**Matrix for Graduate Handbook - to be required for all ISU Graduate Programs – DRAFT**


**12/3/18 - The Graduate Handbook Requirement Committee of the Graduate Council met and voted to recommend that** *every ISU Graduate Program be required to provide a Graduate Handbook that includes (at a minimum) the "required" items in the Graduate Handbook Matrix outlined below.*

**Committee members:** Drena Dobbs, Steve Lonergan, Carolyn Cutrona, Matthew Ellinwood
             *ad hoc* members: Judy Strand, Sebastian Speer

We propose to provide a matrix/worksheet like the one below and require that programs define expectations and share them with students and faculty in a **Graduate Handbook** document, which also would be submitted to the Graduate College and posted here: https://www.grad-college.iastate.edu/program-handbook/.

Requirements listed could not be *less* stringent than those in the Graduate College Handbook, but they could be more stringent. A few examples of how the 2$^{nd}$ and 3$^{rd}$ columns would be completed are provided below. We think this would be a great way to help programs think through issues and "Best Practices" that should be defined and communicated within each PhD program.
*Thanks especially to Steve Lonergan for initiating this template!*

**Tentative timeline:**

- o  Dec 4, 2018      Post draft of proposed matrix on Grad Council docket
                                (Also, distribute to DOGEs)
- o  Dec 5, 2018      Present and discuss proposed matrix at Graduate Council Meeting
- o  Feb 2019         Deadline for feedback from Grad Council & DOGES
- o  Mar 2019         Graduate Council Vote on Proposed new Requirement & Handbook
    matrix
- o  May 2020         Deadline for Graduate Programs to complete Graduate Handbooks &
                                Post on Graduate College Graduate Handbooks webpage

**Notes:**
- We plan to re-organize this matrix and list items in the order of deadlines posted on the Graduate College website.
- We intend to provide both REQUIRED and RECOMMENDED items; at present, most items in the matrix are REQUIRED.
- We also intend to provide more examples of how items have been defined by programs that already have Graduate Handbooks.

| Item | Defined by Program | Best practice defined by Graduate College and or Handbook (some are actually mandated) https://www.grad-college.iastate.edu/handbook/ |
|---|---|---|
| **REQUIRED** | | |
| Date to complete POSC form | e.g., End of second semester | End of second semester (mandate is the semester prior to Prelim Exam) |
| Composition of POSC | e.g., Same as mandated by Grad College | Follow Handbook rules for Graduate Faculty membership. (mandate) One committee member must be outside the program (if interdepartmental) or department (if a department major) |
| Role of Outside committee member | | Provide outside perspective and- if necessary – serve as intermediary to Graduate College regarding process, examination, and assessment issues. Perhaps this would require change in 6.4.2 in the handbook. Important to consider cases in which a dept has multiple majors and not all faculty are Graduate Faculty for all majors; the Dept decides how to handle this (not the Graduate College) Important to define different roles of and requirements regarding outside committee member for PhD vs MS vs non-thesis degrees |
| Required core of classes | | Have a core, but be flexible. Should be up to POSC to adjust based on student project, experience, etc. |
| Completion of Preliminary exams (qualifying exams) | | Depends on direct admits, starting as PhD with or without MS, etc. Generally the best practice is as early as possible. |
| Completion of Final Exams | | As mandated by Graduate College calendars. Should not be more stringent. |
| Rules for examinations (public, private, etc) | | Reporting is mandated by Graduate College Attendance rules are mandated by the Graduate College Are there times when a disability could require more flexibility? |
| Edits to POSC | | Can be made in last semester, but generally should not ADD expectations in the last semester. |
| Expired courses | | Carefully mandated in Handbook; program rules could be more strict. |
| Annual review of graduate student progress | e.g., Same as mandated by Grad College | Mandated by Graduate College. |
| What should the PhD dissertation, MS thesis or creative component include? What is process for approval? | | |

| Qualifying Exams | e.g., see BBMB Grad Handbook | Not all graduate programs have Qualifying Exams; those that do should describe the requirements and associated deadlines |
|---|---|---|
| Grievance Procedures | | |
| Assistantship Policies | | Graduate College is considering a proposal to have only term appointments (i.e., 4.5 months regardless of when students start) |
| **RECOMMENDED** | | |
| List of milestones for each year of the graduate program | e.g., see Psychology Graduate Handbook | Not mandated by Graduate College |
| Guidance for 1st year students | e.g., list of URLs for where to find specific information both on and off campus | |
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