

# Graduate Student Handbook



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## I. Introduction

### College of Business Graduate Programs

The College of Business at Iowa State University offers several opportunities for graduate study in business. The following programs are available:

- Master of Accounting (MAcc)
- Master of Business Administration– full-time and part-time
- Master of Science in Information Systems
- PhD in Business and Technology

The Department of Logistics, Operations, and Management Information Systems (LOMIS) is a participating department in the following interdepartmental graduate programs:

- Master of Science in Information Assurance
- Master of Science in Human Computer Interaction
- Master of Science in Transportation
- MS and Ph D in Human Computer Interaction

Double degree programs are offered with architecture, community and regional planning, and statistics. Students can also obtain a double degree in business administration and information systems (MBA/MS-IS).

An Engineering/MBA concurrent degree program is offered to undergraduate engineering students pursuing their Bachelor of Science degree majoring in civil, computer, electrical, industrial, or mechanical engineering. The College of Business and College of Veterinary Medicine offer a concurrent MBA/DVM degree.

An MBA with a minor in sustainable agriculture is offered in cooperation with the College of Agriculture and the Leopold Center for Sustainable Agriculture.

General information about requirements for each graduate business program is available on the College of Business website at <http://www.business.iastate.edu/>.

## **II. Getting Started**

### **Academic Advising**

Master of Business Administration (MBA) students receive academic advising services from the Director of Admissions and Student Services. While the Associate Dean for Graduate Programs serves as major professor for MBA students, most academic questions and inquiries should first be directed to the advising staff in the Graduate Programs Office.

Students enrolled in the specialized master's or doctoral level degree programs should consult with the respective program director or their major professor, if chosen, for academic advising. New students in these programs may also direct initial questions to the Director of Admissions and Student Services, who will serve as a temporary academic advisor during the first semester. Students in the specialized degree programs should select a major professor by the end their first semester.

### **English Placement Test for Non-native Speakers**

Graduate students whose native language is not English and who do not have a degree from a U.S. institution must take the English Placement Test at the beginning of their first semester of enrollment. This test must be taken in addition to the TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process. A student who does not pass this examination is assigned to one or more courses in the English 101 series. This coursework must be completed during the first year of study.

Non-native speakers of English who already have a degree from an accredited four-year college or university in the U.S. are not required to take the English Placement Test, but do need to complete a request form through the Graduate College to certify the Graduate English requirement has been met. The Graduate English Requirement Approval Form can be found at: <http://www.grad-college.iastate.edu/forms/forms.html>.

Students enrolled the part-time MBA program, who must meet the Graduate English requirement, are required take the impromptu essay portion of the English Placement Test. The essay test can be administered by a designated proctor at the student's workplace. Arrangements need to be made through Dr. Volker Hegelheimer, Department of English, [volkerh@iastate.edu](mailto:volkerh@iastate.edu).

### **Preparing for MBA Core Classes**

The MBA faculty who teach the required core classes may suggest preparatory materials on successful teaming skills, effective business writing, business case analysis, and introductory readings on managerial leadership to complement their courses

### **MBA Student Orientation**

For new MBA students, the academic year begins with orientation activities designed to ease the transition to graduate business study at Iowa State University. New student orientation is a time to become acquainted with the faculty, staff and fellow students and to prepare for the start of classes. A schedule of activities is available on the Graduate Programs website and from the Graduate Programs Office.

New students enrolled in the specialized degree programs should contact the respective program director for information regarding orientation.

All new full-time graduate students are encouraged to participate in orientation activities planned by the ISU Graduate College. In addition, all international students should participate in the orientation program hosted by International Education Services.

### **Registration for Classes**

The Graduate Programs Office staff completes class registration for all incoming MBA students for their first semester. For MBA students enrolled in the part-time MBA program, registration is completed by the office for the remainder of the core component (first four semesters). For those enrolled in the full-time MBA program, students are expected to complete the registration process commencing with the second semester of enrollment.

Students enrolled in the specialized degree programs should consult with the respective program director or Graduate Programs advising staff. Following this consultation, students complete the registration process via AccessPlus.

All Master of Accounting students are expected to meet with the program director during the first semester to discuss a program of study. Students who do not comply with this policy will not be able to register for their second semester until this meeting has taken place.

All students should review the College of Business Graduate Programs website for current information on registration procedures and course offerings. General questions about procedures and offerings should be directed to the Graduate Programs staff.

### **Textbooks**

Textbooks and reading packets for classes can be ordered through University Book Store by phone (515-294-5684 or 1-800-478-0048) or online at: <http://www.isubookstore.com/home.aspx>

Textbooks may also be purchased through other sources such as the Campus Book Store in Ames and from the Internet.

### **AccessPlus**

Iowa State University's AccessPlus <http://accessplus.iastate.edu/> is a personalized, secure university information online resource that provides accessibility to confidential student information. Students can register for classes and access their class schedule, view their university bill and financial aid information, obtain a grade report and an unofficial transcript, update student information including address changes, etc. You can login into AccessPlus using your student ID number or Social Security number. Your password is initially set as a four-digit number based on your birth month and birth day (mm/dd). You will then be prompted to change your password.

### **ISUCard**

The *ISUCard* is your student identification card. Your nine-digit, student ID is the middle set of numbers on your *ISUCard*. You can pick up your card at the *ISUCard* Office located in 0530 Beardshear Hall. <http://www.isucard.iastate.edu/>. Special arrangements are made for part-time MBA students for obtaining their *ISUCard*. Your student ID number can also be found on AccessPlus.

## **Iowa State CyMail Account**

CyMail is Iowa State University's implementation of Google's Gmail system. It provides email, calendaring, and other online applications to all Iowa State students.

E-mail is the primary means by which both the faculty and staff communicate with graduate students outside the classroom. It is therefore important that all students set up a CyMail account at the beginning of their first semester of study. CyMail accounts can be set up online at: <https://asw.iastate.edu/cgi-bin/acropolis/register>. You will need your student identification number from your *ISUCard* (see above) in order to create an e-mail account.

CyMail includes access to tools to help build websites, work collaboratively on various types of documents, keep track of your appointments, and chat instantly with others online.

CYMail FAQ: <http://www.it.iastate.edu/cymail/faq.html#070>

You can access your CyMail at: <http://cymail.iastate.edu>.

## **Career Services**

Graduate Business Career Services is dedicated to assisting students with career growth and development, and to helping employers identify and select highly qualified candidates. We work closely with students to develop a career management strategy that fits their professional goals and unique abilities. Likewise, we work closely with recruiters and hiring managers to ensure that recruiting efforts are maximized.

We expect the student to be the primary stakeholder in the career management process, and with our guidance, to take a proactive role in his/her career development. To that end, we provide a broad range of services to enhance our students' employment marketability. From career search information sources to skills development, we seek to educate, train and advise our graduates to ensure successful preparation for the job market, and to assist students in making the right career decisions.

It is important that all students take advantage of these career resources beginning at orientation and throughout their graduate business studies.

Full-time MBA students are required to take *BUSAD 592 MBA Professional Skills Development* during their first semester of enrollment.

## **Graduate Assistantships**

Graduate assistantships within the College of Business are available to qualified students. Graduate assistantships may be teaching, research, or administrative appointments. Most assistantships are offered on a ¼-time basis (10 hours per week). Students may apply for assistantship positions at the time of application or by completing the Graduate Assistantship Application available in the Graduate Programs Office. Students are also encouraged to pursue assistantships throughout the university and associated centers.

The maximum length of time for which a student will be funded with a graduate assistantship is limited to the expected time period for completion of the applicable graduate degree (e.g., four semesters for the MBA). Additionally, the student must maintain satisfactory academic performance toward earning a degree

Students awarded an assistantship will be required to sign a Letter of Intent that lists the terms and conditions of employment early in the semester of which they commence work. Graduate

assistantships within the College of Business are typically renewable, semester-length appointments. Students may be required to work during break periods at the discretion of the supervising faculty.

Graduate assistants are required to submit weekly time/task reports signed by the supervising faculty to the Graduate Programs Office, 1360 Gerdin, by 5:00 p.m. Monday immediately following the reporting week.

It is the responsibility of the student to maintain regular communication with the faculty and to perform the duties assigned in a timely manner. Performance evaluation of graduate assistants is conducted on an ongoing basis. Students who do not perform satisfactorily may not have their assistantships renewed

Office space for graduate assistants is conveniently located near the faculty offices on the third floor of the Gerdin Business Building. Each office has ten work stations including a computer. Graduate assistants need to keep their office space neat and orderly. Posting of any materials, including test results, on the doors and walls is prohibited. The College of Business is not responsible for any lost or missing items from the offices.

### **III. Academic Matters**

#### **Admission to a Degree Program**

Graduate students in the College of Business may be granted admission in one of three categories: full, provisional, or restricted. Students entering under provisional or restricted status must meet the specifications as listed in the Graduate College Handbook <http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html> to change to full admission status.

#### **Degree Requirements**

Students need to work closely with the Director of Admissions and Student Services, program directors, and/or major professor to develop a study plan and to assure degree requirements are being met. Students should refer to the College of Business website <http://www.business.iastate.edu/> for the curricular requirements of their respective degree program.

#### **MBA Elective Policy Guidelines**

MBA students are encouraged to work closely with their academic adviser and major professor during the course of their studies.

The following elective policy guidelines apply to students enrolled in the MBA programs:

- The Master of Business Administration requires students to complete at least twenty-four credit hours of elective course work. Students may select an area of specialization, but are also expected to obtain reasonable breadth in their elective course work. An emphasis area, or specialization, is not required in the Iowa State University MBA.
- A maximum of twelve elective credits may be taken in a functional area of business or a recognized specialization.
- Students must take at least twelve elective credits from two or more functional areas or departments outside the area of specialization.
- Students may apply to take a maximum of six elective credits that are listed as 400-level coursework in the ISU Catalog and offered for “nonmajor graduate credit.” Major professor approval is required.

- Students may take up to nine approved elective credits outside the College of Business. Outside courses may be from other ISU departments and/or AACSB-accredited institutions. The courses must carry graduate credit and appear on a graduate transcript. Major professor approval is required.
- Elective coursework may include up to three credits of 590 independent study.

Students enrolled in specialized programs must consult with their major professor and program of study committee to receive approval of elective courses.

### **MBA Specializations**

The College of Business offers the MBA degree with a specialization in Accounting, Agribusiness, Family Financial Planning, Finance, Information Systems, International Business, Marketing, and Supply Chain Management. Information on the specific course requirements for each specialization is available in the Graduate Programs Office or online at <http://www.business.iastate.edu/masters/mba/specializations>

### **Creative Component/Thesis/Dissertation (MS and PhD Programs Only)**

Students enrolled in MS or PhD programs must comply with the requirements and deadlines established by the Graduate College for theses and dissertations:

<http://www.grad-college.iastate.edu/thesis/homepage.html>

The format of the creative component is determined in cooperation with the program of study (POS) committee. As with a thesis, a creative component should be submitted to members of the POS committee two weeks before the final oral examination. However, no final submission of a creative component is turned in to the Thesis Office or Graduate College for review and approval.

Students must submit a final copy on a CD of the creative component/thesis/dissertation to the Graduate Business Programs Office.

### **Independent Study**

The pedagogical intent of the Independent Study, 590, course is to provide an independent project/research experience for students supported by a faculty member from the College of Business. Each independent study must generate a research project and a documented academic paper under the direction and guidance of a faculty member. All graduate faculty members are authorized to supervise independent study projects; however, it is the faculty member's prerogative to agree or not to serve as a project advisor.

To enroll in an Independent Study, students are required to complete the Independent Study Request Form, available from the Graduate Business Programs website, and obtain signatures from the faculty supervisor and department chair. The completed form is then submitted to the Graduate Business Programs Office to obtain course registration information. A maximum of three credits of independent study can be applied toward an MBA.

Employment and internships do not constitute in and of themselves a sufficient basis for independent study credit. If the experience generates research project potential, then credit may be negotiated.

## **International Opportunities**

The College of Business encourages students to consider international experiences to complement their academic programs. Through these experiences, students benefit through expanded employment opportunities, an enhanced personal and business contact base, insights into international business practices, and a heightened awareness of cultural differences.

MBA faculty organize annual study abroad study tours in late April/early May. Other opportunities full-time and part-time MBA students interested in studying abroad are available on the MBA website. <http://www.business.iastate.edu/masters/mba/studyabroad>

Prior to applying for an international experience, students must consult with the program director or the academic support staff in the Graduate Programs Office to ensure proper application of credit.

## **Grade Reports**

Semester grades typically become available one week following the end of each term. Students can obtain final grades reports on AccessPlus.

## **Employer Tuition Reimbursement and Early Release of Grades**

Students participating in employer tuition reimbursement programs are encouraged to obtain grade reports via AccessPlus following the end of each semester. Typically, grades are posted within one week following the end of the semester, and at that time, students can obtain a report to submit for reimbursement.

If students require an early release of grades on official university letterhead, this request must be made to the Graduate Programs Office. Grade reports are accessible for MBA core classes only. Students enrolled in elective courses must contact the appropriate faculty member(s) and request that the grade(s) be reported to the Graduate Programs Office, which in turn will issue a letter to the student.

## **Transfer of Credits**

Transfer of graduate course credits from other academic institutions is limited and needs prior approval by the student's major professor in order to be included on the program of study. The institution must have AACSB International accreditation for transfer credit to be considered. Generally, transfer credit applies to elective coursework, not required classes, within the pertinent degree program.

A final course grade of 'B' or better must be obtained on all transfer coursework. An official graduate transcript from the institution from which transfer credit has been approved must be submitted to the Graduate Programs Office upon completion of the coursework.

## **IV. Progressing through the Degree Program**

### **Communications**

It is important for students to maintain regular contact with the Graduate Programs Office throughout their program. There are a number of ways to do this:

- Student contact information – Students are responsible for contacting the Graduate Programs Office with any changes to their e-mail, local/campus home address and telephone number. In addition, students must update contact information with the University via AccessPlus. Students on assistantship must inform the Office of Human Resource Services of address changes <http://www.hrs.iastate.edu/records/homepage.shtml>
- Student mail folders – All students enrolled in a full-time graduate program in business have a mailfolder in the Graduate Programs Office. Important information is often distributed through these mailfolders; students are expected to check them on a regular basis.
- Program listservs – Announcements, reminders, and relevant information are distributed through college-maintained listservs. As such, it is important to check your Iowa State University CyMail account on a regular basis. Students wishing to use the college listservs must obtain prior approval from the Graduate Programs Office.

### **Academic Progress**

Students are expected to make satisfactory academic progress and maintain a grade point average of 3.0 or higher. If a student does not maintain a 3.0 cumulative grade point average (GPA), the Dean of the Graduate College will place him or her on academic probation. Students on probation must consult with the Associate Dean of Graduate Programs to develop a plan for academic improvement and receive permission for continued enrollment within the program.

Before graduation is approved by the Graduate College, students must complete all courses listed on the program of study with a minimum grade of C and have achieved a 3.0 GPA or higher.

### **Degree Completion**

Students are expected to complete their programs in a timely manner. Students enrolled in the full-time MBA program are expected to complete the program requirements within two academic years (four semesters).

Full-time MBA students need to be aware that prolonging graduation beyond the anticipated completion date is unacceptable and will only be granted for valid academic reasons such as a semester co-op or internship experience. Students who plan to extend their studies beyond two academic years must submit a request in writing explaining the rationale for the extension and the expected date of graduation.

In general, students enrolled full-time in a specialized master's degree program should plan to complete their degree program requirements in 2-3 semesters and a summer session.

### **Program of Study (POS) and POS Committee**

The Graduate College Handbook provides the guidelines for completion of a graduate program at Iowa State University. It is the responsibility of all graduate students to become familiar with these guidelines. <http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html> .

MBA and MAcc students have a prearranged major professor and program of study committee. The Associate Dean for Graduate Programs serves as the major professor for all MBA students except for MBA students pursuing an agribusiness specialization. The Pioneer Hi-Bred Chair in Agribusiness normally serves as major professor for MBA/Agribusiness students.

The program of study for MBA students is reviewed by the Graduate Business Programs staff and forwarded to the committee members for signatures. MBA students who have questions about their program of study should consult with the Director of Admissions and Student Services.

Students enrolled in specialized programs should identify their coursework early in their program and review it with their selected major professor and other committee members.

Program of study and committee forms should be submitted no later than the semester prior to the expected term of graduation.

### **Graduation Procedures**

Graduation applications are due by the end of the first week of the semester of graduation.

Students enrolled in MS and Ph D programs must pass a final oral exam. Students are expected to complete all required final oral examination forms by the deadlines specified on the Graduate College website: <http://www.grad-college.iastate.edu/deadline/deadlines.html>. Students must submit a copy of the completed forms to the Graduate Business Programs Office.

MBA and MAcc students, who are not required to take a final oral examination, should complete all required coursework on the program of study prior to or during the term of graduation. Any transfer credits must be completed the term before the graduation term and follow normal transfer rules.

All graduates are asked to complete exit and employment surveys administered by the Graduate Programs Office. Typically, this online survey is administered late in the semester of graduation.

### **Commencement**

Graduate College commencement ceremonies are held on the last Friday evening of the semester for the fall and spring terms and the Saturday morning following the last day of classes of the second summer session. The College of Business commencement ceremonies are held on Friday evening prior to the Graduate College commencement for the Fall and Spring semesters. Approximately four weeks before the commencement ceremony, the Office of the Registrar will mail information about the Graduate College commencement ceremony and a form to be filled out and returned (regardless of whether you are attending the ceremony). Details can also be viewed on the graduation website: <http://www.public.iastate.edu/~registrar/graduation/>

A College of Business commencement invitation will be mailed to graduates. A special hooding ceremony for master's/doctoral graduates occurs at the commencement. Hoods can be rented through the College of Business for a nominal fee. Students must make their own arrangements for the purchase of the appropriate cap and gown well in advance of the commencements. Caps and gowns can be purchased at the ISU Book Store <http://www.isubookstore.com/SiteText.aspx?id=3006>

Diplomas are mailed approximately three weeks after graduation to the address given on the graduation form. Students will be handed a diploma cover at the commencement ceremony. Students who don't attend the ceremony can pick up a diploma cover at the Graduation Office.

## V. Facilities

### Computer Lab

The Steve & Debbie Bergstrom Lab is located in 1122 Gerdin Business Building. There are 93 2.8 GHz Pentium 4 computers available. All of the computers have a 250 MB Zip Drive and a CD-R/DVD drive installed. The computers run on Windows XP and have many different programs including MS Office XP (Word, Excel, Power Point and Access), Visual Studio .NET, Oracle, and many others. Only College of Business students are able to log into these computers using their Vincent account.

Normal Lab Hours (Fall & Spring):

Monday – Thursday	7:30 a.m. - 11:30 p.m.
Friday	7:30 a.m. – 7:00 p.m.
Saturday	7:30 a.m. – 6:00 p.m.
Sunday	Noon - 11:30 p.m.

### Tahira and Labh Hira Graduate Student Lounge

Space is available on the second floor of the Gerdin Business Building for graduate students to meet, socialize, and study between and after classes. The graduate student lounge is open during regular building hours.

Monday-Thursday	7:00 a.m. - 11:30 p.m.
Friday	7:00 a.m. - 7:00 p.m.
Saturday	7 a.m. - 6 p.m.
Sunday	12 noon - 11:30 p.m.

### Team Rooms

The Gerdin Business Building has five team rooms located throughout the building that are available for student use. Reservations can be made online at: <https://apps.bus.iastate.edu/teamrooms>.

### Locker Rental

The MBA Association (MBAA) coordinates the rental of a limited number of student lockers located on the ground floor of the Gerdin Business Building. Visit the MBAA website for more information. <http://www.mbaa.stuorg.iastate.edu/mba/home/>

## VI. Student Life

### MBA Association

MBA students are encouraged to join the MBA Association (MBAA). MBAA members are actively engaged in planning activities and events that complement the classroom experience of the students. The MBAA organizes events such as company visits, business executive presentations, social events, and service learning projects. MBA students can further develop their leadership skills by holding key officer positions in the MBAA. Visit the MBA Association website for information about its activities at: <http://www.mbaa.stuorg.iastate.edu/mba/home/>.

## Ames and the University Community

Although graduate business education is demanding and spare time is limited, students should take advantage of the wealth of enjoyable opportunities presented within Iowa State University and the Ames community. The university and community offer a wide variety of recreational activities, splendid parks, NCAA Big 12 sports, theater and performing arts, top concerts, and other exciting entertainment.

Iowa State Recreation Services

<http://www.recservices.iastate.edu/>

Iowa State Center

<http://www.center.iastate.edu/index.asp>

Iowa State Athletics

<http://www.cyclones.com/>

City of Ames

<http://www.cityofames.org/>

## VII. Student Rights and Responsibilities

### Class Attendance and Punctuality

Graduate business students are expected to attend all scheduled class meetings and to arrive for class in a timely manner. Each faculty member sets his or her policy with respect to class attendance, and excuses for absence from class are handled between the student and instructor. An excused absence should normally be arranged prior to the expected missed class, if at all possible. If an emergency situation or illness arises which prevents prior notification, students should inform the faculty of the reason for the missed class as soon as it becomes feasible. In all cases, communication with the faculty is essential.

### Academic Integrity

The value of an education at Iowa State University depends greatly upon the quality of academic work and research completed by you and other students. As students, your role in promoting and preserving integrity on campus is essential.

**Academic integrity might best be defined, quite simply, as doing one's own academic work without unauthorized assistance from other persons or resources.** More specifically, academic integrity means that students take their coursework seriously and place significant value on learning and engagement in the classroom and while completing assignments and projects.

Engaging in dishonest work may result in consequences from Iowa State such as a reduced or failing grade on the particular assignment or test, a reduced or failing grade in the course, and a range of sanctions from the Office of Judicial Affairs. ISU Dean of Students Office website, <http://www.dso.iastate.edu/ja/academic/students.html>

Graduate students enrolled in the College of Business are responsible for understanding and abiding by the university's policy on academic dishonesty.

<http://www.public.iastate.edu/~catalog/2005-07/geninfo/dishonesty.html>

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as his or her own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts or plagiarism. Such behavior is abhorrent to the university, and students found responsible for academic dishonesty face expulsion, suspension, conduct probation, or reprimand. Instances of academic dishonesty ultimately affect all students and the entire university community by degrading the value of diplomas when some are obtained dishonestly, and by lowering the grades of students working honestly. (2009-2011 Iowa State University Catalog, pg. 45)

## **Plagiarism**

Plagiarism is making use of other people's ideas, words, creative works and expressions without giving credit or otherwise listing the source of the information. Plagiarism is stealing. Plagiarism is also misrepresentation, and includes handing in someone else's work, ideas, or answers as your own. Regardless of whether it happens inadvertently through sloppy research or on purpose through unethical behavior, it is plagiarism just the same and the person plagiarizing will be held liable.

The following ISU Library website provides helpful information for avoiding plagiarism:

<http://instr.iastate.libguides.com/content.php?pid=10314>

## **Professionalism**

Graduate business students are expected to conduct themselves in a manner that upholds high standards of professionalism. These standards must provide a foundation for a student's actions inside and outside of the classroom; within electronic, oral, and written communications; for assistantship and internship experiences; and within one's day-to-day activities. Business leaders and students, who commit unprofessional or unethical acts, whether from carelessness, ignorance, or malice, quickly lose the respect of their peers and others.

Students who witness unprofessional or unethical acts should first address the issue with the individual(s) involved. Acts of a serious nature must be discussed with the Director of Graduate Admissions and Student Services, program directors, or the Associate Dean for Graduate Programs. In all cases, prompt attention to the issue at hand is desired to maintain the cohesiveness of the student body and academic program.

## **Academic Grievance Procedures**

Students are strongly encouraged to resolve academic concerns through open dialogue with the instructor. Such communication must be approached in a professional and courteous manner. If satisfactory resolution cannot be reached, students should follow the academic grievance procedures found in the 2009-2011 ISU Catalog:

<http://www.public.iastate.edu/~catalog/2009-2011/geninfo/grievance.html>

Prior to initiating a formal appeal, students may seek advice through the Dean of Students Office.

## **Discrimination and Harassment Policy**

The university's policy on discrimination and harassment states, in part, "Respect is the foundation for interchange of ideas, for learning and for working toward common goals. Consequently, Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, status as a U.S. veteran (disabled, Vietnam, or other), or any other status protected by university policy or local, state, or federal law. Discrimination and harassment impede the realization of the university's mission of distinction in education, scholarship, and service, and diminish the whole community."

A complete text of Iowa State University discrimination and harassment can be found online at:

<http://policy.iastate.edu/policy/discrimination/>.

## VIII. Administration and Contact Information

*Associate Dean for Graduate Programs*

Michael Crum, [mcrum@iastate.edu](mailto:mcrum@iastate.edu)

515-294-2422

2211 Gerdin Business Building

*Director of Graduate Admissions and Student Services*

Ron Ackerman, [rjacker@iastate.edu](mailto:rjacker@iastate.edu)

515-294-8118

1360 Gerdin Business Building

*Director of Graduate Career Services*

Mark Peterson, [markp@iastate.edu](mailto:markp@iastate.edu)

515-294-5133

1360 Gerdin Business Building

*Director of MBA Student Recruitment and Marketing*

Jenny Reitano, [jreitano@iastate.edu](mailto:jreitano@iastate.edu)

515-294-8118

1360 Gerdin Business Building

*Coordinator, Master of Accounting*

Jan Duffy, [jduffy@iastate.edu](mailto:jduffy@iastate.edu)

515-294-1481

3228 Gerdin Business Building

*Director, MS in Information Systems*

Qing Hu, [qinghu@iastate.edu](mailto:qinghu@iastate.edu)

515-294-8113

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