Program of Study and Committee

Graduate Advising
POS/POSC Forms & Approval
for
Graduate Faculty
ADVISING on Degree Planning and POS Requirements

- **It is the STUDENT’S responsibility** to know and meet all deadlines and requirements for their degree program.

- **Advising appointments**—It is the student’s responsibility to contact you for appointments to discuss their degree program and POS requirements; they are advised to set up meetings each semester:
  - Meet by the end of the 4th week of each semester for programmatic advice and degree planning.
  - Meet in the 6th or 7th week of each semester to discuss class selection for the following semester before registration begins in the 9th week.

- **RESOURCES**
  - **English Department Graduate Program website**
    [http://www.engl.iastate.edu/graduate-students/](http://www.engl.iastate.edu/graduate-students/)
  - **Graduate Program of Study (POS) Manual**
    (a searchable downloadable PDF with linked Table of Contents)
    [http://www.engl.iastate.edu/graduate-students/current-students/resources-for-current-students-faculty/](http://www.engl.iastate.edu/graduate-students/current-students/resources-for-current-students-faculty/)
  - **Faculty in your area or the area coordinator** regarding advising matters specific to your program(s)
  - **Graduate program staff**—DOGE, Assoc DOGE, and Grad Program Staff Assistant
Program of Study and Committee

Graduate Program of Study (POS) Manual
(a searchable downloadable PDF with linked Table of Contents)
http://www.engl.iastate.edu/graduate-students/current-students/resources-for-current-students-faculty/

- Program Adviser and Major Professors—descriptions of responsibilities
- Course Policies—transfer credits, POS waivers/equivalencies, 599/699 credits, etc.
- POS requirements specific to each graduate program in the English Department
  - Deadlines
  - Selecting members of the POS Committee
  - Completing POS/POSC Forms to document how degree requirements are going to be met
    http://www.engl.iastate.edu/graduate-students/current-students/resources/forms-2/  
  - Guidelines to final projects (Thesis, Creative Component, or Dissertation)
- PhD program specific examination requirements
  - Portfolio Assessment
  - Preliminary Examinations (written and oral)
- Graduation procedures and requirements overview
- Graduate Faculty Membership—list of all Graduate Faculty with full or term membership in the English Department that are eligible to serve on POS committees and teach graduate level courses
PROGRESS TO DEGREE CHECKLISTS [http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/forms](http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/forms)

- Gives a sense of a timeline to help with planning next steps on the path to degree completion

DEADLINES

- POS Documentation and POSC Form submission deadline (typically in the 6th week of the semester) [http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/deadlines/](http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/deadlines/)

  - **2nd semester** for MA program Graduate Assistants (GAs); upon completion of 9 credits toward POS requirements for non-GAs
  - **4th semester** for MFA program Graduate Assistants(GAs); upon completion of 27 credits toward POS requirements if non-GAs
  - **5th semester** for PhD program Graduate Assistants (GAs); upon completion of 36 credits toward POS requirements for non-GAs
FORM Requirements

http://www.engl.iastate.edu/graduate-students/current-students/resources/forms-2/

- **Degree Planning Sheet (DPS)** for degree program
- **Other POS documentation** if required
  - Language Requirement Form
  - Transfer Credit Petition
  - POS Waiver/Equivalency Petition
  - Program specific forms (must be complete versions of approved partial petitions if applicable)
    - MFA Environmental Courses Outside English Petition
    - RPC PhD Concentration Petition
  - Over-Age Course Memo
- Students **review completed forms with Program Adviser/Major Professor**, make any necessary changes/corrections, obtain appropriate signatures, and share copies of at least their DPS with POS committee members to assist them with approving their POSC Form
- Students **submit all signed ORIGINALS** to Graduate Program Staff Assistant (227 Ross Hall or 206 Ross Hall mailbox) by the appropriate deadline—Registration advising holds will be applied to student records for those not meeting their deadline
Graduate College Language Requirement Form

Majors or programs that have foreign language requirements require you to use this form to request a language requirement note be added to your academic record. Once you have completed the requirement for your major or program, return this completed form (including signatures) to the Graduate Program Staff Assistant, 227 Ross Hall, who will get the DOGE signature and then forward the form to the Office of the Registrar.

Please Print: Student's name: (last, first, middle)

University ID

Department

Major

Language requirement met: Master’s PH.D.

Date Date

Signature: Adviser/Major Professor Date

Signature: Major/Program DOGE Date

To the Office of the Registrar, 214 Enrollment Services, after DOGE signature.
**Transfer Credit Petition**

Department of English, Iowa State University

After you have discussed transfer credit issues with your Program Adviser/Major Professor, submit this completed form and required attachments (do not include ISU courses taken prior to entry into your current graduate program) to each faculty member for evaluation for ISU course equivalency. Submit everything to your Program Adviser/Major Professor for their support consideration and approval before submitting this petition to the Graduate Program Staff Assistant, 227 Ross Hall, for approval by the Director of Graduate Education.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID #:</td>
<td></td>
</tr>
<tr>
<td>Student's major:</td>
<td></td>
</tr>
<tr>
<td>Program Adviser/Major Professor:</td>
<td></td>
</tr>
</tbody>
</table>

Total number of credit hours requested for transfer on this petition: 

- Yes  
- No

How many of these credits or other credits were approved previously?

Projected graduation term:

**Transfer Course Information from:**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Institution</th>
<th>No. Credits</th>
<th>Grade</th>
<th>Year Taken</th>
<th>ISU Course No.</th>
<th>Title</th>
<th>POS Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ISU Course:</td>
<td>Title</td>
<td>POS Category:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ISU Course:</td>
<td>Title</td>
<td>POS Category:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ISU Course:</td>
<td>Title</td>
<td>POS Category:</td>
</tr>
</tbody>
</table>

Approval by Program Adviser/Major Professor:

I support and approve this Transfer Credit Petition as the student's Program Adviser/Major Professor. I have evaluated the previous coursework at the institution(s) indicated. Based on the evaluation of the transcripts and syllabi provided by the student, transfer credit should be granted for the above number of credits which are supported by faculty who regularly teach the ISU course equivalent (if applicable) as indicated on the Course Petition (on Page 2):

Program Adviser/Major Professor (signature)  
Date: ________

Approval by DOGE:

Number of transfer credits approved:

Director of Graduate Education Signature  
Date: ________

---

**Course Petition (to be completed by the student):**

Student must provide:

1. Course Petition (below) including a justification and brief description of each course's content, including major readings, assignments, and exams. Provide copy of appropriate pages from the catalog copy of the outside institution(s).

2. Transcript(s) showing the grade received in each course (official or unofficial copy to be attached).

**NOTE:** Additional paperwork required to accompany this petition may include any of the following:

- MFA Environmental Courses Outside English Petition if using transfer credits in this POS category
- RPC, PhD Concentration Petition if using transfer credits in this POS category
- Over-age Course Memo required if courses taken are/will be more than 7 calendar years old at time of projected ISU graduation. These courses will be subject to final approval by the Dean of the Graduate College when the Program of Study and Committee Form (PSCF) is submitted.

**Evaluation by faculty who regularly teach the ISU course equivalent or the closest course in the ISU Catalog**

*Not required for POS electives, outside environmental courses, or concentration courses taken outside the English Department.*

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Support &amp; Signature of faculty member who regularly teaches ISU course equivalent (see note above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS Category</td>
<td>Spec Cri’s, Core, Adv Study, Specialization, Electives, Lit, Ling, Outside Env, Tech Lang, Res Meth, Seminars, Conc, etc.</td>
</tr>
<tr>
<td>ISU Course No:</td>
<td>Title</td>
</tr>
<tr>
<td>ISU Course No:</td>
<td>Title</td>
</tr>
<tr>
<td>Other Institution Course No:</td>
<td>Title</td>
</tr>
</tbody>
</table>

**Support & Signature**

- Support
- Do not support

Signature  
Date: ________

---

| ISU Course No: | Title | POS Category: |
| ISU Course No: | Title | POS Category: |
| Other Institution Course No: | Title | Justification and Course Content: |

**Support & Signature**

- Support
- Do not support

Signature  
Date: ________

---

**Transfer Credit Petition**

Department of English, Iowa State University
Transfer Credit Basics

- Initial evaluation made by Program Adviser/Major Professor
- **Student responsibilities**
  - Obtain support & signature on Transfer Credit Petition from the faculty member who regularly teaches the ISU course equivalent (i.e., provide course syllabus, copy of catalog description from the outside institution, etc.)
  - Obtain support & signature from their Program Adviser/Major Professor
- **Limits** on number of transfer credits allowed by ISU
  - MS students—must earn 22 credits minimum at ISU
  - MFA students—must earn 22 credits minimum at ISU
    - No CW workshops or CW electives can be transferred
    - Lit up to 6 credits, English other than CW up to 3 credits, environmental courses outside English up to 6 credits
  - PhD students—must earn 36 credits minimum, including dissertation research, at ISU but actual number determined by Program Adviser/POS committee and DOGE
- **Course policies**
  - Must have a grade of B or higher
  - Over-age courses (more than 7 calendar years old at projected graduation) must be justified and approved for use in the POS
  - Courses counted toward undergraduate degree cannot be transferred (must have been earned as a graduate student at another institution)
POS Waiver/Equivalency Petition— for permission to take a different or more advanced course; to document previous coursework meeting pre/co-requisites

**PETITION FOR PROGRAM OF STUDY (POS) WAIVER/EQUIVALENCY**
Department of English, Iowa State University

A waiver/equivalency petition is used when your prior experience allows you the opportunity to take a different or more advanced course as an equivalent/substitute for a required course or to document previous coursework that meets pre/co-requisites. This completed petition should be submitted to the Graduate Program Staff Assistant, 227 Ross Hall, for the approval of the Director of Graduate Education before you take the course(s) listed below to avoid problems meeting degree requirements that can result in delayed graduation.

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID #:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Major:</td>
<td>Program Adviser/Major Professor:</td>
<td></td>
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<tr>
<td>Projected graduation term:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Institution</th>
<th>Justification</th>
<th>No. Credits</th>
<th>Sem/Year Taking</th>
<th>ISU Course Replacing POS Category</th>
<th>POS Category</th>
<th>Support &amp; Signature of faculty member who regularly teaches ISU Engl Dept course equiv. to POS course (if outside Engl Dept)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>□ Support&lt;br&gt;Signed&lt;br&gt;Date&lt;br&gt;</td>
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<td>□ Do not support&lt;br&gt;Signed&lt;br&gt;Date&lt;br&gt;</td>
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<td>□ Do not support&lt;br&gt;Signed&lt;br&gt;Date&lt;br&gt;</td>
</tr>
</tbody>
</table>

**NOTE:** Additional paperwork required to accompany this petition may include an Over-age Course Memo if courses taken are/are will be more than 7 calendar years old at time of requested ISU graduation term.

I have reviewed this petition for Program of Study (POS) waivers/equivalencies as the student’s academic Program Adviser/Major Professor. I support and request approval for the use of the above course(s) and credits in the student’s program of study.

Program Adviser/Major Professor (signature) Date

I approve the Program Adviser/Major Professor’s recommendation as noted above: Director of Graduate Education (signature) Date

#2015
# Program of Study and Committee

## MFA Environmental Courses Outside English Petition

**Petition For Approval Of Environmental Courses Outside English**

**MFA in Creative Writing and Environment**

Department of English, Iowa State University

This petition must be submitted to Program Advisor/Major Professor for their approval before you begin taking your environmental coursework even if it is a preliminary or partial petition that you must update/complete later. If you wish to change your course selection after this petition has been approved, you must file a revised petition with an amended description, overview and rationale for the course cluster, and updated course arguments. A complete petition approving all four outside environmental courses must be on file for graduation approval.

### Name:  

### ID #:  

### Date:  

Is this a revised petition of one approved previously?  

- [ ] Yes  
- [ ] No

Description of overall environmental interests:

---

**Please list the course number, title, and other information requested for outside environmental courses:**

- [ ] No more than three 400-level courses, OR no more than one 300-level course and two 400-level courses
- [ ] ENGL designator courses at the 300-400 level (including those cross-listed with ENGL courses) cannot be used to meet PNS requirements.

<table>
<thead>
<tr>
<th>Outside Environmental Course Information</th>
<th>Semester (Taken or Will Take)</th>
<th>Credits</th>
<th>Grade Received (if available)</th>
</tr>
</thead>
</table>
| 1. Course No:  
   Title:  
   Institution:  |  |  |  |
| 2. Course No:  
   Title:  
   Institution:  |  |  |  |
| 3. Course No:  
   Title:  
   Institution:  |  |  |  |
| 4. Course No:  
   Title:  
   Institution:  |  |  |  |

NOTE: Additional paperwork required to accompany this petition may include any of the following:

- Transfer Credit Petition if requesting to transfer credits in this POS category
- Over-age Course Memo required if courses taken are more than 7 calendar years old at time of projected ISU graduation

**Argument:** On Page 2, provide an overview and rationale that establishes an argument for the cluster of courses. Then provide a justification for each course that defines the focus or focus of the coursework in Environmental Courses Outside English, shows how these courses are related to some issue of environment or contribute to your understanding of "environment," broadly defined, explains the overall relevance of the coursework to your program of study, and discusses the contribution each course listed will make to your plan of study.

I support and approve this petition as the student's Program Advisor/Major Professor. I have reviewed the courses and argument in this petition and request approval for the above credits:

---

Program Advisor/Major Professor (signature)  

Date

Approved:

CWE Area Coordinator  

Date

---

Environmental coursework should be selected in consultation with your program advisor/major professor. The Creative Writing website provides a list of courses that previous students have taken to fulfill this requirement.

**Overview and rationale establishing an argument for cluster of courses below**

- Define the focus or foci of the coursework in Environmental Courses Outside English.
- Show how these courses are related to some issue of environment or contribute to your understanding of "environment," broadly defined.
- Explain the overall relevance of that coursework to your program of study.
- Discuss the contribution each course taken will make to your program of study.

---

**Individual Course Justification**

| Course No:  
   Title:  
   Contribution to the POS |
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8-2013
RPC Concentration Petition

**PETITION FOR APPROVAL OF CONCENTRATION**
Ph.D. in Rhetoric and Professional Communication
Department of English, Iowa State University

This petition must be submitted to Program Adviser/Major Professor, for their approval before you begin taking your concentration coursework even if it is a preliminary or partial petition that you must update/complete later. If you wish to change your course selection after this petition has been approved, you must file a revised petition with an amended concentration definition and course arguments. A complete petition approving all four concentration courses must be on file for graduation approval.

**Name:**
**ID #:**
**Date:**

Is this a revised petition from one approved previously?  Yes  No

**Descriptive title of concentration:**

**Option:** Identify your proposed concentration by specifying whether you are (a) working within the English Department, (b) working within an alternative department, or (c) creating an interdisciplinary concentration and then listing the specific courses you plan to take.
- In-house Departmental Option
- Outside Departmental Option
- Interdisciplinary Option

Please list the course information requested below:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Semester (Taken or will Take)</th>
<th>Credits</th>
<th>Grade Received (if avail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Course No.</td>
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<tr>
<td>Title</td>
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<td>Institution</td>
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<td>2) Course No.</td>
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<td>3) Course No.</td>
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<td>4) Course No.</td>
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<td>Title</td>
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</tr>
<tr>
<td>Institution</td>
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</table>

**Note:** Additional paperwork required to accompany this petition may include any of the following:
- Transfer Credit Petition if requesting to transfer in credits in this POS category
- Over-age Course Memo required if courses taken are/will be more than 7 calendar years old at time of projected ISU graduation

**Argument:** On Page 2, provide an argument that defines the concentration and explains the relevance of the concentration to the program of study. Then create an argument for each course that defines its relevance and discusses the contribution the course will make to your plan of study.

**I support and approve this petition as the student’s Program Adviser/Major Professor. I have reviewed the courses and argument in this petition and request approval for the above credits:**

Program Adviser/Major Professor (printed name & signature)

**Date:**

8-2013

**Page 2**

**PETITION FOR APPROVAL OF CONCENTRATION (PhD in RPC)**

**Name:**
**ID #:**

**Argument defining the concentration and its relevance to the POS**

**Individual Course Arguments**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Contribution to the POS</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Contribution to the POS</th>
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</thead>
<tbody>
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</tbody>
</table>
Over-Age Course Memo—courses more than 7 calendar years old at the time of graduation used to meet POS requirements must be approved by the Graduate College Dean.
Graduate College Online POSC Form

- Students must ALSO complete and submit by the same deadline the Graduate College online Program of Study and Committee Form (POSC) in their AccessPlus account
  - The DPS and POS documentation is the basis of what is entered by the student in the POSC Form
  - The POSC Form is a vital document for graduation and represents an agreement between the student and the Graduate College
    - Shows academic preparation for an advanced degree
    - Establishes POS committee
    - Documents the courses taken or will take for their graduate degree
- Questions regarding the POSC Form
  - Graduate Program Staff Assistant, Teresa Smiley
    (tsmiley@iastate.edu; 227 Ross Hall)
  - See the Graduate College POSC Help Page for more information (http://www.grad-college.iastate.edu/common/POSC/posc-help.php)
Graduate Student Status

Required to Apply for Graduation

<table>
<thead>
<tr>
<th>Status</th>
<th>Alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK - Full</td>
<td>None</td>
</tr>
<tr>
<td>OK - 3.85</td>
<td></td>
</tr>
<tr>
<td>OK - Pass</td>
<td></td>
</tr>
</tbody>
</table>

Required to take Final Exam

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Months After Prelim</td>
<td>NO - Not yet scheduled</td>
</tr>
<tr>
<td>GPA of at least 3.00</td>
<td>OK - 3.85</td>
</tr>
<tr>
<td>Currently Registered</td>
<td>YES</td>
</tr>
<tr>
<td>Incompletes, Non Reports &amp; Fs on Transcript</td>
<td>OK</td>
</tr>
<tr>
<td>C or above on POSC</td>
<td>OK</td>
</tr>
<tr>
<td>Completed or Enrolled in POSC Courses</td>
<td>OK</td>
</tr>
<tr>
<td>No Overage Courses on POSC</td>
<td>OK</td>
</tr>
<tr>
<td>POSC Approved</td>
<td>OK - Approved August 2016</td>
</tr>
</tbody>
</table>

Final Graduation Checks

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of Final Oral</td>
<td>NO - not scheduled</td>
<td></td>
</tr>
<tr>
<td>Conditions on Final Oral Removed</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Graduation Approval Form Submitted</td>
<td>OK</td>
<td></td>
</tr>
<tr>
<td>Submit Thesis/Dissertation</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

Department, Major, and Minor Information

Major: English
Degree Currently Sought: Doctor of Philosophy
Thesis: Required
Credits Earned in Graduate Status: 64.00
First Registered: Fall 2003
Last Term Registered: Fall 2016

POSC

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an account</td>
<td>Proquest</td>
</tr>
<tr>
<td>Final Oral Exam</td>
<td>NO - Not yet scheduled</td>
</tr>
</tbody>
</table>

Committee Members

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYE-WILLIAMS STACY ANN</td>
<td>MAJOR PROFESSOR</td>
</tr>
<tr>
<td>DUBISAR ABÍY</td>
<td>COMMITTEE MEMBER</td>
</tr>
<tr>
<td>LAWARE MARGARET R</td>
<td>COMMITTEE MEMBER</td>
</tr>
<tr>
<td>COFFELT TINA A</td>
<td>COMMITTEE MEMBER</td>
</tr>
<tr>
<td>MARSHALL JOANNE</td>
<td>COMMITTEE MEMBER</td>
</tr>
</tbody>
</table>

Career Development Tools

<table>
<thead>
<tr>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
</tr>
<tr>
<td>Individual Development Plan</td>
</tr>
<tr>
<td>ISU Career Services</td>
</tr>
</tbody>
</table>

If any of the requirements for Final Exam have not been met, Graduation can be canceled.
### Program of Study and Committee

**POSC Form**

**Name**

**University ID**

**Status**

Enter your POSC information.

**Current Graduate Degree**

**Degree Sought**

**Major**

**Department**

**Major Code**

**Area of Specialization**

**1st Major**

**Co-Major**

**1st Minor**

**2nd Minor**

**Modify Degree Program** (if you need to change your degree or home department contact the Graduate College)

**Degree Sought**

**Options**

**Choose one**

**1st Major**

**Department**

**1st Minor**

**2nd Minor**

**Co-Major**

**Major and Area of Specialization**

**English**

**Minor**

**English - No area of specialization**

**SAVE OFTEN (form times out every 15 minutes)**

**Grad Student Handbook**

**Program of Study and Committee Form Help**
Students are asked to record comments here to assist approvers with their evaluation and approval of the student’s POSC Form

- How Pre/Co-Requisites are being met
- Details about POS waiver/equivalencies approved
- Any other information they would like to communicate
9 credits maximum allowed in each of these categories.
Program of Study and Committee

1. **ISU graduate courses taken (or to be taken) as a degree seeking graduate student** - Type the dept. code exactly as it is listed on your transcript, including any spaces. Example: FS HN not FSHN. Start typing the department code and then choose from the drop down menu.

<table>
<thead>
<tr>
<th>Action</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
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<tr>
<td>Add</td>
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</tbody>
</table>

Total Degree Credits: 0

- 300 level credits: 0
- 400 level credits: 0
- Graduate (500/600) level class credits: 0
- Other credits: 0

2. **Research Credits (699 credits only)**

<table>
<thead>
<tr>
<th>Action</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
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</table>

Total Research Credits: 0

- Required Hours: 30
- Total Credits: 0

Save, Validate Form, Submit for Approval
POSC Routing and Approval

- **Routes to Major Professor(s) first**—should not be approved until student has completed and you have approved required department paperwork (Degree Planning Sheet and other necessary POS documentation)

- **Routes to all other committee members** before it routes to the DOGE and then to the Graduate College
  - Receive **Email notifications** from Solution@iastate.edu (see next page)
  - Major Professor(s) and committee members may contact the student to answer questions or provide additional required paperwork to support their POSC Form submission before approving
  - If **Disapprove, please record comments** so the student and major professor know the reason for the action—these comments will be included in the email the student and major professor receives from the system
  - **When POSC Form Approved** student receives an email from the Graduate College letting them know their POSC Form is finished routing and approved

- **POSC Form not available for changes during routing**—changes/modifications are not possible until it has gone all the way through the system and is Approved OR after it is Disapproved and returned to the student to make corrections
Faculty Approval of POSC Form Submissions

Faculty receive email notification that they have an Action List eDoc that needs attention in their Kuali Action List in AccessPlus.

Subject: Action List Reminder (635105-POSC: PHD RPC 089489400)

Date: Thursday, September 24, 2015 at 8:46:55 AM Central Daylight Time

From: solution@iastate.edu

To: Smiley, Teresa L [ENGL]

Your Action List has an eDoc(electronic document) that needs your attention.

The Kuali Action List is located in the In Basket on the A+ Home tab in Accessplus.

Document ID: 635105

Initiator: Baker, Matthew

Type: Add/Modify r500.POSCv2.DocType

Title: POSC: PHD RPC 089489400

To change how these email notifications are sent(daily, weekly or none):
Go to the preferences link of your Action List

Student’s Name will appear here

Type of Kuali form identified here

Faculty Approval of POSC Form Submissions
Faculty/Staff Information
AccessPlus –
Click on the ID number to bring up the student’s form.
# Program of Study and Committee Form

**Iowa State University POSC**

**Program of Study Committee Form**

**Name**

**University ID**

**Current Graduate Degree**

**Degree Sought** PHD

<table>
<thead>
<tr>
<th>1st Major</th>
<th>Department</th>
<th>Major Code</th>
<th>Area of Specialization</th>
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<tbody>
<tr>
<td>ENGL</td>
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<table>
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</table>

<table>
<thead>
<tr>
<th>2nd Minor</th>
<th>Department</th>
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**Modify Degree Program (If you need to change your degree program or home department contact the Graduate College)**

**Degree Sought** PHD

**Options** Thesis

<table>
<thead>
<tr>
<th>Department</th>
<th>Major and Area of Specialization</th>
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<tbody>
<tr>
<td>English</td>
<td>Rhetoric and Professional Communication - No area of specialization</td>
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<table>
<thead>
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<th>Co-Major</th>
<th>Department</th>
<th>Minor</th>
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</thead>
</table>

<table>
<thead>
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<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2nd Minor</th>
<th>Department</th>
<th>Minor</th>
<th>Outside Member</th>
<th>Minor Rep</th>
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**Expected Completion Dates**

**Expected Graduation Term** [Summer] 2017

**Committee**

<table>
<thead>
<tr>
<th>Action</th>
<th>Name</th>
<th>Email Address</th>
<th>Majors</th>
<th>Role</th>
<th>Outside Member</th>
<th>Minor Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>MACKIEWICZ JO MARIE</td>
<td><a href="mailto:jomack@iastate.edu">jomack@iastate.edu</a></td>
<td>APL, LING, RCPC, RPC, TESL</td>
<td>Major Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>GRAY BETHANY DIANNE EKLE</td>
<td><a href="mailto:begray@iastate.edu">begray@iastate.edu</a></td>
<td>APL, LING, TESL</td>
<td>Committee Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>RUSSELL DAVID R</td>
<td><a href="mailto:drrussel@iastate.edu">drrussel@iastate.edu</a></td>
<td>BRT, ENGL, RCPC, RPC</td>
<td>Committee Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>TYE-WILLIAMS STACY ANN</td>
<td><a href="mailto:styewill@iastate.edu">styewill@iastate.edu</a></td>
<td>RCPC, RPC</td>
<td>Committee Member</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Add</td>
<td>ZHANG ZHU</td>
<td><a href="mailto:zhuzhang@iastate.edu">zhuzhang@iastate.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

**Student Comments** (will be seen by faculty, staff, and students)
# Program of Study and Committee

## Program of Study

### Courses taken as an undergraduate at ISU

<table>
<thead>
<tr>
<th>Action</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>ISU</td>
<td>502</td>
<td>COMM RESEARCH METHOD</td>
<td>4.0</td>
<td>Spring</td>
<td>2012</td>
<td>A</td>
<td>2019</td>
</tr>
<tr>
<td>Add</td>
<td>ISU</td>
<td>506</td>
<td>THRY&amp;RESEARCH PRO CMM</td>
<td>3.0</td>
<td>Fall</td>
<td>2013</td>
<td>A</td>
<td>2020</td>
</tr>
</tbody>
</table>

### Courses taken as an undeclared graduate student at ISU

<table>
<thead>
<tr>
<th>Action</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>ISU</td>
<td>502</td>
<td>COMM RESEARCH METHOD</td>
<td>4.0</td>
<td>Spring</td>
<td>2012</td>
<td>A</td>
<td>2019</td>
</tr>
<tr>
<td>Add</td>
<td>ISU</td>
<td>506</td>
<td>THRY&amp;RESEARCH PRO CMM</td>
<td>3.0</td>
<td>Fall</td>
<td>2013</td>
<td>A</td>
<td>2020</td>
</tr>
</tbody>
</table>

### Transfer Courses - The Transfer section is only for classes taken at another university. Do not include Iowa State courses in this section.

<table>
<thead>
<tr>
<th>Action</th>
<th>Institution</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Courses taken (or to be taken) at ISU as a degree seeking graduate student

<table>
<thead>
<tr>
<th>Action</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>ISU</td>
<td>502</td>
<td>COMM RESEARCH METHOD</td>
<td>4.0</td>
<td>Spring</td>
<td>2012</td>
<td>A</td>
<td>2019</td>
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<tr>
<td>Add</td>
<td>ISU</td>
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<td>THRY&amp;RESEARCH PRO CMM</td>
<td>3.0</td>
<td>Fall</td>
<td>2013</td>
<td>A</td>
<td>2020</td>
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</tbody>
</table>

### Research Credits

<table>
<thead>
<tr>
<th>Action</th>
<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
<th>Expiration Year</th>
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</thead>
<tbody>
<tr>
<td>Add</td>
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<td>RESEARCH</td>
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<td>Fall</td>
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<td>2024</td>
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</table>

<table>
<thead>
<tr>
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<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>ISU</td>
<td>699</td>
<td>RESEARCH</td>
<td>6.0</td>
<td>Spring</td>
<td>2018</td>
<td>A</td>
<td>2025</td>
</tr>
</tbody>
</table>

Total Degree Credits: 61.0

Total Research Credits: 12.0

**Required Hours:** 72.0

**Total Credits:** 73.0
Notes or comments to the student should be recorded in the “Comments to Student” section below; will be included in email student receives

- Record your name and date with the comment
- Especially important if disapproving the POSC Form—please give details of why you disapproved the POSC

**Save** allows you to save and come back to the form
**Approve** sends the form forward to the next level of approval
**Disapprove** sends the form back to the student
**Return to previous** goes back to the previous approver

Notes or comments for other approvers can be recorded here and will not be seen by the student—Click “Save” to the right
Students can check the **Routing Log** to find out where their POSC Form is in the routing process—they may send you an email reminder to review and act on their POSC Form.
An approved POSC Form

Program of Study and Committee

POSIC approved October 28, 2014. You may enter modifications below.
Program Audit Feature

**Required to Apply for Graduation**
- **Status**: OK
- **Admission Type**: OK - Full
- **GPA**: OK - 3.85
- **Met English Requirement**: OK - Pass
- **POSC Approved**: OK - Approved August 2016
- **Graduation Application Submitted**: NO - Not submitted

**Department, Major, and Minor Information**
- **Major**: English
- **Department**: English
- **Degree Currently Sought**: Doctor of Philosophy
- **Thesis**: Required
- **Credits Earned in Graduate Status**: 64.00
- **First Registered**: Fall 2003
- **Last Term Registered**: Fall 2016

**Required to take Final Exam**
- **6 Months After Prelim**: NO - Not yet scheduled
- **GPA of at least 3.00**: OK - 3.85
- **Currently Registered**: YES
- **Incomplete(s), Non Reports & F’s on Transcript**: OK
- **C or above on POSC**: OK
- **Completed or Enrolled in POSC Courses**: OK
- **No Overage Courses on POSC**: OK - Approved August 2016
- **Establish an account with Proquest**: Proquest
- **Final Oral Exam Scheduled**: NO - Not yet scheduled

**POSOC**
- **My POSOC Form**: My Program Audit

**Committee Members**
- **TYE-WILLIAMS STACY ANN**: ENGL MAJOR PROFESSOR
- **DUBISAR ABBY**: ENGL COMMITTEE MEMBER
- **LAWARE MARGARET R**: ENGL COMMITTEE MEMBER
- **COFFELT TINA A**: ENGL COMMITTEE MEMBER
- **MARRSHALL JOANNE**: SOE COMMITTEE MEMBER

**Final Graduation Checks**
- **Report of Final Oral**: NO - Not yet scheduled
- **Conditions on Final Oral Removed**: OK
- **Graduation Approval Form Submitted**: NO
- **Submit Thesis/Dissertation**: Proquest

**Career Development Tools**
- **Professional Development**
- **Individual Development Plan**
- **ISU Career Services**
POSC Form Program Audit

- Once a POSC Form is approved by the Graduate College, the student can return to their Graduate Student Status screen in AccessPlus.
- Click **My Program Audit** button to the right of the **My POSC Form** button on this screen.
- A color coded audit of your POSC Form will appear (see next page):
  - courses completed (green)
  - Course currently taking (blue)
  - incomplete/insufficient grade (red)
  - over-age courses (orange)
  - classes not taken during semester indicated on POSC (yellow)
  - classes not taken yet (white)
- This audit will help spot anything regarding their POSC that needs attention which will better prepare them to meet requirements for graduation.
## Program Audit

### Graduate Program of Study (Courses taken at Iowa State University)

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Planned Credits</th>
<th>Credits Completed</th>
<th>Grade</th>
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<th>Status</th>
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<tr>
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<td>F2014</td>
<td>2021</td>
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<td>S2015</td>
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Subtotal Credits: 30.0

### Research Credits (699 Only)

<table>
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<tr>
<th>Dept</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Planned Credits</th>
<th>Credits Completed</th>
<th>Grade</th>
<th>Planned Year</th>
<th>Year Completed</th>
<th>Approved Until</th>
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<td></td>
<td>S2015</td>
<td></td>
<td>2022</td>
</tr>
</tbody>
</table>

Subtotal Research Credits: 3.0

Total Credits Completed: 17

Total Planned Credits (POS, Transfer, and Research): 33

Total Credits Required for Degree: 30

### POSC Key
- **Green**: Course is POSC taken and appropriate grade earned.
- **Red**: Incomplete or appropriate grade not earned. Class may need to be retaken or removed from POSC.
- **Orange**: Class taken more than 7 years ago. May not be applied to POSC without approval.
- **Yellow**: Class not taken during anticipated semester. Will still need to be taken.
- **Blue**: Currently attending class
- **White**: Classes not taken yet