minimum established by the Graduate College dean, must take the TOEFL, or PTE Academic, or IELTS examination and receive a passing score prior to consideration for admission.

Students who barely pass the established minimum on the TOEFL, or PTE Academic, as well as all IELTS submitters, will be required to sit for an English evaluation upon arrival in Iowa City. The Graduate College will require these students to take and pass recommended course work in English usage at The University of Iowa designed especially for international students.

D.

[Early Admission](#). A student who is within 6 semester hours of having satisfied all the requirements for the bachelor's degree at The University of Iowa or any other accredited college may be given provisional admission.

E.

[Candidacy](#). Admission to the Graduate College is not the equivalent of acceptance as a candidate for an advanced degree, which must be earned through work successfully completed at The University of Iowa. (See [Section X, Master's Degrees](#) and [Section XII, Doctor's Degrees](#).)

F.

[Declaration of Major and Degree](#). Every applicant for admission must indicate on the application form the department or program of major interest and the degree, certificate, or professional objective intended for pursuit. The only exceptions to this regulation are the limited number of applicants registered as non-degree ("special") students. (See definition of non-degree status in next section.) Changes in the major or degree status may be made in the course of a student's graduate study with the approval of the department to which the transfer is proposed. To initiate such action the student must file a change of major or degree status in the Office of Admissions.

G.

[Admission Requirements and Status](#). Graduates of any college or university accredited by regional accrediting associations may be admitted to the Graduate College if their academic records meet the required standards. Upon admission, all students fall into one of the following three categories:

1.

Regular. For students who have met the minimum requirements for admission and who have been accepted by a department, or interdepartmental degree program, for work leading to a graduate degree or certificate, or for professional improvement. The minimum grade point average for admission as a regular student to all graduate

programs is 3.00.

Departments or programs may petition the Graduate College dean for admission of a student whose grade point average is less than 3.00, if there is sufficient evidence of the student's academic and/or professional achievement indicating his/her potential for success in a graduate program.

Departments, or committees in charge of interdepartmental degree programs, may, and often do, set higher minimum admission requirements than those set forth above for the Graduate College as a whole. Information concerning departmental or program requirements may be obtained directly from the executive of the department concerned.

2.

Conditional. Students who are interested in working toward a graduate degree or certificate but who are required by a department to demonstrate their ability to do satisfactory graduate work before being admitted to regular status. To be admitted on conditional status the student must be recommended by a department, which will assume responsibility for advising the student. The student on conditional status must achieve regular status within two sessions of registration in the Graduate College by achieving a [UI Cumulative GPA](#) of at least 3.00, and acceptance by the major department, or be dismissed.

3.

Non-degree (Special). Students with a valid bachelor's degree and at least a 2.5 grade-point average are eligible to register for no more than two courses per semester. In addition, a non-degree student may not accumulate more than two courses within a given department/program under this classification. These students must be approved for admission by the Graduate College and Office of Admissions. Non-degree graduate students are not eligible for a graduate degree.

H.

[Admission of Faculty Members to Graduate Study](#). Persons who hold faculty rank of assistant professor (including clinical assistant professor) or above at The University of Iowa may be admitted as non-degree students (see [Section G](#) above). A person holding faculty rank as specified above may petition the Graduate College dean for permission to enter a departmental program for work leading to an advanced degree, certificate, or professional improvement, except in the department of his or her appointment or a closely related department. Such petitions must have prior approval of the department of appointment, dean of the college of appointment, the department in which study is to be pursued, and the Graduate College.

I.

[Readmission](#). If a student's enrollment is interrupted for any reason so that s/he is not enrolled for three consecutive academic sessions (including the spring, summer, and fall sessions but excluding the winter session) the student must apply for readmission. The readmission application form must be used. The Graduate College will not require new letters of recommendation, a new Personal Statement section, a written explanation of the reasons for the absence, or a plan for degree completion. However, departments and programs may choose to require any or all of the foregoing.

Section II. Registration

A.

[Standard Schedule](#). Students registered in the Graduate College may register for no more than 15 semester hours in all courses eligible for graduate credit 100 (3000)-level or above. A maximum, graduate semester-hour registration will include all courses numbered 100 (legacy numbering) or 3000 (new renumbering) and above, whether they are offered as on-campus, extension, or workshop classes. In a schedule of mixed graduate and undergraduate courses, 2 hours of undergraduate credit may be substituted for 1 hour of graduate credit, with registration limited to a total of 18 semester

hours. This equivalency applies to the calculation of academic load only. Graduate credit is not given for courses numbered under 100 (3000). In 2014 the summer session will expand to 12 weeks. The maximum registration for the twelve-week summer session is 12 semester hours. Corresponding maximums for the eight-week, six week and four-week summer sessions and the three-week winter session are 8, 6, 4, and 3 semester hours, respectively. The maximum semester-hour registration for work scheduled outside of a regular summer session will be arranged on a basis proportionate to that stated above with the approval of the Graduate College dean.

Nine semester hours in the regular semester constitute full-time registration. (Fellows are required to carry at least 9 semester hours during a semester as a condition of their appointments.) One-quarter-time and one-third-time appointees are permitted to register for the maximum 15 semester hours per semester and 12 semester hours during the twelve-week summer session.

B.

[Courses Not Included in Total Registration.](#) In addition to a full schedule, a graduate student may register for offered courses as carrying zero semester hours credit.

C.

[Changes in Announced Credit.](#) Graduate students may not register for more credit than that offered for in any course but may register for less credit, or no credit, by permission of the instructor. The number of courses a graduate student may take for limited or no credit is subject to the consent of the adviser and the approval of the dean of the Graduate College.

D.

[Reduced Schedules for Teaching and Research Assistants and Other Appointees.*](#)

1. One-half-time appointees may register for not more than 12 semester hours during a semester or 9 semester hours during the twelve-week summer session.
2. Five-eighths-time appointees may register for not more than 10 semester hours during a semester or 7 semester hours during the twelve-week summer session.
3. Two-thirds- and three-quarter-time appointees may register for not more than 9 semester hours during a semester or 7 semester hours during the twelve-week summer session.

* See [Section VII.F.](#) for information regarding graduate assistant overload appointments (those more than one-half-time/20 hours per week).

E.

[Retroactive Registration.](#) No form of retroactive registration is permitted.

F.

[Registration for Part of a Session.](#) A graduate student may register at any time during the semester or the twelve-week summer session for not more than 1 semester hour of credit for each of the remaining weeks of classes (not including the examination period) in the term. The total registration may not exceed the 15 semester hours permitted for a semester and the 12 semester hours permitted for the twelve-week summer session. Registration after the last day of the second week of a semester or the third day of the second week of a summer session is permitted only in courses involving special projects, readings, individual study, thesis, or research, with the signed approval of the instructor concerned and the Graduate College dean. Proportional credit limitations and deadlines for the four, six, and eight-week summer sessions will be established on a prorated basis.

G.

[Extramural Registration.](#) After admission to a departmental program in the Graduate College, registration for work done off campus may be accepted for resident credit under the following circumstances:

1. Traveling Scholar Program of the Committee on Institutional Cooperation. (See [Section III.](#))
2. Research at approved locations under the direction of members of the graduate faculty of The University of Iowa.
3. Fieldwork as part of a regularly scheduled course or research program.
4. Courses taught off campus by members of the graduate faculty. (See [Section X.D.](#) and [Section XII.C.](#) for minimum semester hours required on campus for the master's and doctor's degrees.)

5. Resident graduate credit from another Iowa Regents' university. (See [Section V. B.](#))
6. As many as 9 semester hours of graduate work taken at the Quad- Cities Graduate Center from faculty other than faculty of the Iowa Regents' universities, provided the work is acceptable to the student's major department for the specified degree.

Extramural registration does not count toward residence credit in the following circumstance: Course work transferred from another institution.

H.

[System of Course Numbers.](#) Courses primarily for graduate students are numbered 200 (5000) or above in each department. Courses open to and carrying credit for both graduate and undergraduate students are numbered from 100 to 199 (3000 - 4999). A student must be enrolled in the Graduate College in order to earn graduate credit for course work numbered 100 (3000) or above. Courses below 100 (3000) are not accepted for graduate credit, irrespective of a student's classification. Graduate credit may not be earned for taking courses numbered below 100 (3000) by registering in such courses as readings, special projects, or independent study having course numbers of 100 (3000) or above.

I.

[Auditing of Courses.](#) Upon approval of the instructor and the adviser, graduate students may audit courses for zero credit. Fee assessment for auditing courses is based on the number of hours for which the course is offered, with a minimum of 1 s.h. Auditing is permitted only for a student who is currently registered. See [Section VI.C.](#) for the marking system.

J.

[Dropping Courses.](#) Graduate students may drop courses with the appropriate permissions as required by the [registrar](#), and prior to the deadline date established by the dean of the Graduate College for each session and published by the registrar, After the deadline date, single courses may be dropped only with permission of the dean of the Graduate College.

K.

[Withdrawing Registration.](#) Graduate students may withdraw their entire registration with the appropriate permissions as required by the [registrar](#), and prior to the deadline date established by the dean of the Graduate College for each session and published by the registrar. After the deadline date, students may withdraw from the entire semester only with the permission of the dean of the Graduate College and documentation of extenuating circumstances, such as serious illness.

Section III. Traveling Scholar Program

A.

[Purpose.](#) The program, under the auspices of the Committee on Institutional Cooperation representing thirteen universities in the Midwest, enables a doctoral student to take advantage of special resources available on another campus but not available on his or her own campus: special course offerings, research opportunities, unique laboratories, and library collections.

B.

[Procedure.](#)

1. A CIC Traveling Scholar first must be recommended by the scholar's own graduate adviser, who will approach an appropriate faculty member at the possible host institution in regard to a visiting arrangement.
2. After agreement by the student's adviser and the faculty member at the host institution, graduate deans at both institutions will be fully informed by the adviser and have the power to approve or disapprove.
3. A CIC Traveling Scholar will be registered at the home university and fees will be collected and kept by that institution.
4. Credit for the work taken will be recorded at the home university.
5. Those desiring additional information should inquire at the Office of the Graduate College.

C.

Conditions. CIC Traveling Scholars will normally be limited to two semesters or three quarters on another campus. Each university retains its full right to accept or reject any student who wishes to study under its auspices.

Section IV. Academic Standing, Probation, and Dismissal

A.

Non-doctoral Students. A non-doctoral departmental (master's, professional improvement, certificate) student, except one on conditional status, shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 2.75. A student regains good academic standing when his or her UI Cumulative GPA returns to 2.75, or greater. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at the University, the student's UI Cumulative GPA remains below 2.75, the student will be denied permission to re-register within any Graduate College degree program.*

Non-doctoral, non-departmental (non-degree, extension, workshop) students shall be evaluated for academic probation and dismissal based on the same semester-hour sequence as stated above, at a minimum UI Cumulative GPA of 2.50.

* This requirement shall apply to students entering non-doctoral departmental programs beginning with the Fall 2001 Semester. A minimum UI Cumulative GPA of 2.50 is required of non-doctoral departmental students admitted prior to that session.

B.

Doctoral Students. A doctoral student on regular status shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 3.00. A student regains good academic standing when his or her UI Cumulative GPA returns to 3.00. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at this University, the student's UI Cumulative GPA remains below 3.00, the student will be dropped from the degree program and denied permission to re-register within any Graduate College doctoral degree program. The student may apply for and be accepted into a non-doctoral degree or certificate program.

C.

Restriction on Students on Probation. A student on probation shall not be permitted to take comprehensive or final examinations leading to any degree or certificate, nor may the student receive any graduate degree or certificate.

D.

Departmental Regulations and Dissemination of Information. In addition to the above University-wide requirements, departments may establish further requirements which then determine the individual student's standing with regard to probation and dismissal. To this end, each department or program shall compile a written list of standards and procedures for work in that area. These documents shall be on file in each departmental office and the office of the Graduate College dean. Copies are to be available for students in the departmental office, and departments shall make all reasonable efforts to inform students. Subsequent changes in standards or procedures shall be communicated by the department to each student and the Graduate College dean. Whenever departments revise standards for a given program, the new regulations will not apply retroactively to the disadvantage of those already in the program. In addition to notifying students that they are subject to the rules of the Graduate College as set forth in the Manual of Rules and Regulations, any standards established by the department more stringent than the general Graduate College requirements shall be stated. Information shall be provided outlining required courses applicable to the various departmental programs of study, examination procedures and other formal evaluations, departmental policies with regard to awarding and renewing assistantships, time limits on programs of study, departmental registration policies, departmental grade-point requirements, requirements for changing from one degree program to another within the department, especially from the master's to the doctor's degrees, departmental probation and dismissal policies and procedures (see [E](#) following), and other matters as are appropriate. The

nature of the departmental advisory system shall be explained to incoming students.

E.

[Academic Progress, Departmental Probation, and Dismissal Procedures](#). If a student is failing to meet departmental standards, the department shall warn the student of this fact in writing. The notification shall specify in what way(s) the student is failing to meet the standards. The student shall be provided a reasonable amount of time to meet the standards prior to departmental dismissal. If conditions such as conditional admission or probation are imposed, the department shall give at the time of its imposition written explanation of this status and its time limits.

A student who will not be permitted to re-register for failure to meet standards shall be notified of this fact in writing with reasons for the action provided. Such dismissal may follow failure to meet conditions of admission, conditions of probation, pre-announced departmental grade-point requirements or other standards, or failure of a regularly scheduled examination or formal evaluation. If a student judges the dismissal decision improper, the student has a right to review. Each department shall establish procedures for handling such reviews. The procedures are to be approved by the Graduate College dean, and shall afford a fair and expeditious review. A description of these procedures shall be included in the departmental regulations described above. (See [Section IV. D.](#))

F.

[Plagiarism by Graduate Students](#). The Online Oxford English Dictionary defines "plagiarize" as follows, "to take and use as one's own (the thoughts, writings, or inventions of another person); to copy (literary work or ideas) improperly or without acknowledgement; (occas.) to pass off as one's own the thoughts or work of (another)." In practice, the exact definition of "plagiarize" or "plagiarism" is dependent upon the unique attributes of the creative work of a particular discipline. Thus, it is understood that different academic disciplines and cultures may have different interpretations as to the actual actions which constitute plagiarism. With this in mind, the Graduate College will operate in the following manner when a program or department discovers an act or acts of plagiarism on the part of a graduate student.

1. If the faculty members of a program or department determine that the transgression is not major, or else feel that there is a misunderstanding of the acts which constitute plagiarism, the program or department may wish to work with the student so as to prevent future occurrences of plagiarism on the part of that student. Written notification of the offense and the remediation for the offense must be sent to the Graduate College for inclusion in the student's file.
2. If the faculty members of a program or department discover an act (or acts) of plagiarism that is (are) sufficiently egregious that expulsion from the program is warranted, the student will be terminated from his or her graduate program for reasons of plagiarism. In this case, the student will be simultaneously terminated from the Graduate College of The University of Iowa. The program or department must notify the student of his or her termination in writing. All relevant facts, as well as the process for appealing the decision, must be contained in the termination letter. The Graduate College must receive a copy of the termination letter.

The appeal process for students accused of academic misconduct is specified in The University of Iowa document, "Policies and Regulations Affecting Students, C. Academic Misconduct," which states:

"Questions of academic dishonesty arising within the colleges of Medicine, Law, Pharmacy, and Dentistry, and the Graduate College are treated on an individual basis.

In the Graduate College, the questions [of academic dishonesty] are handled at the departmental level. If the departmental decision is appealed, the dean may appoint an appeals committee of faculty and students from a slate of nominees prepared by the Graduate Council and the Graduate Student Senate to recommend an appropriate course of action."

The appeal process must be initiated by the student. If the student wishes to appeal the department's or program's action, that appeal must be lodged with the Senior Associate Dean for Academic Affairs of the Graduate College within 30 days of program or departmental dismissal.

G.

[Graduate College Review of Departmental Dismissal](#). Questions involving judgment of performance will not be reviewed beyond the departmental level. If, however, the student feels there has been unfairness or some procedural irregularity concerning dismissal, the student may pursue a grievance according to the Academic Grievance Procedure (AGP) established by the Graduate College. The AGP is available in the Graduate College. The student should consult with the

Graduate College prior to initiating an academic grievance.

Section V. Credits

- A. [Transfer of Graduate Credit](#). Graduate work at other institutions will be entered on the student's Permanent Record by the Office of Admissions, and a report on this action will be sent to the student and to his or her major department. Credit for these courses toward an advanced degree at Iowa must have the approval of the major department and the dean of the Graduate College. (See Sections [X. E.](#) and [XII. E. Reduction of Old Credits](#).)
- B. [Residence Transfer Credit](#). After admission to a departmental program in the Graduate College, residence graduate credit from another Iowa Regents' university may be counted as residence credit at this institution, provided such work is acceptable to the student's major department on the basis of the department's determination of its applicability toward the degree. (See Sections [X. D.](#) and [XII. C.](#) for minimum semester hours required on campus for the master's and doctor's degrees, and [Section X. E.](#) and [XII. E Reduction of Old Credits](#).)
- C. [Graduate Credit for Veterans](#). Credit may be granted for studies pursued in war and military situations under such regulations as may be formulated by the national educational agencies and under such adaptations of standing rules as the Graduate Council may authorize from time to time to meet group or individual situations. The value of such credit in satisfying requirements for a degree will be determined by the major department with the approval of the dean.
- D. [Withdrawal of Registration and Proportional Credit for Students Entering Military Service](#).
1. Students who leave within the first six weeks of the semester receive no credit.
 2. Students who leave within the period of seven to nine weeks receive 1/2 credit.
 3. Students who leave within the period of ten to twelve weeks receive 2/3 credit.
 4. Grade reports for the 1/2- and 2/3-credit periods: (a) Instructors report grades only as Satisfactory or Unsatisfactory. (b) Credit is to be assigned on the basis of total registration minus thesis and seminar. (c) Courses are to be counted toward specific degree requirements only after the student returns and then only with the department's approval.
 5. Students who complete the twelfth week receive full credit.
 6. Grade reports for the full credit period: (a) Grades are to be reported only at the end of the semester. (b) Credit is to be reported in specific courses.
 7. In each instance the instructor reports the student's credit, grade and date of withdrawal. No credit is granted unless the student's work is satisfactory at the time of leaving.
 8. The amount of credit in thesis and research registration is to be reported to the registrar by individual instructors on the above basis except that less or zero credit may be assigned.

Section VI. Marking System

- A. [Marks Carrying Graduate Credit](#). These are A+, A, A-, B+, B, B-, C+, C, C- and S-satisfactory.
- B. [Marks Carrying No Graduate Credit](#). These are D+, D, D-, F, I-incomplete, AUU (audit unsuccessful), AUS (audit

successful), and U-unsatisfactory.

C.

[Audit](#). AUS is assigned when a student registered for zero credit attends as an auditor throughout the course; if the student fails to meet the instructor's auditing requirements, AUU is assigned.

D.

[Incomplete](#). The grade of I is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. In registrations for thesis, research, or independent study, the S/U grades may be applied. (See next paragraph, [E](#).) An Incomplete will automatically be converted to an F at the end of the next full semester (summer and winter sessions excluded), even if the student does not enroll after the session the I was posted. Courses may not be repeated to remove incompletes; removal of an I is accomplished only through the completion of the specific work for which the mark is given.

E.

[Thesis, Research, Readings, Independent Study, and Special Projects](#). Grades of S and U may be used for registrations in thesis, research, readings, independent study, and special projects. S-satisfactory means that the student receives credit for the work; U-unsatisfactory means that the student receives no credit. Neither S nor U is used in computing grade-point averages. At a later date, the instructor may change the S to a letter grade. In addition, departments may request permission from the Graduate College dean to use grades of S and U as described above for courses which, because of their special or experimental nature, are judged to be more appropriate for such grading. The type of grading system to be used in the above cases should always be mutually understood by the instructor and student.

F.

[Grades of S and U](#) may be used for courses taken by a graduate student outside the major department or interdepartmental degree program, provided that the instructor of the course and the student's departmental adviser approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a card with appropriate signatures in the Registrar's Office at the time of registration, or no later than the last day of the second week of a semester or the third day of the second week of a summer session. No changes from letter grades to S/U grades or vice-versa will be allowed after these dates.

It is not the policy of the Graduate College to abandon the traditional letter grades described in this section; however, in certain exceptional instances, departments having several areas of concentration involving widely differing types of effort may request the permission of the Graduate Council to allow students majoring in one area to register in courses in another area within the same department or program on an S/U basis. In these instances, S/U cards will be used as described in the preceding paragraph.

G.

[Computed Grade-Point Average](#). This is based only upon graduate work grade A+ = 4.33, 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- = .067, and F = 0. Although a grade of A+ will have a value of 4.33 in computing a student's grade-point average, the cumulative average will be truncated so as not to exceed 4.00.

Section VII. Graduate Appointments

A.

[Scholarships](#). Scholarships are competitive and awarded on merit.

1. Eligibility for graduate scholarships and fellowships will include but will not be exclusive to: (a) registration in the Graduate College; (b) cumulative grade-point average of at least 3.00; (c) a satisfactory rate of progress in

completing the program for the degree.

2. Preference will be given to candidates for the doctoral degree.
3. Recommendations for graduate scholarships may be made to the Graduate College by the appropriate department executive, director, or dean. A graduate scholarship may be awarded whether or not a student holds an assistantship. The amount of scholarship for the academic year may vary, but in no case exceed the comprehensive fee assessed. Scholarships will be credited to the student's University account.

B.

[Graduate College Fellowships are awarded by the Graduate College upon recommendation by departments to students with outstanding academic records.](#) Fellows must be registered as full-time students. The primary purpose of the awards is to permit an advanced student to complete the dissertation or creative project and take the degree. Other terms of the award will be established by the Graduate College dean in consultation with the Graduate Council.

C.

[Faculty Research Assistantships.](#) Faculty research assistantships are awarded to qualified graduate students and serve two purposes: (a) to provide research service to professorial members of the academic staff and (b) to provide apprenticeship experience for graduate students who are in training in research. Not more than twenty hours of service per week are required of a half-time assistant. Other part-time service is scaled in proportion, and a limited academic schedule is permitted (see [Section II. D.](#)). Appointments ordinarily are made for the nine-month academic year, but appointments may be made for other periods of time by special arrangement. Stipends vary with the qualifications of the appointee and the amount of service rendered.

D.

[Graduate Teaching Assistantships serve two purposes: \(a\) assistance in the instructional program of the University and \(b\) the preparation of future college teachers.](#) In order to achieve both aims, scholastically superior graduate students who show exceptional promise as teachers are selected for graduate teaching assistantships. All appointments are made by the dean of the appropriate college on recommendation of the department.

E.

[Eligibility for Scholarships, Fellowships, and Research Assistantships.](#) Scholars, fellows, and faculty research assistants on the Graduate College budget must be registered as regular students in good standing in order to hold such appointments. Appointments will be terminated when registration and/or student status is terminated. In no instance may a student be promised or tendered an appointment until after approval for admission to the Graduate College by the director of Admissions.

F.

[Graduate Assistant Overload Appointments.](#) Overload graduate assistantship appointments (those more than 20 hours/week) will be granted only when there is a clear case to be made beyond the student's monetary gain or the benefit to the department.

Before making a graduate assistantship appointment that brings a student's total appointment beyond 50%, the DEO or DGS of the program in which the student is enrolled (in consultation with the student's advisor) must receive permission from the Associate Dean for Administrative Affairs. All overload requests must address:

- the potential *academic benefit* to the student from the additional appointment;
- the student's *current progress* towards degree completion;
- the effect of the additional appointment on the student's *future progress*.

A total appointment of more than 62.5% should be seen as an exceptional situation and will be granted to a maximum of 75% only for one semester during the entire time of a student's graduate studies.

Before submitting an overload appointment request, the DEO or DGS must confirm that course registration for the semester does not exceed limits specified in **Section II. D.** of this *Manual* for the specific level of appointment.

Upon approval, international students must contact OISS and gain permission for Curricular Practical Training (CPT).

This policy applies only to teaching assistantships and research assistantships during the regular academic year. The DEO

or DGS should make their graduate students aware of this policy during the department/program's fall orientation.

G.

[Loans](#) for graduate students requiring financial assistance are available at the Office of Student Financial Aid as described in the Catalog and elsewhere.

H.

[Other Forms of Support are available in many of the departments in the form of traineeships, part-time employment on research programs, or part-time teaching.](#) Inquiries should be addressed directly to the major department.

Section VIII. Advanced Programs Offered in the Graduate College

[Programs by discipline](#)

[Interdisciplinary programs](#)

This list includes all of the graduate degrees **conferred by the Graduate College. Other colleges may confer post-baccalaureate degrees**; please check the website of the program in which you are interested to determine whether it confers such a degree.

Program	Degrees offered (check all that apply)
Accounting	M.Ac. ¹
Actuarial Science	M.S.
African-American World Studies	M.A.*
American Studies	M.A.*, Ph.D.
Anatomy and Cell Biology	M.S. ² , Ph.D. ²
Anthropology	M.A.*, Ph.D.
Applied Mathematical and Computational Sciences	Ph.D.
Art	M.A.*, M.F.A.
Art History	M.A.*, Ph.D.
Asian Civilizations	M.A.*
Astronomy	M.S.*
Athletic Training	M.S.*
Biochemistry	M.S.* ² , Ph.D. ³
Biomedical Engineering	M.S.*, Ph.D.
Biomedical Science Program	M.S.*, Ph.D.
Biostatistics	M.S.*, Ph.D.
Book Arts	M.F.A.
Business Administration	M.A.*, Ph.D.
Business Analytics	M.S.
Chemical and Biochemical Engineering	M.S.*, Ph.D.
Chemistry	M.S.*, Ph.D.
Civil and Environmental Engineering	M.S.*, Ph.D.
Classics	M.A.*, Ph.D.
Clinical Investigation	M.S.*
Communication Studies	M.A.*, Ph.D.
Community and Behavioral Health	Ph.D.
Computer Science	M.C.S. ¹ , M.S.*, Ph.D.
Creative Writing	Not a degree major
Dance	M.F.A.

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Published on Graduate College of The University of Iowa (<https://www.grad.uiowa.edu>)

Program	Degrees offered (check all that apply)
Dental Public Health	M.S.
Earth & Environmental Sciences	M.S. [*] , Ph.D.
Economics	M.A. [*] , Ph.D.
Educational Policy and Leadership Studies	Ed.S. ¹ , Ed.D. ¹ , M.A. [*] , Ph.D.
Electrical and Computer Engineering	M.S. [*] , Ph.D.
Elementary Education	M.A., Ph.D.
Engineering and Information Technology	M.S. ¹
English	M.A. [*] , M.F.A., Ph.D.
Epidemiology	M.S. [*] , Ph.D.
Exercise Science	M.S. ^{*2}
Film and Video Production	M.A. [*] , M.F.A.
Film Studies	M.A. [*] , Ph.D.
Finance	M.S. [*]
Free Radical and Radiation Biology	M.S. ^{*2} , Ph.D. ³
French and Francophone World Studies	M.A. [*] , Ph.D.
Genetics	Ph.D.
Geography	M.A. [*] , Ph.D.
German	M.A. [*] , Ph.D. ²
Greek	M.A. [*]
Health and Human Physiology	M.S. [*] , Ph.D.
Health Management and Policy	M.H.A. ¹
Health Policy	M.S.
Health Services and Policy	Ph.D.
Healthcare Management	Certificate
History	M.A. [*] , Ph.D.
Human Toxicology	M.S., Ph.D.
Immunology	Ph.D. ² , Ph.D. ³
Industrial Engineering	M.S. [*] , Ph.D.
Informatics	Certificate, M.S. [*] , Ph.D.
Integrated Biology	M.S. [*] , Ph.D.
Interdisciplinary Studies	M.A. [*] , M.F.A., M.S. [*] , Ph.D.
Journalism	M.A. [*]
Latin	M.A. [*]
Library and Information Science	M.A. [*]
Linguistics	M.A. [*] , Ph.D.
Literary Translation	M.F.A.
Mass Communications	Ph.D.
Mathematics	M.S. [*] , Ph.D.
Mechanical Engineering	M.S. [*] , Ph.D.
Medical Scientist Training Program	Not a degree major
Microbiology	M.S. ^{*2} , Ph.D. ³
Molecular Medicine	Ph.D. ³
Molecular Physiology and Biophysics	M.S. ^{*2} , Ph.D. ³
Music	D.M.A., M.A. [*] , Ph.D.
Neuroscience	Ph.D.
Nursing	D.N.P., M.S.N. [*] , Ph.D.
Occupational and Environmental Health	M.S. [*] , Ph.D.
Oral Science	M.S., Ph.D.
Orthodontics	M.S.
Pathology	M.S.
Pharmacology	M.S. ^{*2} , Ph.D. ² , Ph.D. ³
Pharmacy	M.S. [*] , Ph.D.
Philosophy	M.A. [*] , Ph.D.
Physical Rehabilitation Science	M.A. [*] , Ph.D.

Program	Degrees offered (check all that apply)
Physical Therapy	D.P.T.
Physics	M.S. [*] , Ph.D.
Political Science	M.A. [*] , Ph.D.
Psychological and Quantitative Foundations	Ed.S. ¹ , M.A. [*] , Ph.D.
Psychology	M.A. [*] , Ph.D.
Public Affairs	M.S. ¹
Public Health	M.P.H. ¹
Rehabilitation and Counselor Education	M.A. [*] , Ph.D.
Religious Studies	M.A. [*] , Ph.D.
Second Language Acquisition	Ph.D.
Secondary Education	M.A., M.A.T., Ph.D.
Social Work	M.S.W. [*] , Ph.D.
Sociology	M.A. [*] , Ph.D.
Spanish	M.A. [*] , Ph.D.
Spanish Creative Writing	M.F.A.
Special Education	M.A. [*] , Ph.D.
Speech and Hearing Science	Ph.D.
Speech Pathology and Audiology	Au.D., M.A. [*]
Sport and Recreation Management	M.A. ¹
Statistics	M.S. [*] , Ph.D.
Strategic Communication	M.A. ¹
Teaching and Learning	M.A. [*] , M.A.T. ¹ , Ph.D.
Theatre Arts	M.F.A.
Urban and Regional Planning	M.S. [*]

* Department offers both a program with thesis and a prescribed program without thesis.

¹ Nonthesis degree.

² Student entry suspended.

³ Entry portal only; not a degree major.

Section IX. General Requirements for Advanced Degrees

A.

[Application for Degree](#). The student must file an application for an anticipated degree with the registrar by the deadline date printed in the Graduate College academic calendar for the session in which the degree will be conferred. The student must have the application signed by his or her adviser. Failure to file the application by the deadline date established by the Graduate College dean will result in the postponement of graduation to a subsequent session.

B.

[Enrollment in Final Session](#). The student must be enrolled during the session in which the degree is to be conferred. Students who are away from the University campus during that session may meet this requirement by registering for independent study, research, or thesis hours according to the practice in the various departments. Doctoral candidates who have completed all work except the final examination may register for Doctoral Final Registration described in [Section XII.L](#), if such registration is appropriate. Master's candidates who have completed all work except the final examination may register for Master's Final Registration, if such registration is appropriate. Both the Doctoral Final Registration and Master's Final Registration require a 1 s.h. tuition/fee payment, and may be repeated if the degree requirements are not completed in this session. Registration in a course for which tuition/fees are not assessed (Cooperative Education Internship, for example) will not satisfy this requirement.

Section X. Master's Degrees

A.

[Kinds of Degrees](#). The University of Iowa offers programs leading to the Master of Arts (M.A.) degree, Master of Science (M.S.) degree, and several professional master's degrees.

M.A. and M.S. degrees require mastery of methodologies and practices of research and scholarship of the discipline. A thesis describing original scholarship or research may be required. M.A./M.S. degrees may be designed either as preparation for entry into Doctoral degree programs or to provide advanced study and accomplishment that serves a variety of career and other purposes. Degrees are awarded in many fields of study, or majors, consistent with conventions of the discipline (e.g., M.A. in Art, English, Psychology; M.S. in Chemistry, Mathematics, Physiology). (For complete list, see [Section VIII](#).) M.A. and M.S. degrees require a minimum of 30 semester hours, a final examination, and, in some fields, a thesis.

Professional Master's degrees provide knowledge, perspectives, and skills required for professional practice. Some programs may include introduction to research or scholarship sufficient to allow application of current literature to practice. Professional master's degrees generally are indicated by a three- or four-letter designation; examples include the Master of Fine Arts (M.F.A.), Master of Social Work (M.S.W.), Master of Public Health (M.P.H.), Master of Science in Nursing (M.S.N.), Master of Accountancy (M.Ac.). (For complete list, see [Section VIII](#).) Professional Master's degrees require a minimum of 30 semester hours. Some may require a final examination as well as a thesis, papers, projects, colloquia, internships, or other experiential-based activity typical of preparation for practice in the field.

A student may prepare a proposal for an interdisciplinary course of study, including the plan of study defining course work, examination requirements, a research plan, and a committee of at least three faculty members, with either the department most directly concerned or the Graduate College designated as the sponsor. Final approval of such individual programs is granted by the Graduate College dean, who may add members to the student's supervising committee from other closely related departmental faculties or from the Graduate Council. The degree will be awarded in interdisciplinary studies (master's) stipulated in the approved graduate program and, parenthetically, the name of the sponsoring department.

B.

[Plan of Study](#). The applicant for a master's degree must file a Plan of Study, approved by the adviser and the departmental executive officer, with the Graduate College within the session in which the degree is to be granted and by the deadline date printed in the Graduate College academic calendar. If the session in which a student takes his/her final exam is earlier than the session in which the degree is to be granted, the Plan of Study must be filed prior to the administration of the student's final examination. The plan shall meet the requirements for the degree approved by the graduate faculty. Graduate students must have a [UI Cumulative GPA](#) of 2.75 for degree clearance. Via degree audit, the [Program GPA](#) will be used for degree clearance when a program has established a higher minimum graduation GPA. (See also [Section IV. D. Departmental Regulations and Dissemination of Information](#).)

C.

[Major and Related Fields](#). The Plan of Study should provide for reasonable concentration in the major field of interest and, subject to the approval of the major department, may include related subjects from other departments.

D.

[Academic Registration Requirement](#)

1.

Master's degree. Of the minimum of 30 semester hours required for the degree, at least 24 semester hours must be completed under the auspices of The University of Iowa after admission to a graduate department/program. Various forms of extramural registration may qualify toward fulfillment of the aforementioned 24 semester hours residence requirement (see [Section II. G. Extramural Registration](#)) in addition to regular on-campus registration.

A student must be registered in the semester in which (s)he earns her/his degree.

2.

Ed.S. degree. Of the minimum of 60 semester hours required for the degree, at least 30 semester hours must be earned while registered in The University of Iowa Graduate College, and after formal program admission. For example, the academic registration requirement cannot be fulfilled by coursework completed under the non-degree or non-departmental student classification or with transfer credit.

A student must be registered in the semester in which (s)he earns her/his degree.

E.

[Reduction of Old Credits.](#) Courses taken ten or more years, prior to the session in which the master's degree is to be conferred, must be evaluated by the major department in order to determine the possible use of these credit hours within a student's plan of study. The department, in turn, must send a letter of petition to the Graduate College, requesting the use of any or all of these credits toward the fulfillment of degree requirements.

F.

[Limit on Professional Courses.](#) Work taken by a student in the colleges of Dentistry, Law or Medicine while enrolled for a professional degree may be credited to a graduate program leading to a master's degree if it is taken after the student has earned a bachelor's degree, or has completed work equivalent to that required for a bachelor's degree at The University of Iowa. The work accepted from the professional college must be directly related to the student's major field of study in the Graduate College and be approved as part of the Plan of Study by the student's adviser and the major department. Work completed while the student is registered for a professional degree in Law, Medicine, or Dentistry will be counted as part of the residence requirement for nondoctoral degrees in the Graduate College only when the student is registered in an appropriate joint degree program.

G.

[Two Master's Degrees.](#) The granting by this University of two master's degrees, simultaneously or in succession, requires that all of the requirements for each degree be satisfied separately. That is, the student must pass two final examinations, write two theses (if each program requires a thesis), and satisfy the Graduate College registration requirement for each degree separately. A minimum combined total of 60 semester hours of graduate credit must be achieved at the time that the second degree is conferred.

Some credits can be shared when one master's degree requires, or both master's degrees require, more than 30 semester hours of graduate credit. No more than ¼ of the credits necessary for one degree may be composed of coursework taken for the other degree, and there must still be a minimum combined total of 60 semester hours of graduate credit.

The directors of graduate study for the two programs, or the department heads of the departments housing the programs, must exchange letters in which they convey each program's approval of the student pursuing the two degrees. Copies of these letters must be sent to the Graduate College.

H.

[Master's Degree with Thesis.](#) Not more than 9 semester hours of credit for thesis research and writing shall be counted in satisfying the 30-hour minimum requirement. The thesis may be a scholarly study or an artistic production.

Beginning with the Fall 2009 Semester all master's theses, excluding MFA theses, must be submitted to the Graduate College in electronic format. MFA students will have the option of submitting hard-copy or electronic theses.

The deposit of a thesis (an ETD or two hard copies of the MFA thesis), complete and in final typed form, must be presented to the Graduate College for a check of formal characteristics by the deposit deadline date in the session in which the degree is to be conferred. Regulations regarding preparation of the dissertation copy shall be promulgated by the dean of the Graduate College. Both a scientific/scholarly abstract and a public abstract are to be deposited with the thesis or dissertation. The scientific/scholarly abstract should not exceed two, double-spaced pages. The public abstract can be up to 250 words. It should be written for a non-academic, lay audience, avoiding jargon and technical language as much as possible. The goal

of the public abstract is to explain how the research advances knowledge and addresses solutions to problems facing society. Approved ETDs will be forwarded to ProQuest for digital archiving; the technical abstract will be published in *Dissertation Abstracts International*. The PDF format of all electronic submissions will be forwarded by ProQuest to The University of Iowa Libraries, where they will be catalogued and made available for public use. Failure to deposit the thesis by the deadline date established by the Graduate College will result in the postponement of graduation to a future session. [Please review the [Graduate College web site](#) for detailed submission and formatting requirements.]

Nonrefundable fees are charged each thesis candidate to cover processing and publication costs of the thesis.

The thesis committee shall consist of at least three members of the graduate faculty and may or may not be identical to the final examination committee. (The final examination committee for the master's degree shall consist of at least three members of the graduate faculty, at least two of whom are from the major department or program, and are members of The University of Iowa tenure-track faculty. See [Section X. K.](#) following.)

I. [Master's Degree without Thesis](#). A master's degree without thesis, consisting of at least 30 semester hours of graduate work, may be awarded upon the completion of a curriculum prescribed by a department and approved by the Graduate Council.

J. [Final Examination](#). The requirements for master's degrees may include a final examination which, at the discretion of the major department, may be written or oral or both. Such an examination will not duplicate course examinations. It will be evaluated by the examining committee as satisfactory or unsatisfactory, with two unsatisfactory votes making the committee report unsatisfactory. The report of the final examination is due in the Graduate College not later than 48 hours after the examination, and by the deadline date established by the Graduate College.

If the department so recommends, a candidate who fails the examination may attempt a reexamination, but not sooner than the next regularly scheduled examination period in the following session.

The examination may be repeated only once. A student must graduate within three sessions after passing the final examination for a master's degree; failure to meet this deadline will require reexamination of the student. A session is defined as beginning in the semester subsequent to exam completion and includes summer semester, but excludes the winter session. Upon recommendation of a department, the comprehensive examination for a doctoral degree may be substituted for the master's examination.

Some master's programs do not require a final exam. Students are responsible for checking the specific requirements of their individual degree programs.

K. [Examining Committee](#). The examining committee for the master's degree consists of at least three members of the Graduate Faculty appointed by the dean upon recommendation of the major department or program. These committees are composed as follows:

- At least two of the faculty members must be members of the University of Iowa tenure-track faculty (appointment codes FS11-13 and FT11-13).
- At least two of the faculty members are from the major department or program (defined as faculty members who hold any appointment in the major department or program), and are members of the University of Iowa tenure-track faculty.

A department or program may impose additional structure on the composition of its examining committees.

Departments and programs may request the dean's permission to replace one of the three members of the Graduate Faculty by a recognized scholar of professorial rank from another academic institution. Also, a voting member may be added at the discretion of the Graduate College Dean.

Section XI. Graduate Certificate Programs

Graduate Certificate Programs reflect specialization, either within a field or in an area of study, research, or training. Some Graduate Certificate Programs may be open only to students seeking degrees in related fields; others may be offered as independent programs. Graduate Certificate Programs are designed to enhance skills, to provide professional development and career advancement opportunities, to broaden career options, and for other purposes, both for traditional, full-time students and for those with full-time employment.

Graduate Certificate Programs usually require a minimum of 15 semester hours of specified course work and a [UI Cumulative GPA](#) of 2.50. Certificate Programs may, in addition, require papers, projects, or experiential learning components designed for specific cohorts. Certificate Programs generally require two to three semesters to complete.

Examples of Graduate Certificate Programs are: Aging Studies, American Indian and Native Studies, Informatics and Advanced Nurse Practitioner. Requirements for each Graduate Certificate Program are included in The University of Iowa General Catalog.

Section XII. Doctor's Degrees

A.

[Character of Degree](#). The Graduate College offers doctoral programs leading to the Doctor of Philosophy (Ph.D.), the highest degree awarded by the university; the Doctor of Musical Arts (D.M.A.); the professional Doctor of Physical Therapy (D.P.T.); the professional Doctor of Audiology (Au.D.); and the professional Doctor of Nursing Practice (D.N.P.). The Doctor of Philosophy degree indicates marked excellence in original research or other creative work, and superior comprehension in the discipline. The Doctor of Musical Arts degree indicates marked excellence in performance and pedagogy. The Doctor of Physical Therapy degree indicates marked excellence in physical therapy differential diagnosis and clinical integration. The Doctor of Audiology degree indicates marked excellence in theoretical and advanced clinical skills. The Doctor of Nursing Practice degree indicates marked excellence in clinical practice and the application of clinical theory in the classroom and administrative venues.

B.

[Prerequisites](#). The candidate must present evidence of having completed a satisfactory amount of undergraduate work in the subject proposed for investigation or, in the case of deficiency, must register for prerequisite courses.

C.

[Academic Registration Requirement](#). Student registration should reflect accurately the amount and kind of work undertaken in the Graduate College. The Ph.D., D.M.A., and DNP are granted primarily on the basis of achievement, and engagement with one's discipline is an important part of achieving quality in a dissertation. The purpose of the registration requirement is to promote a high level of intellectual and scholarly activity at The University of Iowa. These requirements foster intensive, concentrated engagement with the faculty members and graduate students in a student's program.

All doctoral programs will contain a minimum of 72 semester hours of graduate work. Of those 72 semester hours, at least 39 must be earned while registered in The University of Iowa Graduate College, and after formal program admission. For example, the academic registration requirement cannot be fulfilled by coursework completed under the non-degree or non-departmental student classification or with transfer credit.

A student must be registered in the semester in which he/she earns his/her degree.

D.

[Interdisciplinary Studies Programs](#). A student may prepare a proposal for an interdisciplinary course of study, including the

plan of study defining course work, examination requirements, a research plan, and a committee of at least five faculty members, with either the department most directly concerned or the Graduate College designated as the sponsor. Final approval of such individual programs is granted by the Graduate College dean, who may add members to the student's supervising committee from other closely related departmental faculties or from the Graduate Council. The degree will be awarded in interdisciplinary studies (doctorate) stipulated in the approved graduate program and, parenthetically, the name of the sponsoring department.

E.

[Reduction of Old Credits](#). Courses taken ten or more years, prior to the doctoral comprehensive examination, must be evaluated by the major department in order to determine the possible use of these credit hours within a student's plan of study. The department, in turn, must send a letter of petition to the Graduate College, requesting the use of any or all of these credits toward the fulfillment of degree requirements.

F.

[Limit on Professional Courses](#). Work taken by a student in the colleges of Dentistry, Law, or Medicine while enrolled for a professional degree may be credited to a graduate program leading to a doctoral degree if it is taken after the student has earned a bachelor's degree, or has completed work equivalent to that required for a bachelor's degree at The University of Iowa. The work accepted from the professional colleges must be directly related to the student's major field of study in the Graduate College, and the Plan of Study must be approved by the student's adviser and the major department. Work completed while registered for a professional degree in Law, Medicine, or Dentistry will be counted as part of the one academic year that must be spent in residence as a doctoral student only when the student is registered in a formally established joint degree program.

G.

[Joint Program for Master's and Doctoral Degrees](#). Those students who expect to continue their training through the doctoral degree may pursue a joint program for the master's and doctor's degrees. The master's examination may be combined with the comprehensive examination for the doctorate for these candidates. The examining committee will file separate reports of its actions on the final examination for the master's degree and for the comprehensive examination. Upon recommendation of the department and approval of the dean, students who are well qualified by previous training may submit a Plan of Study that leads directly to the doctoral degree without earning the master's degree as an intervening part.

H.

[Requirement in Foreign Languages](#). There is no Graduate College-wide requirement in foreign languages. Those departments that do require competence in one or more foreign languages establish standards as to the extent and level of competence, as well as methods of testing. Specific requirements will be found in the departmental statements of standards and procedures. (See [Section IV. D.](#)).

Specifications of departmental requirements in foreign languages are filed in the Graduate College and may be changed upon the initiative of the departments.

I.

[Requirements for the Doctor of Physical Therapy \(D.P.T.\), the Doctor of Audiology \(Au.D.\) and the Doctor of Nursing Practice \(D.N.P.\)](#). Students enrolled in professional D.P.T., D.N.P. and Au.D. programs do not take a comprehensive examination, nor do they deposit a thesis with the Graduate College. The departments will be required to submit a doctoral Plan of Study to the Graduate College during the session of degree conferral. The plan will provide a listing of all graduate courses taken that apply toward the degree and a listing of courses in progress. The plan is to be filed no later than the deadline date printed in the Graduate College academic calendar.

J.

[Plan of Study](#). The development of a Plan of Study at the doctoral level is the responsibility of the student working together with his or her adviser. A formal Plan of Study must accompany the departmental request to the Graduate College for permission to conduct the comprehensive examination. The plan will provide a listing of all graduate courses taken that apply toward the degree and a listing of courses in progress or to be completed after the comprehensive examination. Graduate students must have a [UI Cumulative GPA](#) of 3.00 for degree clearance. Via degree audit, a student's [Program GPA](#) is used for degree clearance when a program has established a higher minimum graduation GPA.

K.

Comprehensive Examination. The candidate must satisfactorily complete a comprehensive examination, consisting of written or oral parts or both at the discretion of the major department. Admission to the comprehensive examination is granted upon the recommendation of the major department, the filing of the Plan of Study, and the approval of the dean of the Graduate College. A student must be registered in the Graduate College at the time of the comprehensive examination, which must be satisfactorily completed not later than the session prior to the session of graduation. This examination, administered only on campus, is intended to be an inclusive evaluation of the candidate's mastery of the major and related fields of study, including the tools of research in which competence has been certified.

The comprehensive examination is not a deferred qualifying examination. It is intended to evaluate a candidate's mastery of the subject at or near the end of the candidate's formal preparation and prior to the completion of the dissertation. The comprehensive examination and the final examination, which is concerned chiefly with defense of the thesis and related subjects, are the two principal examinations for the Ph.D and D.M.A. doctoral degrees.

The comprehensive examination will be evaluated by a convened meeting of the committee. Each committee member will sign the examination report as satisfactory, reservations, or unsatisfactory. The completed exam warrant will be submitted to the Graduate College office within fourteen days after the completion of the examination. Two "unsatisfactory" votes will make the committee report unsatisfactory.

A vote of "Reservations" should only be used when a faculty member feels that the deficiencies displayed by the student were modest, and can be readily rectified. In the event of a report with two or more votes of "Reservations," the actions required of the student, by the committee, that are necessary to correct the deficiencies must be recorded and submitted to the Graduate College with the examination report form. Copies of the written statement of necessary actions should be kept by: the appropriate departmental executive, the chair of the examination committee, and the student. The statement must specify the time allowed for completion of the aforementioned actions. The language describing the actions must be specific. For instance, if additional course work is required, a list of suitable courses must be presented. If the candidate needs to rewrite his or her research prospectus, the deficient areas must be identified, etc. If the candidate satisfies the required actions in the specified period of time, the appropriate departmental executive will send a written report to the Graduate College indicating the date for which the examining committee considers the actions to have been satisfied. Upon approval of the Dean of the Graduate College, the comprehensive exam will be recorded as "Satisfactory" as of that date. If the actions are not satisfied on time, or if the actions are not of sufficient quality, the appropriate departmental executive will send a written report to the Graduate College indicating that fact. Upon approval of the Dean of the Graduate College, the comprehensive exam will be recorded as "Unsatisfactory" as of that date. The candidate will not be admitted to the final oral examination of the dissertation until a grade of "Satisfactory" has been recorded for the comprehensive exam.

In the case of a report of unsatisfactory on a comprehensive examination, the committee may grant the candidate permission to attempt a reexamination not sooner than four months after the first examination. The examination may be repeated only once, at the option of the department.

L.

Continuous Registration after Completion of the Comprehensive Examination. The student is required to register each fall and spring semester after satisfactorily completing the comprehensive examination until the degree is awarded. If a student fails to register, the student may not be readmitted to candidacy until the student has submitted an application that has been approved by the student's adviser, the departmental executive, and the Graduate College dean.

In order to maintain continuous registration, doctoral students may register (1) for required and/or elective courses, research, and thesis hours to complete the plan of study, or (2) for Doctoral Continuous Registration (DCR). DCR requires a 1 s.h. tuition/fee payment. If a temporary lapse in a student's academic program is required due to military service, medical leave, maternity leave, or personal/family leave, a student may petition the Graduate College to be allowed to register for Ph.D. Postcomprehensive Registration (PCR), which allows for the assessment of a special minimum fee. If a petition is granted, it is to be understood that a student will not make significant use of university resources, or engage in significant consultation with the faculty. In the final semester, doctoral students may register for Doctoral Final Registration (DFR), which requires a 1 s. h. tuition/fee payment, or appropriate course work. The DFR may be repeated if the degree requirements are not completed in this session.

Under no circumstances may courses for which tuition/fees are not assessed (Cooperative Education Internship, for example), be used to satisfy the continuous registration or final registration requirement of the Graduate College.

No registration for the summer or winter session is required. The exceptions are when the student is taking a degree at the end of the summer session, or when enrollment is required by the student's department.

M.

[Dissertation for the Doctoral Degree](#). Beginning with the Fall 2009 Semester all doctoral theses must be submitted to the Graduate College in electronic format.

The student's dissertation, complete and in final form, must be presented in ETD (electronic thesis/dissertation) format at the office of the Graduate College by the deposit deadline date in the session in which the degree is to be conferred. The deposit can be no later than the end of the semester (summers excluded) following the session in which the final examination is passed; failure to meet this deadline will require reexamination of the student. Failure to deposit the dissertation by the deadline date established by the Graduate College will result in the postponement of graduation to a future session. [Please review the [Graduate College web site](#) for detailed submission and formatting requirements.]

Regulations regarding preparation of the dissertation copy shall be promulgated by the dean of the Graduate College. Both a scientific/scholarly abstract and a public abstract are to be deposited with the thesis or dissertation. The scientific/scholarly abstract should not exceed two, double-spaced pages. The public abstract can be up to 250 words. It should be written for a non-academic, lay audience, avoiding jargon and technical language as much as possible. The goal of the public abstract is to explain how the research advances knowledge and addresses solutions to problems facing society. Approved ETDs will be forwarded to ProQuest for digital archiving; the doctoral abstracts will be published in *Dissertation Abstracts International*. The PDF format of all electronic submissions will be forwarded by ProQuest to The University of Iowa Libraries, where they will be cataloged and made available for public use.

Dissertations shall be made available to all members of the examining committee not later than two weeks before the date of the examination.

N.

[Dissertation Fees](#). Nonrefundable fees are charged each doctoral candidate to cover processing and publication costs of the dissertation and abstract.

O.

[Final Examination](#). The work for the degree culminates in a final oral examination administered on campus. The examination should include: (1) a critical inquiry into the purposes, methods, and results of the investigation - not a mere recapitulation of the procedures followed - and (2) intensive questioning on areas of knowledge constituting the immediate context of the investigation.

The final examination may not be held until the next session after satisfactorily completing the comprehensive examination; however, a student must pass the final examination no later than 15 sessions after satisfactorily completing the comprehensive examination. A session is defined as beginning in the semester subsequent to exam completion and includes summer semester, but excludes the winter session.

Failure to complete the final exam before a student's end session (i.e., 15 sessions, post-comp) carries the following consequences. Prior to the published final exam deadline in the semester of a student's end session, the graduate program may submit a request for an extension, which is subject to Graduate College approval. The extension request (typically for a maximum of three sessions) must include a statement which explains how the student has stayed up-to-date in the field and a completion plan consisting of a timeline with benchmarks. The request may also include a brief description of extenuating circumstances faced by the student. At the discretion of the graduate program, the student may be required to retake the comprehensive exam to demonstrate that they have remained up-to-date in the field. Retaking the comprehensive exam as part of an extension request does not, however, reset a student's end session, nor is a second attempt allowed, if the retake is unsuccessful.

If an extension is not requested, if the extension request is not approved by the Graduate College, or if the student does not pass the comprehensive exam retake, the student will be dismissed from the graduate program. Students unable to complete the PhD may be eligible to complete with a master's degree or other graduate-level credential.

Final examinations for the doctorate are open to the public. Members of the faculty of the Graduate College are especially invited to attend and, subject to the approval of the chair, to participate in the examination.

The report of the final examination is due in the Graduate College office not later than 48 hours after the examination. The final examination will be evaluated as satisfactory or unsatisfactory. Two unsatisfactory votes will make the committee report unsatisfactory. In case of a report of unsatisfactory in the final examination, the candidate may not attempt a reexamination until the next session. The examination may be repeated only once, at the option of the major department.

P.

[Examining Committees](#). The Graduate College encourages departments and programs to construct PhD examining committees which are comprised of faculty members with varying, but related, areas of expertise.

The comprehensive and final examinations are conducted by committees of no fewer than five members of the Graduate Faculty appointed by the dean upon recommendation of the major department or program. These committees are composed as follows:

- At least four of the faculty members must be members of the University of Iowa tenure-track faculty (appointment codes FS11-13 and FT11-13).
- At least two of the faculty members are from the major department (defined as faculty members who hold any appointment in the major department or program), and are members of the University of Iowa tenure-track faculty.

A department or program may impose additional structure on the composition of its examining committees.

Departments and programs may request the dean's permission to replace one of the five members of the Graduate Faculty by a recognized scholar of professorial rank from another academic institution. Also, a voting member may be added at the discretion of the Graduate College Dean.

Section XIII. Combined Degrees

A.

[JD and Grad Combined Degree Options](#). At Iowa, JD students are able to pursue combined degree programs graduate programs. Cross-crediting policy allows a student to receive the JD and another graduate degree in a shorter amount of time than would be necessary if the two degrees were pursued independently.

1. **Cross-counting Maximums**. There are two types of Graduate and Law combinations: **Established programs** are ones which have undergone formal consideration for cross-counting maximums in excess of the standard (see below). **Concurrent combined programs** are pairings between any graduate degree and the JD. Graduate programs in which law students have enrolled over the years include those listed below. Students pursuing these combinations may count up to 12 semester hours from the grad degree toward the JD. The number of semester hours which can be counted from the JD toward the grad degree is limited to 6 sh. Additional hours may be considered upon special request.
2. **Established combined degree options**: JD (12 sh) and MHA (9 sh) (Master of Health Administration), JD (12 sh) and MPH (12 sh) (Master of Public Health), and JD (12 sh) and MS (15 sh) (Master of Sciences in Urban and Regional Planning).
3. **Concurrent combined degree options, include, but are not limited to**: Accounting, Art History, Communication Studies, Economics, Civil and Environmental Engineering, Higher Education, History, Journalism, Library and Information Science, Political Science, and Social Work.

4. **How Does it Work?** [Click here.](#)

Section XIV. Procedures for Approving New Certificate, Subprogram, and Degree Programs

A.

[Considerations and Requirements for New Certificate, Subprogram, and Degree Program Proposals.](#) Prior to the development and submission of any proposal for a new graduate program, it is necessary to evaluate the resources and support that will be required on a continuing basis. A sponsoring department or committee will:

1. Obtain a supporting letter, or letters, from the college, or colleges, housing the faculty of the proposed program. *The Graduate College will not initiate its review of the draft proposal until such documentation is obtained.*
2. Determine the level of faculty support for the program from related areas outside of the sponsoring department or committee. Letters documenting that support should be a part of the draft program proposal, and must be part of the proposal at the time that it is presented to the Graduate Council.
3. Evaluate existing courses offered at the graduate level, seminars available for graduate students only, and the likelihood of arrangements that will encourage independent study. A compilation of such courses should be prepared.
4. Compile a list of faculty in the department and in related fields actively engaged in research related to the proposed program, and the arrangements or mechanisms for including graduate students in those research activities.
5. Determine the depth and breadth of library resources that will support the research. (This includes specialized journals, documents, and special collections.) A compilation of these resources should be created.
6. Evaluate the laboratory facilities, equipment, funds for travel and field study, as appropriate to support the proposed program. A description of these facilities and resources should be created.
7. Evaluate the availability of fellowships, scholarships, and assistantships, supported at least in part by the University, which will be available to ensure a group of students in residence on campus. A compilation of the available and/or likely sources of student support should be created.
8. Compile a list of supporting conditions (i.e., changing accreditation and certification standards, academic strategic plan compliance, changing employment opportunities, etc.) which will justify further investment and help to increase the likelihood of success.
9. Define the title of the program in a manner which will allow a person in an academic area well-removed from the discipline to understand how the proposed program will fit into the University's offerings.
10. To the greatest extent possible, complete the Board of Regents' form entitled, "REQUEST TO IMPLEMENT A NEW BACCALAUREATE, MASTER'S, DOCTORAL, OR FIRST PROFESSIONAL DEGREE PROGRAM". Information from the Graduate College-mandated program proposal can, in many cases, be duplicated to complete the Board of Regents' form. This form should be available from all collegiate offices.

As much of the foregoing information as possible should be in the draft program proposal sent to the Graduate College. It is understood that the program proponents may not have all of the necessary information at the time that the draft proposal is first submitted for review. However, item 1 must be present at the time the draft proposal is submitted to the Graduate College for review, and items 2-9 must be complete in the proposal that is presented to the Graduate Council. Item 10 will not be complete until all of the necessary program approvals have been obtained.

B.

[Form of Proposal.](#) Proposals should be drafted in accord with the considerations above and incorporated in the following outline:

- i. Purpose of the program
- ii. Present need for the program
- iii. Description of program, including areas of emphasis and comparisons with similar programs in other universities, specifically in regard to potential program duplication with another Regents' university.
- iv. If applicable, relationship to program resources that have been developed by the CIC (Committee on Institutional

Cooperation)

- v. Comparison with standards established by a regional accrediting association where these exist
- vi. Analysis of the implications of the proposed program for undergraduate work and other closely allied programs in the University
- vii. At least three external letters of support should be included. These letters should be from individuals in the field who are familiar with the proposed program and who can comment on the importance, design of, and need for the proposed program.
- viii. A list of faculty available for the proposed program, including a clearance for the expected use of faculty in related departments. Faculty clearance will be achieved by the submission of letters of support from the appropriate department chairs.
- ix. Statement of additional needed budget support
- x. Assessment of future needs, commitments, and opportunities

C.

[Review Procedure](#). Copies of the new proposal in sufficient number for review purposes should be sent to the dean of the Graduate College, who then becomes responsible for the review according to the following steps:

Degree Programs

1. Preliminary review by the Graduate College
2. Review and recommendation by the Graduate Council
3. Review by consultants from outside the University, appointed by the Graduate College dean, whenever the Graduate Council deems such outside advice necessary
4. Review and action by the Graduate Faculty
5. Review and recommendation by the Provost
6. Action by the Board of Regents

Certificate Programs

1. Preliminary review by the Graduate College
2. Review and recommendation by the Graduate Council
3. Review and action by the Graduate Faculty
4. Review and recommendation by the Provost
5. Board of Regents may choose to review the proposal

Subprogram

1. Preliminary review by the Graduate College
2. Review and recommendation by the Graduate Council
3. Graduate Dean's option to submit the proposal to the Graduate Faculty for approval
4. Review and recommendation by the Provost

D.

[Time for Submitting Proposals](#). Proposals for new programs leading to advanced degrees will be presented to the Graduate Council two semesters before the semester in which its recommendation is expected.

E.

[Changes in Existing Programs](#). Changes in the general requirements for a degree or certificate should be made in consultation with the dean of the Graduate College, who will then decide whether a broader review of the changes by the Graduate Council should be undertaken.

Section XV. Exceptions

Petitions to waive these regulations may be made for appropriate and justifiable reasons on behalf of any graduate student through

the departmental executive to the dean and Graduate Council.

Part 2. The Graduate Faculty

Section XV. Membership and Procedures

A.

[Membership](#). The graduate faculty shall consist of all tenure-track faculty members of the University in the ranks of assistant, associate, or full professor. Administrative officers who hold professorial rank are also members of the graduate faculty. Graduate faculty members may vote and hold office, serve on examining committees, and supervise graduate degree programs, theses, and dissertations.

Lecturers, visiting scholars, artists in residence, clinical-track faculty and other members of the instructional staff may be nominated by their departmental executive for a specified period and scope of membership (i.e., term appointment). Such nominations may be approved by the Graduate College dean upon recommendation of the Graduate Council, if satisfactory evidence is presented to attest to scholarly or artistic qualifications of the nominees and their participation in graduate instruction.

B.

[Procedures](#). Only members of the faculty, as herein defined, shall have the right to vote upon or consent to any matter upon which action by the faculty is taken or required.

Meetings of the graduate faculty may be called by the president or the president's representative, the dean of the Graduate College, the Graduate Council or upon written petition of 10 percent or more of the graduate faculty, filed with the dean of the Graduate College and the Graduate Council. Adequate notice is required for any meeting of the graduate faculty.

The presiding officer at all meetings of the graduate faculty shall be the dean of the Graduate College except in the event that the president elects to preside. The secretary of the graduate faculty shall be designated by the Graduate College dean. The secretary shall maintain a permanent record of the business transacted at all meetings of the graduate faculty, send out to members of the faculty minutes of the meetings and advance notices of meetings with agenda as prepared by the dean and the Graduate Council, maintain an active list of members of the graduate faculty, serve as election teller, and perform such other duties as the faculty, the Graduate Council, and dean may request.

A quorum shall be 5 percent of the graduate faculty. Unless the point of no quorum is sustained at a meeting, no action taken therein on items of business listed in the agenda shall be invalid for lack of a quorum. Robert's Rules of Order shall govern the conduct of meetings unless otherwise determined by the faculty at the meeting. Approval of agenda items shall normally be obtained by vote of the graduate faculty members present at the meeting. However, upon the discretion of the dean of the Graduate College and in consultation with the Graduate Council, agenda items may be voted upon electronically by the graduate faculty.

C.

[Special Committees](#). Special committees may be created by the faculty, the Graduate Council, or the dean, and their personnel appointed by the dean unless otherwise provided by the creating authority. The term of each committee shall begin at the time of appointment and shall end upon completion of its assignment or on the date of the first regular graduate faculty meeting of the next academic year, whichever is earlier.

Section XVI. The Graduate Council

A.

[Membership](#). The Graduate Council shall consist of the deans of the Graduate College as ex officio nonvoting members, thirteen members elected from the graduate faculty, and four graduate students chosen by the Graduate Student Senate for one-year terms.

Faculty representation on the Graduate Council shall consist of eleven collegiate representatives and two at-large representatives. One collegiate representative shall be elected by the graduate faculty of each of the colleges of Business, Dentistry, Education, Engineering, Medicine, Nursing, Pharmacy, and Public Health. Three collegiate representatives shall be elected by the graduate faculty of the College of Liberal Arts and Sciences. The two at-large representatives shall be elected by the graduate faculty as a whole.

B.

[Duties of the Council](#) shall be:

1. To serve as the executive committee of the graduate faculty.
2. To assist and advise the dean in the conduct of college business, including preparation of agenda, calling of emergency meetings, and determination of the status of a staff member where doubt exists as to his or her eligibility for membership in the graduate faculty.
3. To evaluate new graduate programs and revisions in existing programs, including nondepartmental and interdisciplinary programs, and to make recommendations to the graduate faculty on new programs and on such aspects of curricula as will maintain uniform and effective educational policy.
4. To supervise the codification of current rules and regulations of the faculty.
5. To assist the dean, upon request, in the formulation of administrative decisions or judgments.
6. To confer with the dean on matters of policy regarding the professional welfare of the faculty.

C.

[Term of Office for Faculty Members](#). Council members shall be elected to serve for a term of three years, and shall take office at the opening of the fall semester following election.

D.

[Presiding Officer](#). The dean of the Graduate College, or his/her designate, shall act as presiding officer of the council.

E.

[Advisory Committee](#). The Graduate College dean may select members of the Graduate Council to serve on an ad hoc advisory committee. The major function of such a committee will be to consult with the dean on special topics that do not require the decision of the full council.

F.

[Election Procedure for Faculty Members](#).

1. Eligibility. All members of the tenure-track graduate faculty shall be eligible for membership on the Graduate Council, except for the president, vice-presidents, and deans. Associate and assistant deans and directors who are substantially engaged in teaching and research are eligible. A member may be elected to consecutive terms.
2. Elections of collegiate representatives. In the spring of a year in which the term of a collegiate representative is to expire, an election will be held by the graduate faculty within that college to elect a successor. Such elections must occur at least six weeks prior to the election of at-large representatives as described below.
3. Elections of at-large representatives. To elect at-large representatives, the Graduate Council shall nominate three candidates for any at-large vacancy. Results of elections for collegiate representatives will be taken into consideration by the Graduate Council.
Balloting for at-large representatives shall be done electronically.

The nominees receiving the highest number of votes shall be declared elected to regular terms. The nominees receiving the next highest votes shall, in order, fill any irregular terms resulting, for example, from leaves or resignations of an at-large representative.

In case of a tie, a Board of Tellers composed of three members of the council appointed by the dean shall determine the choice by lot.

4. Vacancies. Procedures for filling vacancies of collegiate representatives for the remainder of the term shall be established by each of the colleges. In the case of a vacancy of an at-large council representative, the Graduate Dean shall appoint the faculty member receiving the next highest vote in the last at-large election to serve the remainder of the unexpired term.
5. Election date. The date for the election of at-large members of the Graduate Council shall correspond to the date for elections to the University Faculty Council.

Section XVII. Amendments

Amendments to these regulations may be proposed at any regular or special meeting of the graduate faculty, or by letter addressed to the dean and Graduate Council. A proposed amendment must be included in the agenda placed in the hands of the graduate faculty at least one week before the meeting at which the amendment is voted on. If the proposed amendment receives a majority vote at such a meeting, it is thereby enacted.

Source URL: <https://www.grad.uiowa.edu/academics/rules-and-deadlines/manual>