Student Handbook

Phone: 1-319-335-0964  
Fax: 1-319-335-1069  
Email: iba@uiowa.edu  
Room: 169 Biology Building

Iowa Biosciences Academy  
169 Biology Building  
Iowa City, IA 52242
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Introduction and General Program Information

Directors: Lori Adams, PhD (Biology), Vincent G.J. Rodgers, PhD (Physics and Astronomy)
Assistant Director and Career Counselor: Meaghan Rowe-Johnson (Counseling Psychology)
Program Coordinator: Brinda Shetty
Web site: http://iba.biology.uiowa.edu/

The Iowa Biosciences Academy (IBA) is a NIH-funded Initiative for Maximizing Student Development (IMSD) program. The UI IMSD was initially funded in 1999 and brought to its first cohort of students to campus that summer, under the leadership of then-PI Prof. Peter Nathan and co-director Bob Fellows. In 2001, Prof. Bev Davidson and Prof. Sarah England took over leadership of the program and a competitive renewal was awarded in 2004. Davidson stepped down in 2005, and in 2006, Prof. Vincent Rodgers became co-director. England and Rodgers were awarded another competitive renewal in 2008. England left University of Iowa for Washington University in 2011 and Prof. Lori Adams joined IBA as Co-Director in 2011. The grant recently received its third competitive renewal 2012, and the IMSD grant will be funded 2012-2017.

IBA is a highly competitive undergraduate research and academic enrichment program. The program identifies academically talented undergraduate, underrepresented students who aspire to research careers and gives them first-rate training that facilitates entry into doctoral programs in biomedical, behavioral, and biophysical sciences.

Iowa Biosciences Academy students have opportunities to work in research laboratories with faculty mentors during the course of their undergraduate careers. The program’s faculty represents a broad range of disciplines in the basic and biomedical sciences. IBA students also benefit from specialized course work, career counseling, and academic advising for biomedical and bioscience careers.

Students selected for IBA must maintain good standing in academics and research. Good academic standing requires a GPA of at least 3.00 and is evaluated at the end of each semester. Good research standing is determined by each student’s research mentor. Students work with their mentors throughout the academic year and summer.
# Contact Sheet

## Iowa Biosciences Academy

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>1-319-335-1322</td>
<td>Lori Adams</td>
<td>Co-Director</td>
</tr>
<tr>
<td>1-319-335-1219</td>
<td>Vincent Rodgers</td>
<td>Co-Director</td>
</tr>
<tr>
<td>1-608-220-4334</td>
<td>Meaghan Rowe-Johnson</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>1-319-335-0964</td>
<td>Brinda Shetty</td>
<td>Program Coordinator</td>
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</tbody>
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## Payroll

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>Can answer any questions about payroll</th>
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<tbody>
<tr>
<td>335-1051</td>
<td>Eileen Sullivan</td>
<td></td>
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## Website

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<tbody>
<tr>
<td>335-1050</td>
<td>Steve Kehoe</td>
<td></td>
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## Center for Diversity & Enrichment

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>MC Coordinator for science majors</th>
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<tbody>
<tr>
<td>335-3555</td>
<td>Dominique Brooks</td>
<td></td>
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## Graduate College & OGEI

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>Outreach and recruitment, Graduate program fees</th>
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<tbody>
<tr>
<td>335-2138</td>
<td>Joe Henry</td>
<td></td>
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## Iowa Center for Research by Undergrads (ICRU)

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>Director of ICRU</th>
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<tbody>
<tr>
<td>335-1684</td>
<td>Bob Kirby</td>
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## Medical Scientist Training Program (MSTP)

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<tr>
<th>Phone</th>
<th>Name</th>
<th>Coordinates the Iowa MSTP (MD/PhD)</th>
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<tbody>
<tr>
<td>335-8304</td>
<td>Leslie Harrington</td>
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## Minority Health & Health Disparities International Research Training (MHIRT) Program

<table>
<thead>
<tr>
<th>Phone</th>
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<tbody>
<tr>
<td>335-4135</td>
<td>Kristina Venzke</td>
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## Summer Research Opportunities Program (SORP)/McNair Scholars Program

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>Coordinates SROP/McNair</th>
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<tbody>
<tr>
<td>5-2148</td>
<td>Diana Bryant</td>
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## Women in Science & Engineering (WISE)

<table>
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<tr>
<th>Phone</th>
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<tr>
<td>5-3511</td>
<td>Chris Brus</td>
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Payroll for IBA Students

IBA Student Hourly Rate Schedule

<table>
<thead>
<tr>
<th>1st year</th>
<th>2nd Year</th>
<th>SUM 2</th>
<th>3rd Year</th>
<th>SUM 3</th>
<th>4th Year</th>
<th>Remaining Time</th>
</tr>
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<tbody>
<tr>
<td>$10.00 / hr</td>
<td>&lt;------</td>
<td>$10.50 / hr</td>
<td>&lt;------</td>
<td>$11.00 / hr</td>
<td>$11.50/hr</td>
<td>&lt;------</td>
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Contact Eileen Sullivan (335-1051) to schedule a meeting.

What should the new employee bring to this meeting?
- Bring Photo ID
- Login/Password for logging in to Employee Self-Service (HawkID)

How to submit your timesheet and get paid

Step One: Submit Your Hours On-Line.
1) Log onto ISIS using your HawkID and password.
2) Click Student Records on the top bar.
3) Click HR Self Service and Earnings Statements. This will bring up your HR Self Service Employee web page.
4) Click Employee Time Records under Time Reporting.
5) Click the date under Period Ending for the appropriate biweekly time period. Hint: The biweekly time period is listed in the subject line of this email. You can review the entire Bi-Weekly Payroll Schedule on the payroll web site.
6) Enter your hours by day. (You can enter your time daily and simply click on “save and exit” or you can enter all of your time at the end of the biweekly period. Once the biweekly period is over, you must complete the employee time record and click on “submit to supervisor.”) The system will add the hours for the weekly total. Write down your total weekly hours – you’ll need these when you solicit approval from your mentor.
7) The first time you “submit to supervisor,” a page will display showing “not listed” under supervisor name. You will need to select “not listed” and click on “continue.” If you’ve submitted hours to someone else for prior pay periods, the default entry may not be correct. If any name other than mine appears under “supervisor,” please select “not listed” and “continue.”
8) Type “Shetty” in the last name field and “Brinda” in the first name boxes and click on “continue.”
9) Click the name “Brinda Shetty,” then click “continue.”
10) At this point, your time record has been saved in workflow and automatically submitted to Brinda Shetty.
11) The next time you “submit to supervisor”, “Brinda Shetty” should be displayed for you to select. If you change jobs, you will need to insure that you select the appropriate person to receive your electronic time record.

**Step 2: Send a Summary of your Hours to your Lab Supervisor with a CC to Brinda Shetty.**

In addition to entering your hours online, you need to send a summary of your hours to your supervisor in the lab. To do this, send an email to your direct supervisor (this person does not have to be your faculty mentor) and cc: brinda-shetty@uiowa.edu on the email. Please use the template below to construct your email. Note that your supervisor does not need to respond to this email unless he/she spots an error in your reporting.

To Field: Lab Supervisor

CC Field: Brinda Shetty (brinda-shetty@uiowa.edu)

Subject Field: Summary of my hours for pay period ending Saturday, Month Day

Dear Supervisor:

Here is a summary of my hours for the pay period ending Saturday, Month Day. If you agree that these are my hours worked, no action is required. If you believe that there is an error in my reporting, please REPLY ALL and describe any concerns you have.

Here are my hours:

Week one: ##
Week two: ##

Thanks,
Your Name
Courses and Program Structure

**Academic and Career Consultation**
Students are expected to meet with the Career Counselor at least once per semester to discuss their academic and professional goals and progress.

**Student Development Seminars**
Each fall and spring semester, IBA students enroll in IBA:1041 (section to be determined each semester) IBA Student Development Seminar for 1 s.h. The course is also available for 0 s.h. for those students who are already enrolled for maximum hours (usually engineering students).

Each semester that research is conducted, enroll in IBA:3992 IBA Research in Biomedical Science for 0 s.h. This course recognizes research done on your transcript.

Purpose: To facilitate academic, personal and professional development of all IBA students.

**Suggested Seminar Schedule (from First Year to Senior Year):**

1st Year:
Fall: Ways of Knowing Science (BIOL: 1808)
Spring: Research Rotations (IBA:1041)

2nd Year:
Fall: Professionalism in the Scientific Community (IBA:1041 and IBA:3992)
Spring: Career Specification and Candidate to Scholar Transition (IBA:1041 and IBA:3992)

3rd Year:
Fall: Scholar Seminar: Interdisciplinary Bioscience Journal Club (IBA:1041 and IBA:3992)
Spring: Applying to Graduate School (IBA:1041 and IBA:3992)

4th Year
Fall: Scholar Seminar: Interdisciplinary Bioscience Journal Club (IBA:1041 and IBA:3992)
Spring: Graduate School Survival and/or Scholar Seminar II (IBA:1041 and IBA:3992)

The syllabi and curriculum for each course can be found on ICON.
**Research Opportunities** | **Student Development Seminar**
--- | ---
**First Year Fall Candidates** | Focus on making a successful academic transition to college | Ways of Knowing Science
**First Year Spring Candidates** | One lab rotation (up to 5-10 hours/week) | Research Rotations
**Summer 1: 8 week session** | Conduct research up to 30-40 hours/week, Poster Presentation at SURC | IBA Summer Seminar Series
**Second Academic Year** | Conduct research up to 10-12 hours/week | Professionalism in Scientific Community (FA)
|  |  | Career Exploration/Candidate to Scholar (SP)
--- | ---
**Candidates apply for Scholar Program. Those selected complete:**
**Summer 2: 8 week session** | Conduct research up to 40 hours/week, Oral Presentation at SURC | IBA Summer Seminar Series
**Third Academic Year** | Conduct research up to 15 hrs/week | Scholar Seminar I (FA)
|  |  | Applying to Grad School (SP)
**Summer 3: 8 week session** | Conduct research up to 40 hrs/week, Oral Presentation at SURC | IBA Summer Seminar Series
**Fourth Academic Year** | Conduct research up to 20 hrs/week | Scholar Seminar I (FA)
|  |  | Graduate School Survival or Scholar Seminar II (SP)

**Core Competencies Addressed:** The Iowa Biosciences Academy strives to instill eight fundamental competencies\(^1\) in our students throughout the four years of their education. Coursework is designed to hone the following areas:

1. **Research excellence:** Acquire research expertise in a particular Bioscience area.
2. **Study design, data collection, and analytical techniques:** Investigate a cutting-edge research problem employing discipline-specific techniques.
3. **Leadership/management:** Manage research teams and provide leadership in advancing a Bioscience discipline.
4. **Oral communication of research findings:** Communicate knowledge through presentation of research findings.
5. **Scientific writing:** Write well-organized and logical abstracts, journal publications, research proposals, and grant applications.
6. **Responsible conduct of research:** Conduct research according to professional ethics and regulatory guidelines.
7. **Teaching excellence:** Teach others through classroom teaching and individual mentoring incorporating evidence-based strategies for teaching and learning.
8. **Collaboration:** Communicate and cooperate with others within and across disciplinary boundaries and national borders.

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IBA Candidate to Scholar Transition

- IBA Candidates who wish to pursue research science and are committed to doctoral education can submit an application to become an IBA Scholar.

- The Candidate submits a two-page proposal detailing a research hypothesis, proposed methods for testing the hypothesis, and research goals and a personal statement.

- The Candidate is then interviewed by the IBA Scholar selection committee. This committee includes both IBA Co-Directors, staff, and an external faculty member.

- Students identified by the selection committee to show promise for a future in research science are selected to become IBA Scholars.

- At the time of promotion to IBA Scholar status, each student must sign the IBA Scholar Contract, which specifies that if the student realizes he/she does not wish to pursue a Ph.D., he/she must withdraw from the IBA program.
Academic Support and Tutoring Resources—How to Get Help!

1. Visit Tutor Iowa at http://tutor.uiowa.edu/ and enter your course title in the search engine. This is an excellent resource to find academic assistance and mentoring for your University of Iowa courses. It will provide you with campus help labs, supplemental instruction, and potential private tutors.
   a. Campus help labs—University Housing offers free, walk-in tutoring between the hours of 8:00 pm-10:00 pm Sunday through Thursday in the following locations: Hillcrest Hall North Private Dining Currier Hall North Lounge Mayflower Hall Classroom for specific classes. Though the Office of Residence Life generally offers these help labs to on-campus residents, they have expressed the willingness to assist off-campus students as well.
   b. Supplemental Instruction—Supplemental Instruction (SI) are free study group sessions that are open to UI students who are enrolled in the course. Sessions are informal and lead by peer students who have performed well in the course. You'll compare notes with other students, discuss readings, get organized, and predict and prepare for test items. The leader attends all class lectures and takes notes, so you can be sure that your leader knows what's going on in your class and is working with the professor. Most importantly, the SI instructors are required to have office hours, and you can request private tutoring during these hours.
   c. Private Tutors—Tutor Iowa also provides a list of students who are private tutors. However, these should be used as a last resource after attending Supplemental Instruction, Tutorial labs assembled by the department, and/or campus help labs.

2. Help Labs: Physics & Astronomy, Math, Computer Science, Statistics departments offer walk-in services staffed by graduate and advanced undergraduate students. These resources are very helpful with flexible hours. Check the department’s website!

3. Visit http://uc.uiowa.edu/swat SWAT (Study, Workshops, and Tutoring). The SWAT program offers small group tutoring, small group guided study, and review sessions in a variety of courses.

4. Meet with your T.A. during their office hours!

If you’ve tried these free resources and still feel like a private tutor is necessary, then contact a tutor from Tutor Iowa.

How to Hire the Right Tutor for You:

1. Send an initial tutor request through email to lori-adams@uiowa.edu
2. Interview interested candidate(s) to verify that he/she has a teaching style that will be conducive to your learning
3. Discuss relevant tutoring experience and coursework
   a. Potential questions: tell me about your most rewarding experience as a tutor,
      tell me about a challenging experience with a student
4. Explain time expectations
5. Verify whether tutor is already in the UI HR payroll system and ask desired rate.
6. Discuss any additional questions
7. Contact Meaghan Rowe-Johnson at meaghan-rowe-johnson@uiowa.edu to discuss private tutor and add him/her to payroll.

Our policy on Graduate Application Fees:

IBA students that apply to CIC member universities
http://www.cic.net/home/aboutcic/cicuniversities.aspx have their application fee waived through the FreeApp program. Joseph Henry in the OGEI (http://ogi.grad.uiowa.edu/ogi-staff ) has the CIC application forms. The FreeApp description can be found at this link

We will pay for one application fee for a bioscience related application to a non-CIC university for each student that intends to go to a bioscience related graduate school.

GRE
IBA will pay for:
1) One GRE Subject Test <http://www.ets.org/gre/subject/about (consistent with bioscience) per student that wishes to take the subject test.
2) One attempt of the GRE General Test for each student that announces they are applying to graduate school in bioscience related fields.
3) Please work with IBA staff when scheduling the exam and paying the fee. We discourage students paying for the test themselves and requesting reimbursement.
4) We do not pay late fees, rescheduling fees, are any special handling fees.
# Iowa Biosciences Academy (IBA)

## Lab Research Expectations

<table>
<thead>
<tr>
<th>Values</th>
<th>Students will:</th>
<th>Mentors will:</th>
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</table>
| Responsibility  | • behave properly in the lab and accommodate himself/herself to the routines of the lab,  
  • inform the mentor promptly and early whenever a change of schedule is necessary,  
  • be a self-starter, ready to offer suggestions and accept responsibilities, and  
  • complete the tasks assigned to him/her. | • inform student of the lab’s code of practice,  
  • assess the suitability of the scope of the research project and establish a manageable work plan with the student at the onset,  
  • designate staff or student from the lab to peer coach and guide the student in the day-to-day lab work  
  • provide student with resources, and  
  • be patient. |
| Respect         | • develop good working relationships with others in the lab,  
  • follow instructions and advice of the mentor and supervisor. | • encourage student to treat lab technicians and research assistants with respect,  
  • treat the rotating student with respect. |
| Perseverance    | • learn to pursue his/her interest until completion of the research work, and  
  • not give up easily when things go wrong. | • help guide the student along to enable him/her to complete a manageable amount of research within the timeframe given. |
| Commitment      | • be punctual, attend the sessions as agreed upon, and call in advance whenever a change of schedule is necessary,  
  • familiarize themselves with the background information of the project and develop an understanding of the work he/she is doing and how it contributes to the overall goal of the lab. | • explain the relevance of the research done by the student in relation to the research carried out by the PI’s team of researchers. |
| Adaptability    | • accept an alternative project graciously. | • provide a worthwhile experience that gives the student some insight into the world of research. |

Adapted from [www.science.nus.edu.sg](http://www.science.nus.edu.sg)
UNIVERSITY OF IOWA TRAVEL OFFICE ACCEPTABLE EXPENSES
http://www.uiowa.edu/~purchase/travel/index.html

DURING THE TRIP – Allowable Expenses/Receipts Required
Travel status is defined as the time the traveler leaves their home or office until the time the
traveler arrives at their home or office (not flight times).

Meal Guidelines
Meal claims should reflect actual/reasonable expense not to exceed the maximum daily
allowance. Meal tips should be included in the meal claim. The amounts may be distributed
among the meals in any manner as long as the daily total does not exceed the maximum.

Most meals are at the conference and are covered by your registration fee. Conference meals
are an opportunity to network with faculty, graduate students, and staff at your potential
future schools.

Allowances
- Actual meal expenses should be claimed and may not exceed the daily allowance for each
destination.
- Meal tips should be included in the meal claim and may not be claimed as a separate
  expense.
- Claims up to the full maximum are allowed on full days of travel.
- On partial days of travel, allowances are prorated based upon departure and return times as
defined below, allowing 20% of the daily allowance for breakfast, 30% for lunch, and 50%
  for dinner. These individual allotments are defined for the purpose of determining the
correct daily allowance only. Individual meal claims do not have to fall within these specific
meal parameters. Actual costs can be distributed among the meals in any manner as long
as the total claim for each day does not exceed the maximum allowance for that day.
- Meal costs over the maximum allowance are at the traveler’s expense.
- Alcohol is not a reimbursable travel expense.

For partial days of travel, meal allowances should be prorated based on the time of arrival in or
departure from the foreign country, allowing 20% of the meal allowance for breakfast, 30% for
lunch and 50% for dinner. Any meal cost over domestic or international limits will be at the
traveler's expense.

TRANSPORTATION
Taxis/Shuttles/Public
Receipts showing the actual cost are sometimes difficult to obtain and are therefore not
required as long as the cost is reasonable.

Airport Shuttle to Eastern Iowa Airport: (319) 365-0655

Revised 08/2015
ADDITIONAL ALLOWABLE TRAVEL RELATED EXPENSES

- Baggage Tips
- Hotel Housekeeping Tips

NON ALLOWABLE TRAVEL EXPENSES

- Laundry—except for extended stays
- Airline Membership Clubs
- Alcohol
- Personal phone calls
- Meals /Hotel expenses over the maximum allowances
- Social events (golf outings, tours, etc) held in conjunction with conferences and/or spousal/guest registrations should be paid for personally and should NOT be charged to the Procurement card.
- Non-conference related travel expenses from rental vehicles, bus tickets, taxi rides, etc.

Attire: “Business casual” on days you are not presenting, “business formal” on day of your presentation. Bring 1-2 casual outfits for your time outside of the conference. You are a UI representative! Please be thoughtful and responsible with your behavior and choices.

CONTACT INFORMATION

Please do your best to troubleshoot anything that comes up, and call us if you are in a pickle or need urgent advice.

Lori 979-777-5986 (cell)
Meaghan 608-220-4334 (cell)
Vincent 319/335-1219 (office)
Student Expectations

1.) Attendance
   a. Mandatory class attendance: We expect that our students will attend all seminars. The only valid reason to miss a class is illness or a family emergency. In both of these cases, the student must discuss their absence with the lecturer at least one hour prior to the beginning of class (via email). Any other absence is considered an unexcused absence.
   b. Peer research or guest speaker: Students must attend their fellow IBA students’ research presentations and events with a guest speaker to facilitate their professional development. The only valid reason to miss these presentations is if the student has a class during the time that the presentation will take place.

2.) Punctuality
   a. Students must attend seminars on time. If a student is more than ten minutes late, there will be a reduction of points for attendance/participation that day.

3.) Academic Excellence
   a. Students must maintain a 3.0 science and overall GPA throughout their time in the program. Grades will be evaluated at the end of each semester, and if a student’s GPA falls under 3.0, the student will be placed on academic probation.

4.) Professional Conduct and Excellence in the Lab
   a. Students selected for IBA must show professional conduct and must positively contribute to their lab, as well. Good research standing is determined by each student's research mentor, and mentors will receive evaluations at the end of each semester. Students work with their mentors throughout the academic year and summer.

5.) Contribute to the IBA community
   a. We encourage our students to socialize within the IBA community and demonstrate their commitment to our mission, which is to increase the diversity of persons with higher degrees in the biosciences.
   b. Students are expected to attend at least 5 of the 8 social events throughout the school year.

6.) Academic and Career Consultation
   a. Students are expected to meet with the Career Counselor at least once per semester to discuss their academic and professional goals and progress.

7.) Communication
   a. Students are expected to respond in a prompt and professional way to all email communication sent by IBA staff. The most common method of communication used
by IBA staff is via the calendar tool in Microsoft Outlook (free through hawkmail). IT IS MANDATORY THAT YOU USE THIS PROGRAM TO ENSURE OPEN COMMUNICATION WITH YOUR IBA CO-DIRECTORS AND STAFF. Communication is reciprocal, so if an IBA staff member has not responded to your email communication within three to five days, please resend the email.

b. Students are also expected to complete annual focus groups for the evaluation of the IBA program.
**Academic Probation**

Students’ grades are reviewed each semester. If a student’s GPA falls below the minimum 3.0 required for admittance into the IBA program, he or she will be placed on academic probation. The rationale behind IBA’s strict 3.0 minimum GPA is to ensure that our IBA students will continue to be competitive in their graduate school applications.

Once a student is placed on academic probation he or she will need to do the following:

- Attend monthly meetings with the Co-Director to discuss his or her progress in school
- Attend all supplemental instruction for science courses, and if necessary, meet with tutors for classes in which he or she is struggling.
- Limit his or her lab work to the hours determined at your meetings with Vincent
- If deemed useful, meet with an academic counselor through the University Counseling Service (UCS).

Assuming that the student raises his or her GPA within the following semester, he or she will no longer be on IBA probation. Should he or she fall short of that goal, his or her position in IBA will be reconsidered at that time. The student may be dismissed from the program if his or her GPA continues to fall below the 3.0 minimum.

**Potential Actions that Warrant Expulsion/Termination from the IBA Program**

1.) Academic or Monetary Dishonesty (including misreporting lab hours or travel expenses)
2.) Disrespect to an IBA peer, Director, or Assistant Director
3.) Consistent disregard of the student expectations (see page 15)