



Department of
Materials Science and Engineering



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Introduction

With its internationally recognized faculty, its world-class research facilities, and the atmosphere of discovery that naturally stems from a leading technological university, the Graduate Program in Materials Science and Engineering is the heart of a dynamic research department, striving for groundbreaking advancement in science, innovation in engineering and technology, and true integration of research and academics.

Built on a foundation of thermodynamics, kinetics of phase transformations, mechanical behavior, physical properties, solid state science, and the structure and chemistry of materials, the graduate program offers advanced studies in many areas of Materials Science and Engineering, including the design and control of materials for structural, electronic, photonic, magnetic, optical, and biological functionality. The department awards both MS and Ph.D. degrees in Materials Science and Engineering. Graduates of the program have a fundamental understanding of the critical aspects of the field and how they are applied to real materials systems. The program is highly flexible and research-oriented, where students work carefully with their major professor in tailoring the various academic and research components to meet their interests.

With the ability to address complex problems in materials science while considering the various constraints inherent to both academic and industrial environments, our graduates are well prepared for a wide range of academic and research-related careers. They are skilled in carrying out independent and collaborative research, able to communicate effectively in formal and informal settings, and are proficient at writing persuasive technical articles and grant proposals.

The department boasts excellent facilities for academic materials research, maintaining a wide range of faculty laboratories across the ISU campus. In addition, departmental research is highly integrated with the operation of several Research Centers, such as the Ames Laboratory, the Center for Nondestructive Evaluation, the Microelectronics Research Center, and the Center for Advanced Technology Development. These laboratories offer excellent resources and opportunities for graduate student research.

It is the sincere hope of every member of the MSE faculty and staff that all students who become affiliated with the Department will enjoy a stimulating and productive experience. To facilitate such an experience, this handbook is intended to provide a clear description of the requirements and regulations that govern the departmental programs.

Scope

This *MSE Graduate Student Handbook* outlines the special requirements and policies which have been adopted by the Department of Materials Science and Engineering with regard to its graduate program of study. This *Handbook* is intended to supplement the following university documents:

- The Graduate Catalog¹ (incorporated into ISU Catalog),
- The Graduate College Handbook²
- The ISU Thesis Manual³

It is the responsibility of the student to become familiar with the program requirements outlined in all of these documents. If questions arise which cannot be resolved with the information contained in these documents, the student is encouraged to contact one or more of the following individuals:

- The student's Major Professor
- The MSE Graduate Program Coordinator
- The MSE Department Officer of Graduate Education

Graduate Degrees Offered by the MSE Department

The Iowa State University Department of Materials Science and Engineering offers the following graduate degrees:

- *Master of Science* in Materials Science and Engineering
- *Doctor of Philosophy* in Materials Science and Engineering

An appropriate background for entry into the MSE Graduate Program generally includes a B.S. degree (or higher) in Materials Science and Engineering or a related field such as Ceramic Engineering, Metallurgical Engineering, or Polymer Engineering. In addition, given the diversity of this field and the expanding scope of technical challenges in Materials research, we welcome students from all areas of Physical Sciences, Life Sciences, Mathematics and Computation, or from any other engineering discipline. In these cases, students work with their Major professor to develop the appropriate research and academic program, and, in most cases, this does not increase the duration of the student's Program of Study.

¹ Available from the Registrar's Office, 214 Alumni Hall

² Available from the Graduate College Office room 10 Pearson Hall) or on-line at <http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html>

³ Available from the University Bookstore, Memorial Union or on-line at <http://www.grad-college.iastate.edu/publications/thesismanual.html>

Admission to the MSE Graduate Program

In accordance with the minimum qualifications specified in the Graduate College Handbook, the MSE Department will consider for admission only those applicants holding (or scheduled to receive within one year) a bachelor's or advanced degree from an accredited U.S. institution or from a recognized foreign institution where the requirements for the bachelor's degree or its equivalent are similar to those at ISU. All applicants are required to submit scores from the Graduate Record Examination (GRE) General Examination. Applicants whose native language is not English are required to present a TOEFL (Test of English as a Foreign Language) score of 79 (internet-based test format) or higher.

All applicants meeting these minimum requirements will be considered for admission upon receipt of a completed application package (see next section). In most cases, acceptance will require sponsorship from a Major Professor. Therefore, applicants are encouraged to examine faculty research areas (www.mse.iastate.edu), to make inquiries regarding possible sponsorship, and to state any preferences for major professor in the personal statement of purpose that must accompany the application to the Graduate Program.

Upon preliminary acceptance by a sponsoring Major Professor, applicants will be notified of "intent to admit" by the MSE Office. Formal Admission to the MSE Graduate Program can be granted only by the Graduate College, at the request of the MSE Department Chair or the MSE Director of Graduate Education. Any other offer or statement of admission should be considered preliminary.

Application to the MSE Graduate Program

Application for admission to the MSE Graduate Program at Iowa State University is made through the Iowa State Graduate College application procedure described on the Graduate College website. For most efficient application processing, students are encouraged to use the online application form, available at (<https://www.applyweb.com/apply/isu/>). A printable application package with required forms is also available on the Graduate College website. Along with the application form itself, this package includes a "How to Apply" instruction set and a "Self Managed Application Checklist". These documents are shown below.

As indicated on the Graduate College Website, a complete application to the MSE Graduate Program includes the following items:

- ISU Graduate College Application Form
- Full Resume/Curriculum Vitae
- GRE General Test Scores
- Three letters of recommendation
- Personal statement of purpose and research interests
- TOEFL Test Scores*
- Concurrent Enrollment Request Form**
- MSE BS/MS POS Form**

* This requirement applies only certain students. See Graduate College Guidelines. The Internet-based test format is recommended.

** These forms are required only for application to the BS/MS concurrent enrollment program.

IOWA STATE UNIVERSITY

Graduate College

How to Apply

The graduate application process at Iowa State is "self-managed," which means that you manage your own application by collecting your application, fee, academic records, letters of recommendation, and other supporting materials, and send them in one package to the university. While the process does require careful planning on the part of the applicant, it has two advantages: it simplifies the application process and speeds processing by the university.

Please use the Self-Managed Application Checklist (below) to collect the materials for your application. You may also apply online and self-manage the accompanying materials for your on-line application.

Where to Send Materials

Some programs at Iowa State University require that all applications be sent to them initially, but others will require that materials go to the Office of Admissions first. Check the [Program Requirements](#) for mailing instructions for each program.

Application Fees and Deadlines

The application fee is \$30 and must be submitted when you apply. (This fee is not required if you attended Iowa State as an undergraduate. Former Iowa State students should not use the on-line application, as there is no way to waive the application fee online.) Check the individual program deadlines in the [Program Requirements](#) section. Those programs that have no deadline listed will normally accept applications throughout the year. However, we strongly recommend that for priority consideration for financial support and other program opportunities, your application should be submitted prior to January 1 for summer or fall entry, and prior to September 1 for spring entry.

Transcripts

In order to be considered for enrollment, your bachelor's degree must have been

received from a college or university accredited by a recognized regional accrediting association. If you attended a non-U.S. college or university, your degree must have been received from a recognized institution where the requirements for the bachelor's degree are similar to those at Iowa State. If you received your bachelor's degree from a university other than Iowa State, you will need to:

- Obtain official transcripts of grades and credits earned from each institution you have attended and enclose them as a part of your self-managed application.
- Have the institution that granted your undergraduate baccalaureate degree provide a statement of the degree you received and your quartile rank in the graduating class. (Use the [Request for Transcript and Rank](#).)

Letters of Recommendation

Please obtain three letters of recommendation and enclose them as a part of your self-managed application. Each letter should be on official letterhead and in an envelope sealed by your recommender. The recommenders should comment in detail on your potential for graduate study, indicating if possible how you rank with other students he/she has recommended for graduate study. (Because Iowa State University is in compliance with Section 504 of the Rehabilitation Act of 1973, we discourage recommenders from referring directly or indirectly to an applicant's disability.)

Entrance Exams

The Graduate Record Examination (GRE) is not a university-wide requirement. However, most programs do require or recommend submission of GRE scores, so please review the individual program entries in the [Program Requirements](#) section. If your native language is not English, you must submit scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).

(This requirement may be waived if you have earned a bachelor's or master's degree from a country where English is the only official language.) A minimum of 197 on the computer-based TOEFL or a 6.0 on the IELTS is required for admission to Iowa State's Graduate College. Many programs require higher scores, so you'll need to check the requirements in the [Program Requirements](#) section.

Acceptance

The Office of Admissions will notify you of your acceptance into the Graduate College. Your academic program will notify you if you have been awarded financial assistance. Your acceptance for enrollment in the Graduate College applies only to the term noted in your admission letter. If you wish to change your entry date, you must request the change from the Office of Admissions and your intended program.

Assistantships

Admission to the Graduate College does not imply that you have been awarded an assistantship. If you wish to be considered for one, please note item 14. Additional information concerning graduate appointments may be obtained from the program to which you are applying.

Conduct

If you answer yes to either question 17 or 18, you must submit a full statement of relevant facts on a separate sheet and include with this application. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings. If your records have been expunged pursuant to the applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to either question 17 or 18, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

IOWA STATE UNIVERSITY Self-Managed Application Checklist

The Iowa State University graduate admission process is self-managed, which means that you manage your application by collecting your application and all supporting material (academic records, letters of recommendation, etc.) in a single package and send it to the university. This ensures a timelier processing of materials. Please use the checklist and this checklist in one envelope and mail to the address provided under the description for your program in the [Program Requirements](#) section.

- The Graduate College Application form.** If you applied electronically, you do not need to include a copy.
- \$30 nonrefundable application fee.** Make check or money order payable to Iowa State University. (If you applied electronically and paid the fee by credit card, please check below.)
 - Fee paid by credit card or electronic check
- Official academic transcripts in sealed envelopes from each institution attended.** Some colleges and universities will not mail official transcripts to students. In that instance, have the institutions send the official transcripts directly to the address you provide on Form 1-A.
- Three letters of recommendation on official letterhead in envelopes sealed by your recommenders.** Some recommenders may not wish to give you a letter directly. If that is the case, have the recommender send the letter to the mailing address on the [Program Requirements](#) section. Check the boxes below with the status of each letter.
 1. Enclosed Being sent
(name of recommender)
 2. Enclosed Being sent
(name of recommender)
 3. Enclosed Being sent
(name of recommender)
- Examination results.** Please arrange to have a copy of your official examination results sent directly to the university from the testing agency. If you have received copies of your results, please include a photocopy of each examination result in your self-managed application packet. (Check the [Program Requirements](#) section for information on the examinations required by the program to which you are applying.)

Please check below which test(s) you have taken:

 - Graduate Records Examination (GRE) and/or appropriate Subject Test
 - Graduate Management Aptitude Test (GMAT)
 - Test of English as a Foreign Language (TOEFL) (only for nonnative English speakers who have not graduated from a US institution)
 - Other: _____
- Supplemental Items.** The [Program Requirements](#) section will indicate whether the graduate program to which you have applied requires additional items, such as essays or supplemental program forms.

Please check below those that you have included in your self-managed application packet.

 - Statement of purpose, goals, or research interest
 - Resume or vita
 - Writing sample
 - Program's supplemental information form
 - Portfolio
 - Other: _____

Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, marital status, sex, marital status, disability, or status as a U.S. Veteran. See University Anti-harassment policy concerning this page on the Office of Equal Opportunity and Diversity, 312 284-1013.

Application materials are to be submitted to the address indicated on the Graduate College Website for the program of interest. For the MSE Graduate Program, the address for application submission is:

Office of Admissions
Iowa State University
100 Alumni Hall
Ames, IA 50011-2011

Attn: Graduate Admissions

Only complete application packages will be considered for admission to the Program.

Applicants will be notified when the MSE Department has received the complete Graduate Application. Applicants will be notified a second time following a prescreening by the MSE Department. At this time the application will either be denied or forwarded to the general MSE faculty for consideration for open Graduate Research Assistant positions. Applicants will be notified if they have been selected for an open position. Applicants not selected will be contacted and may be given the choice to either renew or withdraw their application.

BS/MS Concurrent Enrollment Program

A *Concurrent Enrollment Program* is offered for undergraduate students at Iowa State University who wish to begin a graduate program of study while completing a B.S. degree in Materials Engineering. Students in the concurrent degree program may apply up to 6 credits of major or nonmajor graduate credit courses, at a level of 500 or above, to both the B.S. and M.S. programs of study, subject to Program of Study Committee approval.

Admission to the concurrent enrollment program is based on demonstrated academic excellence and students must have a cumulative GPA of 3.50 or higher to be considered. Interested students may apply to the program during the Fall semester of the academic year *prior* to the academic year of graduation. Selection of students for admission to the program is announced during the Spring semester of that same year. Interested students are encouraged to speak to their undergraduate academic advisor prior to applying to this program. Each Fall semester, a general information session is held for undergraduate students interested in applying to graduate school, including the BS/MS Program at ISU.

A student admitted to the BS/MS program will be eligible for a 1/4 time Research Assistantship. Students may qualify for 1/2 time graduate assistantship as soon as the total number of credits applied toward the undergraduate/graduate degree total the minimum number of credits required for a B.S. degree. However, this upgrade from a 1/4 to 1/2 time assistantship is not automatic. The student must have his/her undergraduate advisor write a memo to the Graduate Program Coordinator, stating that he/she has met the minimum BS requirements to be considered for the increase. Once this memo is received by the GPC, appropriate action will be taken by the Department to increase the appointment and the student will be notified by letter.

Students enrolled in the BS/MS program may not be eligible for certain types of undergraduate financial aid. Students receiving financial aid for undergraduate studies are advised to discuss the restrictions that may apply to their own situation with the Financial Aid Office.

Concurrent Enrollment (BS/MS) Application Procedure

1. Apply to the Graduate College and submit all supporting materials, as indicated on the "Self-managed Application Checklist". Be sure to write "Concurrent Enrollment Requested" at the top of the Graduate College Application Form.
2. Complete the following forms, obtain all indicated signatures, and submit the forms to the MSE Department.
 - Concurrent Enrollment Request Form
 - MSE Department BS/MS Program of Study Form

MSE Graduate Student Programmatic Responsibilities

The Graduate English Requirement

Graduate students whose native language is not English and who do not have an undergraduate degree from ISU or another English speaking university must take the Graduate English Placement Test prior to the start of their first semester of enrollment. This test is administered by the Department of English. Students who do not pass this examination will be required to complete and pass one or more courses in English, as assigned by the Graduate College. This coursework must be completed during the first year of graduate enrollment.

Sponsorship by a Major Professor

All graduate students must obtain Major Professor sponsorship by the start of the second semester of enrollment. Students should contact the DOGE if they have been unable to gain sponsorship with a Major Professor. Authorization for graduate student registration beyond the first semester must be granted by the Major Professor. Under special circumstances, authorization may be granted by the Department Officer of Graduate Education.

Program of Study Committee

The student, in consultation with the Major Professor, will establish a Program of Study (POS) Committee. By the end of the second semester of enrollment, the graduate student must submit a Recommendation for Committee Appointment (RCA) form, with all appropriate approvals. For all policies regarding the composition and responsibilities of the POS Committee, the student is referred to the Graduate College Handbook.

Proposed Program of Study

By the end of the third semester of enrollment (typically one calendar year), the student must submit a Program of Study form, with all committee approvals, to the MSE Graduate Program Coordinator for Department Chair approval. The form will automatically be forwarded to the Dean of the Graduate College for approval.

Semester Progress Reports - See related section in this document.

Ph.D. Preliminary Examination - See related section in this document.

Final Oral Examination - See related section in this document.

Request for Preliminary/Final Oral Examination

At least three weeks prior to the scheduled oral examination, the student must submit to the MSE Graduate Program Coordinator the appropriate "Request for Preliminary/Final Oral Examination" form. This form must be accompanied by a presentation title and abstract. The form will be forwarded to the

Graduate College and reviewed by the MSE Graduate Program Committee. Note: the student is responsible for all scheduling of oral examinations.

Report of Preliminary /Final Oral Examination

If the "Request for (Preliminary/Final) Oral Examination" form is approved by the Graduate College, a "Report of (Preliminary/Final) Oral Examination" form is forwarded to the Major Professor. At the conclusion of the oral examination, this form must be completed by the Major Professor and approved by all members of the POS Committee. It is the student's responsibility to ensure that this form is immediately submitted to the MSE Graduate Program Coordinator, who will forward it to the Graduate College.

Application for Graduation (Diploma Slip)

Any graduate student planning to receive a degree must submit to the Graduate College an "Application for Graduation" form by the end of the first week of classes in the semester of graduation (Fall and Spring graduation) or by the last day of Spring semester (Summer graduation).

Graduate Student Approval Slip for Graduation

After the final oral examination and no later than the deadline date for the semester of graduation, graduating students must submit the "Graduate Student Approval Slip for Graduation" form to the Graduate College. The blank form is sent to the student's Major Professor when the Request for Final Examination is approved. Students must obtain the first signature and bring the form to the Graduate College for the final two signatures along with the final copies of the thesis or dissertation.

MSE Graduate Program Requirements

All graduate students are required to maintain a cumulative GPA of 3.0/4.0 for all graduate coursework. Additional eligibility requirements apply to Ph.D. students (see specific requirements for the Ph.D. Program). Progress toward an advanced degree will be documented through submission of the Semester Progress Reports (see below).

Semester Progress Reports

Graduate students must complete and submit to the Graduate Program Coordinator a "Graduate Student CV Update Form", by the last day of classes in each academic semester of enrollment (Fall, Spring, and Summer). These reports will list specific scholarly activities and will be reviewed periodically by the Graduate Program Committee. These will be considered public record and will be kept on file by the Graduate Program Coordinator. The CV Update Forms are available on the MSE Graduate Program web page and should be submitted electronically by the student, with a copy to the Major Professor.

Specific Requirements for the M.S. Degree

Coursework

As a minimum, every M.S. Program of Study in MSE must include:

- 30 total credits
- 18 credits of graded coursework including a minimum of 9 credits of MSE 5XX or 6XX coursework, as specified on the POS form and approved by the Major Professor, the POS Committee, and the Department Officer of Graduate Education
- 12 credits of MSE 699 (Research)

MS Thesis Document

The thesis document must be prepared in accord with the guidelines and formatting requirements of the Graduate College. A complete draft of the thesis must be presented to each POS Committee member and the MSE Graduate Program Coordinator (for public display) at least two weeks prior to the scheduled oral examination. At this time, the oral examination date, time, and place will be submitted to the MSE Graduate Program Coordinator. Final versions of the MS Thesis will be submitted to the Graduate College in accord with the requirements listed in the Graduate College Handbook. One printed copy of the final version of the MS Thesis must be submitted to the MSE Department Office for binding.

Final M.S. Thesis Presentation/Oral Examination

No later than the published Final Examination Deadline for the semester of graduation, the student must complete and pass a final oral examination consisting of two parts: (1) a presentation of the thesis work in the form of a formal seminar that is open to the public, and (2) an oral examination by the POS Committee, which will immediately follow the seminar and which may include thesis topics and other topics, at the discretion of the POS Committee and Graduate Studies Committee delegate. (See also: Request for Oral Examination.) A title and abstract must be submitted to the MSE Graduate Program Coordinator at least two weeks prior to the scheduled final oral examination date.

Specific Requirements For The Ph.D. Degree

Coursework

As a minimum, every Ph.D. Program of Study in MSE must include:

- 72 total credits
- A minimum of 18 graduate course credits, including:
 - at least 12 credits of 500 or 600 level MSE courses[†]
 - non-MSE credits, approved by the Graduate Program Committee for graduate credit.
- A minimum of 36 credits of MSE 699 (Research – graded as A,B,C,D,F)

Note: Eligibility for the Ph.D. Preliminary Examination requires a minimum grade point average of 3.30 for all MSE graduate coursework and for all MSE 699 credits (computed separately).

Ph.D. Preliminary Examination

The Ph.D. Preliminary Examination consists of a written Preliminary Research Report and a two-part Preliminary Oral Examination. The Preliminary Examination is typically completed by the end of the third year of enrollment or the third semester after receiving the MS degree. The Ph.D. Preliminary Oral Examination must be a public event with all MSE students and faculty members invited to participate in the discussion.

To be eligible to take the Ph.D. Preliminary Examination, a student must:

- have been recommended for the Ph.D. Program, based on the GRP,
- have passed the QE,
- hold a minimum GPA of 3.0 for all courses taken,
- hold a minimum GPA of 3.3, averaged over all 500-level and 600-level MSE courses taken, not including MSE 699, and
- hold a minimum GPA of 3.3 averaged over all MSE 699 credits.

All requests for the Preliminary Examination will be reviewed by the MSE Graduate Program Committee to ensure that these requirements have been satisfied. A copy of the written Preliminary Research Report must be delivered to each POS Committee member and the MSE Graduate Program Coordinator (for public display) at least two weeks prior to the oral presentation. At this time, the examination date, time, and place will be submitted to the MSE Graduate Program Coordinator. (See also: Request for Oral Examination.)

The Ph.D. Preliminary Oral Examination will consist of two parts. The first part is devoted to public presentation and discussion of the research topic, literature review, preliminary research results, and

[†] Students holding an M.S. in MSE from Iowa State University may be exempt from these course requirements, subject to approval by the Graduate Program Committee and the Graduate College guidelines.

the proposed final research plan. The second part will include an examination and discussion period conducted by the members of the POS committee. This part will be focused on the fundamentals of Materials Science and Engineering as related to the research field of the candidate. The examination questions will be derived largely from the student's written proposal and oral presentation. The POS Committee will assign a single grade (Pass/Conditional Pass/Fail) for the entire exam. If a failing grade is assigned, the student may elect to retake the examination. At least six months must elapse between the first attempt and the second (see Graduate College Handbook). If the student fails the second attempt, the student will not be granted Ph.D. candidacy, and the POS committee may recommend that the student pursue an M.S. degree. If the "conditional pass" grade is assigned (on either first or second attempt), then a schedule of specific student actions will be assigned by the POS Committee and monitored by the Major Professor. The specific actions and the criteria for "release of conditions" must be clearly stated on the "Report of Preliminary Oral Examination".

The Ph.D. Dissertation Document

The written dissertation must be prepared in accord with the guidelines and formatting requirements of the Graduate College. A complete draft of the dissertation must be presented to each of the POS Committee members and the Graduate Program Coordinator (for public display) at least two weeks prior to the scheduled oral examination. At this time, the examination date, time, and place will be submitted to the MSE Graduate Program Coordinator. Final versions of the MS Thesis will be submitted to the Graduate College in accord with the requirements listed in the Graduate College Handbook. One printed copy of the final version of the MS Thesis must be submitted to the MSE Department Office for binding.

Final Ph.D. Oral Examination

No later than the published Final Examination Deadline for the semester of graduation, the candidate must complete and pass a final oral examination consisting of two parts: (1) a presentation of the dissertation work in the form of a seminar that is open to the public, and (2) a private oral examination conducted by the POS Committee immediately following the seminar, which may include dissertation material and other topics, at the discretion of the POS Committee. To be eligible for the Final Examination, a student must have satisfied all conditions to pass the Ph.D. Preliminary Examination. All MSE faculty and students are strongly encouraged to attend the Ph.D. defense and participate in the public portion of the examination. The Ph.D. defense will be graded by POS Committee members immediately after discussion, with "First class" to be granted to Ph.D. dissertations of exceptionally high caliber. (See also: Request for Oral Examination.)

Requirements for a Minor Program of Study in MSE

Any student wishing to declare a formal minor in Materials Science and Engineering must take an appropriate complement of coursework as specified below. In addition, the POS Committee must include at least one MSE faculty member (to counsel the student regarding both coursework and research). Declaration of the Minor Program of Study must be made prior to completion of the Preliminary Oral Examination.

Degree	Minimum No. of Credits*	Stipulation
M.S.	8	Two or more of these credits from 500 or 600 level MSE courses
Ph.D.	12	Eight or more of these credits from 500 or 600 level MSE courses
* To be selected from list of courses approved by MSE Department, for major or minor credit (See Graduate Catalog).		

Graduate Assistantships

Many of the graduate students in the MSE Department receive assistantship appointments. A significant majority of these appointments are Graduate Research Assistantships, supported primarily by independent research grants and contracts. In addition to traditional grants contracted through ISU, these may include contacts through the Ames Laboratory of the U.S. Department of Energy or the ISU Institute for Physical Research and Technology (IPRT). All University, Ames Laboratory, and IPRT regulations applicable to C-Base (Graduate Student) appointees must be adhered to. These regulations and requirements are outlined in the Faculty Handbook, The Graduate College Handbook, the Office Procedure Guide (available in the Department Office) and the employee's handbooks published by individual institutions. The Graduate Assistant is responsible for becoming thoroughly informed concerning the obligations and privileges of his or her particular appointment. All Graduate Assistants will be provided office or desk space and will have access to the equipment and facilities necessary to conduct the research associated with their assistantship and research problems.

Research/Teaching Load and Course Load

Appointments are made for quarter-time or half-time research or teaching or duties and are usually for a twelve-month period. Renewal appointments will be made, contingent upon the availability of funds and the maintenance by the student of satisfactory academic progress, as determined by the Major Professor, the POS Committee, and the Graduate Program Committee. To remain eligible for an assistantship, the student must be registered for the appropriate amount of coursework every semester. Refer to the Graduate Handbook for course load requirements and limitations. The credit-hour limits for graduate students may be exceeded only in exceptional circumstances with the written recommendation of the Major Professor, the concurrence of the Department Chair, and approval of the Dean of the Graduate College.

Assistantship Stipends

There are two assistantship stipend levels for MSE Graduate Research/Teaching Assistants based on programmatic progress, as indicated by the ½-time GRA/GTA stipends listed below. Recommendation for each increase must be requested by a memo from the major professor to the DOGE.

Academic Level	Monthly Stipend	Requirement
I	\$1630	Full admission by the graduate college and acceptance of a GRA or GTA offer within the MSE Department.
II	\$ 1800	Pass Ph.D. Preliminary Examination (ABD)

Assistantship Obligations

Graduate Assistants are expected to work a minimum of 20 hours per week on the research or teaching activities to which they are assigned. While the assistantship research is usually in the same area as the student's thesis work and the results may be used to help satisfy the academic requirements for the degree, the effort expended to meet the terms of the assistantship appointment must be over and above that which is required for the thesis research credits (MSE 699) being earned by the student. As a general guideline, three hours of work per week per credit of MSE 699 is expected. However, this rate varies somewhat with the nature of the research and the specific phase of the problem with which the student is involved. The criteria for earning MSE 699 credits will be determined by the Major Professor.

Fringe Benefits of the Graduate Assistantship

In addition to the stipend, Graduate Assistants have an opportunity to participate in the University group health insurance program, are assessed only in-state fees regardless of their residency status, and are eligible for tuition scholarships established by the University. Arrangements for a leave of absence are made between the Graduate Assistant and the Major Professor. Standard professional courtesies is expected from all parties with regard to absence requests.

Graduate Tuition Scholarships

Graduate students appointed to Graduate Assistantships (GRA or GTA) 1/4-time or more (except those also holding traineeships, fellowships, or contracts that provide funds for payment of tuition and/or fees), are assessed tuition at the full resident (in-state) rate. In addition, the Graduate College may pay a tuition scholarship covering a portion of the resident tuition for each eligible graduate assistant, except those students on restricted admission or on academic probation. The Graduate College tuition scholarships are not paid directly to the student, but are applied to the student's tuition bill. The scholarship award amounts are listed below.

<i>Assistantship</i>	<i>M.S. Student</i>	<i>Ph.D.</i>
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		<i>Student</i>
¼ time GRA/GTA	25%	50%
½ time GRA/GTA	50%	100%

For fall and spring semesters, a student must be on appointment for at least three months during the semester to qualify for a Graduate College tuition scholarship. For summer session, a student must be on appointment for at least six weeks during the term to qualify for a Graduate College tuition scholarship. For all terms, appointments must have been processed by the Graduate College before the end of the first full month of classes (i.e., usually around the fifth week of the fall or spring semesters). Graduate College tuition scholarships not used by the due date of the second fee payment installment will be forfeited.

Students who will not be on appointment for the summer session may still be eligible for the Graduate Assistantship tuition rate. This tuition rate is restricted to a summer session following a nine-month appointment. An eligible student must submit the "Application for Summer Resident Tuition Rate" form (on the Graduate College website) to the Graduate College after receiving departmental approval.

Graduate College Tuition Awards

Underrepresented students who are recruited to Iowa State University with offers of assistantship support are eligible for the Graduate College Tuition Award. The award pays for 1/2 of tuition for master's students 25% of tuition in 2005-06 for Ph.D. students. These amounts will provide fully paid tuition when combined with the Graduate College Scholarship. The award carries a 3.0 GPA minimum.

Change in Major Professor Assignment

Students may request a change in Major Professor assignment at any time that a situation develops which suggests the appropriateness of doing so; e.g., a gross shifting of the student's area of interest. However, a change of this type which is made after an appreciable amount of time has been devoted to the initial program is very likely to result in an undesirable protraction of the period needed to complete the degree requirements. Such an action should be considered very carefully and requested only when clear and significant advantages to the student are apparent. Any student who feels that a change in Major Professor is desirable should immediately discuss the situation with the Department Chair.

Sources of Information and Assistance

The student will find many ways of obtaining assistance and information at Iowa State. The general references cited in the introduction section contain valuable information and listings of other offices and departments which provide a variety of student services. In addition, the individuals and materials

described below are available to all MSE graduate students as sources of information and help. For specific contact information, see (www.mse.iastate.edu).

The Major Professor

The Major Professor will serve as the principal student advisor for all matters related to research, academics, assistantships, and overall programmatic progress. The Major Professor will also serve as the primary evaluator of student performance, and will be assisted by the Program of Study Committee and the MSE Graduate Program Committee.

The Program of Study (POS) Committee

The POS Committee is chaired by the Major Professor and provides the student with critically important academic and research direction. The membership requirements for the Committee have been established by the Graduate College so that the student will receive the most comprehensive and effective assistance that can be made available for his or her specific area of work. For all policies regarding the composition and responsibilities of the POS Committee, the student is referred to the Graduate Student Handbook.

The Department Officer of Graduate Education (DOGE)

This faculty member is the Chair of the Graduate Program Committee and is responsible for overseeing the administration of the entire Graduate Program. Questions regarding any aspect of the Graduate Program may be forwarded to the DOGE.

The MSE Graduate Program Coordinator

This staff member is responsible for maintaining all official departmental documentation of graduate student progress and serves as the administrative liaison to the Graduate College.

The MSE Department Website

All relevant information concerning the MSE Graduate Program, including this handbook, can be found at the MSE Department Website (www.mse.iastate.edu).

The Graduate College Website

All relevant information concerning the ISU Graduate College can be found at the ISU Graduate College Website (www.grad-college.iastate.edu).

Closing

This Handbook is intended to help the graduate students of the MSE Department learn the procedures and regulations which apply to their academic programs with the assumption that such information would enhance the effectiveness and reward of their graduate experience. We hope this

booklet has in large measure achieved such an objective. However, we realize that many other areas could have been included. We would, therefore, welcome comments regarding ways which future editions might be made even more useful.

The faculty and staff of the MSE Department would like to take this opportunity to wish all students every success in their graduate and professional careers. We pledge our continuing efforts to help our students while they are with us and to serve them in any possible way after they graduate.