

# **EEB Student Handbook**

2021-2022

Ecology and Evolutionary Biology  
Interdepartmental Graduate Program

**IOWA STATE UNIVERSITY**

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## Introduction

This handbook is intended to provide general guidance about important policies and procedures that you will encounter in your graduate career. As program and university policies are subject to revision, this document cannot fully and finally address all issues. Program administrators and the Graduate College will keep you advised of new developments, however we urge you to actively seek advice and direction from the individuals and departments listed below to ensure all required steps towards completion of your graduate degree are fulfilled.

## Contact Information

### EEB Program and Policies

Lynette Edsall  
EEB Graduate Program Specialist  
137 Bessey Hall  
515.294.1191  
[camelot@iastate.edu](mailto:camelot@iastate.edu)

Dean Adams  
Chair and DOGE  
315 Bessey Hall  
515.294.3834  
[dcadams@iastate.edu](mailto:dcadams@iastate.edu)

### Graduate College Policies and Deadlines

Graduate College  
1137 Pearson Hall  
515.294.4531  
[grad\\_college@iastate.edu](mailto:grad_college@iastate.edu)  
<http://www.grad-college.iastate.edu/>

### Registration and Tuition

Office of the Registrar  
214 Alumni Hall  
515.294.1840  
[registrar@iastate.edu](mailto:registrar@iastate.edu)  
<http://www.registrar.iastate.edu/contacts.html>

## **Program Overview**

Ecology and Evolutionary Biology (EEB) is an interdepartmental program offered through nine cooperating departments – Agronomy; Anthropology; Ecology, Evolution, and Organismal Biology; Entomology; Geological and Atmospheric Sciences; Horticulture; Natural Resource Ecology and Management; Plant Pathology and Microbiology; and Statistics. EEB is part of the College of Liberal Arts and Sciences and College of Agriculture and Life Sciences.

Students are admitted to the program as an EEB major. Students have an academic relationship with the EEB program, meaning students follow the program curriculum and requirements and process forms through the program. When students are admitted to EEB, they are concurrently admitted to the department of their faculty advisor. This department serves as the home department for the student. Students have an administrative relationship with their home department, meaning home departments are expected to provide office space, mailboxes, access to support staff, and help with payroll and assistantship appointments. Students should be given equitable access to other forms of discretionary departmental support – RAs, TAs, and travel and research funds.

As departmental resources vary, the level of administrative support in home departments may not be identical for all students. It is important that all EEB students feel that they are valued members of their home departments and that the departments are committed to their success. If problems arise associated with home departments, contact the EEB program coordinator or chair.

## **Program Administration**

The program is administered by an elected chair (who also serves as the Director of Graduate Education – DOGE), a supervisory committee, an admissions committee, a curriculum committee, a recruitment committee, and a program coordinator.

*Program Chair and DOGE* – The chair is responsible for overall program leadership and works with faculty committees to establish policies. As DOGE, the chair also reviews the programs of study of all EEB students.

*Supervisory Committee* – The supervisory committee establishes program policies and conducts other executive business. The committee also includes one graduate student representative who is a member of the EEB student organization.

*Admissions Committee* – The admissions committee reviews all nominated applicants, evaluates and ranks them, and then makes admission recommendations to the supervisory committee.

*Curriculum Committee* – The curriculum committee selects the courses that constitute the EEB curriculum, evaluates the effectiveness and outcomes of the curriculum, and proposes changes and additions to the curriculum.

*Recruitment Committee* – The recruitment committee identifies ways to advertise the program to potential graduate students and organizes the annual EEB recruitment event.

## Academics

### Degrees Offered

EEB offers a Master of Science (MS) degree and a Doctor of Philosophy (PhD) degree. EEB does not offer a non-thesis master's program since ecology and evolutionary biology is a research-based discipline.

### Degree Requirements

#### Master of Science

The MS degree requires successful completion of at least 30 graduate credits, of which at least 22 credits, including all thesis research credits, must be earned at Iowa State. Graduate credits earned at another institution may be transferred and applied to the program of study, subject to the approval of the student's POS committee, the EEB DOGE, and the Graduate College. There is no foreign language requirement for the MS degree. All students are required to present a public seminar related to the defense of their thesis research. The expected time-to-degree is three years or less.

#### Doctor of Philosophy

The PhD degree requires successful completion of at least 72 graduate credits, of which at least 36 credits, including all dissertation research credits, must be earned at Iowa State. Graduate credits earned at another institution or at Iowa State as a Master's student may be applied to the program of study, subject to the approval of the student's POS committee, the EEB DOGE, and the Graduate College. Foreign language requirements for the PhD are established at the discretion of the individual student's POS committee. All students are required to present a public seminar related to the defense of their dissertation research. The expected time-to-degree is five years or less.

### Curriculum Requirements

#### Master of Science

- Conceptual Foundations in Ecology and Evolutionary Biology (EEB 511) - 4 credits
- Field Trip (EEB 585A/B) - 2 credits
- 'Ecology' or 'evolutionary biology' course - 3 credits
- Seminar (EEB 698) - 1 credit
- Statistics/quantitative methods course - 3 credits
- Thesis research - 10 credits
- Elective courses/additional research - 7 credits

#### Doctor of Philosophy

- Conceptual Foundations in Ecology and Evolutionary Biology (EEB 511) - 4 credits
- 'Ecology' and 'evolutionary biology' courses (6 credits)
- Field Trip (EEB 585A/B) or - 2 credits
- Seminar (EEB 698) - 2 credits
- Statistics/quantitative methods course (3 credits)
- Dissertation research - variable credits\*
- Elective courses/additional research (credits as needed)

\* No established minimum; at discretion of POS committee and student.

The following table summarizes the MS and PhD curriculum requirements.

Master of Science		Doctor of Philosophy	
Courses	Credits	Courses	Credits
EEB 511	4	EEB 511	4
Minimum of 1 course in 'ecology' <u>or</u> 'evolutionary biology'	≥ 3	Minimum of 1 course in 'ecology' <u>and</u> 1 course in 'evolutionary biology'	≥ 6
EEB 585 (field trip)	≥ 2	EEB 585 (field trip)	≥ 2 †
EEB 698 (x1)	1	EEB 698 (x2)	2
1 course in statistics or quantitative methods	≥ 3	1 course in statistics or quantitative methods	≥ 3
EEB 699	≥ 10	EEB 699	varies ‡
<b>Subtotal</b>	<b>≥ 23</b>	<b>Subtotal</b>	<b>≥ 17</b>
elective courses / research	≥ 7	elective courses / research	as needed
<b>TOTAL</b>	<b>≥ 30</b>	<b>TOTAL</b>	<b>≥ 72</b>

† PhD students who previously took 585 for the MS in EEB may elect to take it a second time.

‡ No established minimum; at discretion of POS committee and student.

Note: Occasionally, and based only on extenuating circumstances, students may require alternative arrangements for EEB 585, or for other courses required by the EEB major. In such cases, the student is encouraged to first discuss options with their major professor. Subsequently, the graduate student may submit a formal petition to the Curriculum Committee in writing, requesting the alternative (or waiver), and explaining the reasons why the alternative/waiver is being requested. The CC has the authority to approve or disapprove curriculum waivers.

### Approved Ecology and Evolutionary Biology Courses

The following courses have been approved to meet the core 'ecology' and 'evolutionary biology' requirements described above. The selection of specific courses should be made in consultation with the POS committee. The curriculum committee will consider requests from instructors to include additional course offerings on these lists.

#### *Ecology courses*

- A ECL 551 – Behavioral Ecology
- A ECL 611 – Analysis of Populations
- EEOB 531 – Conservation Biology
- EEOB/ NREM/ ENSCI 535 – Restoration Ecology
- EEOB 561 – Evolutionary and Ecological Genomics\*

- EEOB 564 – Wetland Ecology
- EEOB 576 – Functional Ecology
- EEOB 584 – Ecosystem Science
- EEOB 585 – Advanced Community Ecology
- EEOB/ ENSCI/ MICRO 587 – Microbial Ecology
- EEOB 589 – Population Ecology
- ENT 571 – Insect Ecology

#### *Evolutionary biology courses*

- EEOB 507 – Advanced Animal Behavior
- EEOB 514 – Life Histories and Reproduction
- EEOB 551 – Plant Evolution and Phylogeny
- EEOB 553 – Agrostology
- EEOB 561 – Evolutionary and Ecological Genomics\*
- EEOB 562 – Evolutionary Genetics
- EEOB 563 – Molecular Phylogenetics
- EEOB 565 – Macroevolution
- EEOB 566 – Molecular Evolution
- EEOB 567 – Empirical Population Genetics
- EEOB/ ENT 568 – Advanced Systematics
- EEOB 569 – Biogeography

\*EEOB 561 can be taken to meet the ecology OR evolutionary biology requirement, but cannot be used to meet both requirements.

MS students may also use the below courses to meet the ecology or evolutionary biology requirement. *Note: These courses are appropriate for PhD students to take as electives, but cannot be used to meet the requirement.*

- ENT 576 – Systematic Entomology

## **Progress Towards Degree**

### **Deadlines**

Students are responsible for meeting deadlines set by both the program and the Graduate College. Program deadlines are outlined in the sections below. For Graduate College deadlines, see the Degree Deadline Summary at <https://www.grad-college.iastate.edu/calendar/>.

### **Program of Study and Committee**

*Before the end of the second semester, students should submit a program of study and committee (POSC) form.* The POSC form is submitted through AccessPlus for approval by the major professor, committee members, DOGE and the Graduate College. For instructions on submitting the POSC, see the Graduate College website at <https://www.grad-college.iastate.edu/posc/>.

### **Program of Study Committee**

The program of study (POS) committee is composed of faculty who direct the student in their selection of courses and supervisor the overall progress towards degree. The faculty advisor serves as the chair of the POS committee.

Students should identify prospective members during their first and second semesters in consultation with their faculty advisor. Committee members should include faculty whose research interests will complement the student's research and whose expertise will help ensure that the student acquires the breadth and depth of knowledge needed to graduate. Students should schedule individual meetings with each prospective member to formally introduce themselves and describe their goals and research. When suitable faculty have been selected, students should send a formal invitation to serve on the committee.

The POS committee for MS students must have at least three members, with no less than two EEB faculty members. The POS committee for PhD students must have at least five members, with no less than three EEB faculty members. Both MS and PhD committees must include members from different majors or different departments so as to ensure diversity of perspective. For additional information regarding POS committee composition, see the Graduate College Handbook, chapter 6.

### **Program of Study**

The program of study (POS) is an agreement between the student and the Graduate College. The student and the major professor develop the POS with the consultation and approval of the POS committee. The POS should be designed to correct deficiencies in academic preparation, allow study of subject matter that most interests the student, and avoid repetition in areas where the student is well prepared. The POS committee assures that program requirements are met before approving the POS form. For additional information, see the Graduate College Handbook, chapter 6.

### **Research Proposal**

Students are expected to present a research proposal, which outlines their research project, to their POS committee prior to submitting their POSC. The POS committee will provide direction on the format of the proposal.

### **Preliminary Examination**

*Before the end of the fourth semester, PhD students should complete their preliminary examination.* The preliminary examination rigorously tests a student's knowledge of major, minor, and supporting subject areas as well as the student's ability to analyze, organize, and present subject matter relevant to the field. The preliminary oral examination should specifically test

- Breadth of knowledge in the areas of ecology and evolutionary biology (and any graduate minor).
- Depth of knowledge in a particular research area.
- Critical thinking skills, especially as they pertain to the scientific method.
- Understanding and proficiency in experimental design, analysis, and interpretation of data.

The preliminary exam must include both a written and oral component, with the written component taken prior to the oral. The POS committee determines the nature of the written component and the details of its administration. The structure, length, and balance of questions targeting breadth versus depth of knowledge can vary among exams, so it is strongly recommended that each student speak with all committee members about expectations and areas of emphasis well in advance of the written component. Students should expect to devote a significant amount of time in review of literature, class notes, etc. in the semester preceding the exam.

Typically, the oral component follows the written component within two weeks. The oral component of the preliminary examination may cover additional topics in ecology and evolutionary

biology (and any graduate minor) as well as test the student's ability to solve problems and address scientific questions in an appropriate manner. It is common, but not required, that the oral component include clarification and/or expansion of topics included in the written component.

For information on request forms, committee participation, and reporting results, see the Graduate College Handbook, chapter 4.4.2.

### **Thesis/Dissertation**

EEB accepts theses (MS) and dissertations (PhD) written in one of two forms: 1) a single written composition that contains results of original research on an approved topic, or 2) a composition that consists of multiple journal papers that contain the results of original research on a single, approved topic. In either case, you must observe the style, content, and formatting set by the Graduate College. For details, see the Graduate College website at <https://www.grad-college.iastate.edu/thesis/>.

### **Application for Graduation**

Application for graduation should be made by the end of the third week of the semester in which the student expects to receive the degree. To apply for graduation, students must submit an electronic Application for Graduation form through AccessPlus.

### **Research Seminar**

All students are required to present a formal, public seminar describing their completed research as part of their thesis or dissertation defense. The student's major professor should announce the seminar at least two weeks in advance to EEB faculty, students, and other members of the Iowa State academic community.

### **Final Oral Examination**

All students must pass a final oral examination which is delivered by the student before their POS committee and any other faculty who wish to attend. This examination comprehensively reviews a student's knowledge and the research presented in the thesis or dissertation. For information on request forms, committee participation, and reporting results, see the Graduate College Handbook, chapter 7.1.2. <https://www.grad-college.iastate.edu/handbook/>

### **Changes in Degree Seeking Status**

Students interested in changing their degree seeking status should consult with their faculty advisor and then notify the program coordinator and chair of the intended change. Changes from the MS to PhD degree program are reviewed and voted on by the admissions committee. Completing an MS degree in the program does not automatically qualify a student to pursue a PhD degree. Requests from MS graduates to pursue a PhD degree are reviewed and voted on by the admissions committee.

## **Graduate Assistantships**

Students are supported through graduate assistantships that contribute significantly to their graduate education. Students holding assistantships are considered to be in training, and the graduate assistantship is a form of student aid that combines training with income.

### **Appointments**

Research and teaching assistantships are available to EEB students. Research assistants (RAs) conduct research with projects fostering originality, imagination, judgment, and patience—the traits of an independent scholar. Many times an assigned research project leads to a thesis or dissertation topic. Teaching assistants (TAs) share the faculty's responsibility for undergraduate teaching. Responsibilities may include instruction, grading, course development, and proctoring exams.

The standard appointment is 1/2-time and the official university guideline suggests 20 hours per week should be spent on assistantship duties, but this expectation varies depending on the nature of the assistantship. The specific nature of the graduate assistant's responsibilities, requirements concerning office hours and staff meetings, particular conditions for re-appointment, benefits, and pertinent requirements are established at the beginning of the appointment by the supporting department or unit.

### **Stipend**

Assistantship appointments are made fiscal year by fiscal year. Because of this, each appointment is made for one year or less. All assistantship appointments are subject to the continuing availability of funds. Assistantships provide a monthly stipend which is sufficient to cover modest living expenses. Stipend rates are determined by the supporting department or unit, following the minimum and maximum monthly stipend rate established by the university. Stipends are distributed on the last working day of the month through direct deposit to a chosen banking institution. Stipends are subject to income tax withholding. For information on withholdings, contact the Payroll Office.

### **Benefits**

Benefits in addition to stipend support accrue to the graduate assistant during the appointment period. A full explanation of these benefits appears in the Policy Library; the following shortened description omits references to forms and approvals. Graduate Assistants are responsible for making sure they review and understand the benefit information.

#### **Health Insurance Plan**

Graduate assistants with an appointment of one quarter time or more for at least 3 months of the fall or spring terms receive self only health insurance coverage as a benefit of employment for the term at no cost.

#### **Dental Insurance Plan**

Graduate assistants with an appointment of one quarter time or more for at least 3 months of the fall or spring term are eligible for the dental insurance plan which is partially subsidized by the university and the monthly premium will be deducted from the graduate assistant's paycheck.

### **Dependents**

Graduate assistants may also enroll their lawful spouse or domestic partner, and unmarried dependent children under age 26. A portion of the monthly premium will be deducted from the graduate assistant's paycheck when adding coverage for dependents. Dependents must be added within 30 days of your appointment date or with a qualifying event. Note: Once you and your dependents are added to the plan, you will be required to remain on the plan until the end of the policy year or until your appointment ends.

*For plan specifics, costs, open enrollment dates and benefits details for the health and dental insurance plans, visit the Human Resources Student & Scholar Insurance Program website at <http://sship.hr.iastate.edu/>.*

### **Leave**

Arrangement for a leave of absence is made between the graduate assistant and that assistant's supervisor adhering to all grant and other funding source restrictions. When a graduate assistant needs to be absent either for personal reasons or illness, the supervisor should be understanding and accommodating to that need. At the same time, the graduate assistant should attempt to plan personal leave so that it does not interfere with or cause neglect of the duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their assistants do not exceed reasonable limits for leave.

When a conflict arises between the graduate assistant and that assistant's supervisor regarding leave of absence use, either party may involve the appropriate Director of Graduate Education (DOGE). If the conflict is not resolved in a timely manner, any of the parties may involve the Dean of the Graduate College for a binding resolution. When resolving conflicts, the concerned party must present all evidence in writing (email is acceptable) and all parties involved must receive a copy. In order to accommodate schedules, allow a minimum of five business days for document review and resolution meeting to be scheduled between the two parties within two weeks. Resolutions achieved between the DOGE and parties need to be in writing (email is acceptable) and must be sent to all parties including the Dean of the Graduate College.

### **Worker's Compensation**

Any injury sustained by a graduate student while performing duties directly related to their Graduate Assistantship appointment should be reported immediately to University Human Resources by the supervisor, instructor, and/or department head using the "First Report of Injury" form.

Benefits available through the Iowa Workers' Compensation system may or may not apply, depending on the facts and circumstances surrounding the injury. Injuries sustained in the pursuit of educational objectives typically are not considered work related and are not covered by the worker's compensation system. University Human Resources can provide guidance on the claims process. ISU has a third party claims administrator, who determines compensability of claims and eligibility for benefits.

### **Termination of Support**

Students are normally supported on graduate assistantships; however, assistantship support is not a requirement for continued participation in the program. Assistantship support does require that a student be a member of a graduate program, so dismissal from the program will likely result in termination of an appointment.

Appointments may be terminated for two reasons only: 1) for cause, or 2) loss of funding. Termination for cause may include failure to maintain minimum registration credits, neglect of duties, incompetence, persistent refusal to follow reasonable advice and counsel of faculty supervisors, failure to maintain minimum GPA, failure to comply with employee responsibilities, academic misconduct, or personal misconduct. Termination because of loss of funding is a result of the sponsor withdrawing the funding source. For details on appointment termination procedures, see the Graduate College Handbook, chapter 3.2.3.

## **Rights and Responsibilities**

### **Performance Evaluation**

To maintain good standing and financial support in the program, students will be expected to make satisfactory progress towards their degree. Progress may be defined as, but is not limited to, maintaining good academic standing (GPA of 3.00 or better in all coursework, excluding research), successfully performing assigned research tasks, successfully fulfilling assigned duties as an RA or TA, and completing Graduate College requirements in a timely way (e.g., filing POS committee, POS, and examination forms by established deadlines).

*Evaluation.* In January of each year, students will be asked to complete an online Student Self-Evaluation form for the previous calendar year. Students will report on work in progress, submit future goals and a timeline for degree completion, and provide an up-to-date curriculum vitae.

Following the submission of the evaluation form, students should schedule a meeting with their POS committee to discuss progress. In the case that any problems or delays are identified, a plan for resolution will be developed with the help of the POS committee. Any discrepancy based on inaccurate or incomplete information should be brought up by the student or members of the POS committee so that it can be resolved during the meeting. At the end of the meeting, the POS committee will inform the student whether satisfactory progress is being made. The major professor will complete an Evaluation Approval form providing a recommendation to the program based on the committee's review. Recommendations include:

- A. Satisfactory progress, with no major concerns about performance.
- B. Satisfactory progress, with concerns about performance.
- C. Warning of unsatisfactory progress.
- D. Notification of dismissal due to unsatisfactory progress following previous warning

*Evaluation review.* In April of each year, the EEB Supervisory Committee (EEBSC) will review the progress of each student. The review will be based on: 1) the Student Self-Evaluation form, 2) the Student Evaluation Approval form, and 3) any written petition for continuation by the student. The purpose of the review is for the EEBSC to oversee that students are making satisfactory progress towards their degree and that POS committees are regularly evaluating student progress.

No further action will be taken for students receiving a recommendation of 'Satisfactory progress, with no major concerns about performance'. The EEBSC will vote on whether students that received a recommendation with concerns about performance or unsatisfactory progress should continue in the program, be placed on probation, or dismissed. Recommendations will be approved by a simple majority. Only those students currently on probation can be dismissed. EEBSC members are excluded from voting on their own students.

*Unsatisfactory progress.* Students making unsatisfactory progress may receive either: 1) a written warning, or 2) a written notification of dismissal. A written warning must include the following information:

1. The nature of the deficiency.
2. The specific actions needed to rectify the deficiency.
3. A deadline for rectifying the deficiency.
4. The penalty for failing to meet these criteria.

A recommendation to dismiss a student on the basis of performance can only be made if the student previously received a written warning for unsatisfactory performance. For details on the dismissal policy, see below and the Graduate College Handbook, chapter 9.4.2.

If a student believes that the recommendation by the POS committee is based on inaccurate or incomplete information, the student may submit a written petition to the EEB DOGE that presents their case for continuation or change of the evaluation outcome. The petition must be submitted at least one week prior to the EEBSC review. Based on the particular circumstances of each case, the EEB DOGE may choose to meet with the student, major professor, and/or POS committee to gather information about the disagreement. This information may be brought to the EEBSC to help the parties find resolution. It is the purview of EEBSC to determine whether a Grievance Committee is needed to resolve the conflict.

*Special circumstances.* If special circumstances arise between annual evaluations that require immediate response, the evaluation procedure described above could be triggered by a petition from the student, major professor or other member of the POS committee to the EEB DOGE (or to the EEB Supervisory Committee if the issue involves the EEB DOGE). See also “Responsibilities of EEB Chair and Faculty Advisors” section below.

## **Dismissal Policy**

Under certain circumstances it may be necessary to terminate a student's enrollment in the program. A student may be dismissed from the program for the following causes:

1. *Failure to make satisfactory progress in the degree program* – Such failure may include lack of research progress, a lack of aptitude, or a failure to maintain satisfactory academic standing, as defined by the Graduate College Handbook.
2. *Academic dishonesty* – Dishonesty in the classroom or in the conduct of research is considered a serious offense, and cases of such misconduct will be dealt with according to the procedures outlined in the ISU Catalog and the Graduate College Handbook. If found guilty, a student may be dismissed from the program. In issues regarding research, graduate students are held to the same conduct standards as faculty.

A student's POS committee or faculty advisor, if the student has no committee, may recommend dismissal for one or more of the following reasons:

- Failure to maintain the minimum GPA set by the Graduate College and the program.
- Failure to pass within the time frame designated by the relevant academic program any required examinations, including qualifying, preliminary, or final oral examinations.
- Failure to complete required coursework or a thesis/dissertation within the time frame designated by the program.
- Failure to demonstrate scholarly and professional competence.
- Academic probationary status for two or more years.

- Failure to comply with graduate student responsibilities or requirements discussed in the Graduate College Handbook and/or in the relevant program's student handbook.
- A finding by an ad hoc investigatory committee of academic misconduct in research and scholarly activity as outlined in the Faculty Handbook, Section 7.2.2.3.
- Personal conduct that violates the Regents Uniform Rules of Personal Conduct and General University Regulations discussed in the “Student Life” section of the [Policy Library](#) and the [Student Disciplinary Regulations](#).

Procedure for dismissal:

- Informal conference. If the question arises as to the fitness of a graduate student to remain in the relevant academic program, an informal conference shall be held between the appropriate program officials (including the major professor) and the graduate student for the purpose of resolving the matter to the mutual satisfaction of all parties.
- Informal Conference with the Dean of the Graduate College (optional). If the situation cannot be resolved at the informal conference, either party may bring the problem to the attention of the Dean of the Graduate College. In attempting to resolve the matter, the Dean of the Graduate College will review the case and meet with the parties concerned and attempt to identify alternatives to dismissal.
- Written warning. When it becomes clear that a student’s academic standing is in jeopardy, the director of graduate education (DOGE) in consultation with the major professor of the student’s major program shall provide written notification to the student clearly spelling out the perceived shortcomings and the steps that must be taken by the student and any deadlines that may apply. Reasonable time must be given to correct the deficiencies.
- Written notification. In cases where the steps outlined above do not lead to a resolution or acceptable improvement, the DOGE of the academic program shall notify the student in writing of dismissal. This notification shall include a clear statement of the reasons for dismissal, and the effective date of the dismissal.

Students may appeal dismissal decisions. For details on appeal procedures, see the Graduate College Handbook, chapter 9.4.2.

## Professional Ethics

It is imperative that you understand the ethical standards of science and conduct your scholarly activities accordingly. Scientists who commit unethical acts, whether from carelessness, ignorance, or malice, lose the respect of the scientific community and/or are prevented from practicing science.

Ethical misconduct includes such activities as:

- falsification and/or fabrication of data,
- deceptive and/or selective reporting of results,
- purposeful omission of conflicting data, with the intent to falsify results,
- plagiarism, including representation of another’s work as one’s own and misappropriation of the ideas of others,
- unauthorized use of privileged information,
- misappropriation of funds or resources for personal gain, and falsification of one’s credentials.

At ISU, these acts are taken very seriously and constitute “academic misconduct.” Individuals found guilty of academic misconduct may suffer a variety of penalties, up to and including expulsion from the university.

Occasionally, you may be faced with situations in which you are tempted to act in a manner you think might be unethical. If this occurs, we recommend discussing the situation with your faculty advisor, or another faculty member whom you trust, to determine whether the actions you are considering are unethical. S/he should be able to provide reasonable counsel.

Unfortunately, not all people understand or care about ethical issues and, at some time in your career, you may be witness to an act you believe to be unethical. When the individuals committing the presumed unethical acts are members of your own laboratory, or worse yet, individuals with power over you, such as your faculty advisor, the situation can be very awkward and you must proceed cautiously. You will find yourself torn between a fear of retribution and a desire to stop the unethical behavior before it hurts you and other members of your laboratory.

If you believe that unethical behavior is going on in your laboratory, we recommend that you first attempt to discuss the situation informally with the person whom you think might be behaving unethically. Sometimes friendly questions will resolve the problem, such as “These data look almost perfect; how did you do this experiment?” or “Are you sure that you can omit that data point? Won’t that prejudice your interpretation?” or, “This paragraph doesn’t sound like your writing; are you sure you didn’t unintentionally copy some of this?”

If you feel uncomfortable in this approach, or if you have tried this approach and it didn’t resolve the problem, we recommend that you discuss the situation informally with a professor whom you trust. You may also go directly to the chair of EEB or a member of the EEB Supervisory Committee. All discussions with the chair and committee members are considered confidential.

### **Responsibilities of EEB Chair and Faculty Advisors**

It is the responsibility of the EEB chair and faculty advisors to create an environment that provides a reasonable expectation for student success and to counsel students who are having academic difficulties. If a student is unable to overcome these difficulties, the EEB chair will help the student identify and apply to other appropriate degree programs. In cases of disputes between the student and supervisor or the chair of the EEB program, the Graduate College will provide mediators.

### **Grievance Procedures**

The Graduate College has established several formal avenues of appeal for graduate students depending on the nature of the grievance. All procedures start at the department or program level and lead through a series of steps to higher appeal channels. If a student's complaint relates to a general policy, he or she may also bring the matter to the attention of the Graduate and Professional Student Senate either by contacting the department senator or the president of the Graduate Student Senate. Students also have the right to complain to the Dean of the Graduate College. For details on grievance procedures concerning grades and instruction and for grievances related to scholarly and professional competence, see the Graduate College Handbook, chapter 9.7.

### **Non-discrimination, Affirmative Action, and Sexual Harassment Policies**

Iowa State University maintains a strong commitment to creating an environment free of discrimination and harassment. ISU’s non-discrimination, affirmative action, and sexual harassment policy applies to all university-sponsored programs and activities, as well as those that

are conducted in cooperation with the university. Any person who feels they have been the target of discrimination or harassment may bring the problem to the attention of their supervisor and/or the Office of Equal Opportunity.

## **Professional Development**

### **Graduate Student Organization**

Graduate Research in Evolutionary Biology and Ecology (GREBE) is a student organization maintained by EEB students. Each fall, GREBE members organize a fall picnic to welcome new graduate students to the program. GREBE also publishes a newsletter, reporting news on upcoming EEB events, seminars, field trips, and information about former and current EEB students and faculty. The club organizes a weekly brown-bag seminar, the purpose of which is to provide a regular forum for graduate students and faculty to present research ideas and results in an informal atmosphere.

The annual EEB Spring Symposium is organized and coordinated by GREBE. This day-long event has been held yearly since 1994 and features graduate student and faculty speakers from the EEB program. In addition, a nationally recognized researcher is invited to give a keynote address at the symposium.

### **Graduate and Professional Student Senate**

The Graduate and Professional Student Senate is an elected body through which graduate and professional students express their concern for the welfare of graduate and professional students at Iowa State University, develop and disseminate ideas for the improvement of graduate and professional education, and contribute to the formation of relevant University policies. Additional information is available on the GPSS website at <http://www.gpss.iastate.edu/>.

### **Professional Development Grants**

EEB Professional Development Grants (PDG) are available to students directly participating in a professional development activity. Direct participation includes 1) presenting a paper or poster at a national or international conference, or 2) enrollment in a specialized workshop or training session. Requests must be submitted at least one month prior to the event. Amounts can vary by year; please consult the webpage for current submission information:

<https://www.eeb.iastate.edu/professional-development-grants>

## **Professional Advancement Grants**

GPSS Professional Advancement Grants (PAG) are provided to graduate and professional students to help defray expenses related to professional meeting and conference travel. Details are available on the GPSS website at <http://www.gpss.iastate.edu/professional-advancement-grants>.

## **Miscellaneous**

### **Student Contact Information**

Update your contact information under the Personal Information worklet on your Workday dashboard. , This will ensure that you receive important announcements and tax documents issued by the university.

### **Email Lists**

The program maintains email lists to facilitate easy communication within the program. These lists are not public. Contact the program coordinator for list information.