It is the responsibility of Iowa State University to guarantee that all students will enjoy certain rights as members of the academic community in addition to those rights that they enjoy as citizens or residents of the United States and the state of Iowa. Those additional rights and university conduct regulations are listed in the Policy Library (policy.iastate.edu).

Additional resources are in the Iowa State University Catalog and on the registrar’s homepage (registrar.iastate.edu).

To guarantee success as a student at Iowa State, you need to be familiar with all policies and regulations. A few of the key policies and practices are printed in this section for your convenience and easy referral.

For all university policies, please see policy.iastate.edu.

**CONFIDENTIALITY INFORMATION POLICIES**

**Student records**

Iowa State maintains various records concerning students to document their academic progress as well as to record their interactions with university staff and officials. In order that their right to privacy be preserved and to conform with federal law, the university has established certain policies to govern the handling of student records. All policies conform with FERPA, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment).

**Public information**

Certain information concerning students is considered to be open to the public upon inquiry. This public information is of two types: Iowa State directory information and other information not included in the directory.

**Iowa State directory information:**
- Name and local address
- Telephone number
- Campus email address
- College, curriculum, year in school
- Enrollment status (registered)

**Other public information:**
- Mailing address
- Hometown
- Date and place of birth
- Dates of attendance at Iowa State
- Expected date of graduation
- Name(s) of adviser(s)
- Awards and academic honors
- Iowa State degree(s) and date(s) awarded
- Previous educational institutions attended, degrees received, dates of attendance
- Full- or part-time status
- Participation in officially recognized activities and sports
- Weight and height of athletic team members

Public information will be released by the registrar to anyone upon inquiry, unless students have designated that their information not be released. Students can withhold public information through the address change link on AccessPlus.

For the purposes of FERPA, Iowa State University defines directory information to include both Iowa State directory information and public information as defined above.

It is the policy of the university to respect the privacy of students; therefore, only lists containing names of students with Iowa State directory information will be made available to members of the public. This directory information will be provided on a time-available basis for the cost of producing the information. Directory information is available using the online phone book (info.iastate.edu).

**Confidential information**

With the exception of the information noted above, all student records are considered to be confidential and are open only to school officials. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Iowa State’s notification of rights under FERPA can be found at registrar.iastate.edu/policies.

The following policies govern access to student records:

1. Each type of student record is the responsibility of a designated school official, and only that person or the dean or director to whom that person reports has authority to release the record.

The following is a list of the responsible officials:
- Academic records: Registrar
- Admissions records: Director of Enrollment Services
- Financial aid records: Director of Student Financial Aid
- Business records: University controller
- Traffic and security records: Director, Iowa State Department of Public Safety
- Medical records: Director, Thielen Student Health Center
- Counseling records and test scores: Director, Student Counseling Service
Disciplinary records: Dean of students
Residence hall records: Director of residence
Placement records: College placement officers
Special academic programs: Faculty members in charge of the program and the dean of the college

2. The designated official may release records to other school officials who have a legitimate need for the information. A list of those persons who normally have access to each type of student record is available in 214 Enrollment Services Center.

3. All student records are reviewed periodically. Information concerning the frequency of review and expurgation of specific records is available in 214 Enrollment Services Center.

4. Students have the right to review upon request any records that pertain directly to them, and may obtain a copy of the record for a fee. This provision does not apply to records to which the student has waived his or her right to review, nor does it apply to medical and counseling records.

5. A student may waive the right to review a specific record by submitting in writing a statement to this effect to the official responsible for that record.

6. A file containing copies of records pertinent to advising is maintained on each student for use by the student’s adviser. This file may be maintained in hard copy or electronic format. Ordinarily this file is kept in the possession of the adviser, but for convenience it may be stored elsewhere such as in the dean’s office or department office. When the student changes majors, or changes advisers within the same major, the file is transferred to the new adviser. Under the university’s student records policy, the student is considered to have the right of access to this file.

7. Medical and counseling records shall be released at the written request of the student to medical or psychological professionals outside the university or to university officials.

8. University personnel who have access to student records in the course of carrying out their university responsibilities shall not be permitted to release the record to persons outside the university, unless authorized in writing by the student or unless one of the exceptions stated earlier is involved.

9. Confidential information may be released by students to their parents or other trusted third parties through the AccessPlus third party system. Confidential information may also be released by obtaining the student’s written consent or by having the parent establish the student’s dependency as defined by the Internal Revenue Code of 1954, section 152, by furnishing a certified copy of the parent’s most recent federal income tax return.

10. The officials responsible for custody of student records will maintain records of requests and disclosures of personally identifiable nonpublic information. The records of requests, whether granted or not, shall include the person or agency requesting the information and the purpose of the release. These records of requests and disclosures will be available to the student on request. Records of requests and disclosures are not necessary for requests made by the student, by school officials in carrying out their official responsibilities, by persons employed by agencies and offices conducting audits and accreditations of university programs, or any of the other exceptions listed previously.

**Posting grades and test scores**

Instructors who wish to inform students of their performance may post grades and test scores on a secure course website as long as individual students may only access their own grades. The test scores or course grades of students may not be posted in any public location (Internet or hard copy posting) unless the instructor posts using a unique code for each student that is known only by the instructor and the student does not reveal the student’s name or any part of the student’s social security number (SSN) or university identification number (UID).

**Release of grades**

Students who choose to release their grades to parents or other trusted third parties may do so using the AccessPlus third party system. Reports of a student’s grades are not routinely sent to the student’s parents. Parents of students under 18 years of age may obtain grades by writing to the Office of the Registrar. The grades of other students will be sent to their parents only with written permission of the student, or by establishing dependency as outlined in item nine under confidential information.

**When records may be withheld**

The appropriate university official may request that a student’s record not be released if that student is delinquent in an account with the university or an affiliated organization. The effect of this action is that a transcript will not be released and registration will be withheld.

The appropriate official may also request that records be withheld in instances when official disciplinary action has been taken against a student. Authorization for these actions is supported by The Iowa Code and The Iowa Administrative Code.

In order for such an action to be rescinded, the Office of the Registrar must receive written authorization from the official who originally requested the action, indicating that the student has met the obligation. Further information about this policy can be obtained from the Office of the Registrar.

**Review and challenge of records**

A student may challenge the accuracy of handling of records maintained by the university on grounds that the records are inaccurate, misleading, or otherwise violate the privacy or other rights of the student. The university has established the following procedures to provide an opportunity for the student to correct or delete inaccurate records, or to insert into the record a written explanation of the content.

Students who question their records should discuss the issue first with the individual staff person who established or maintains the records. Presumably most issues can be resolved at this level. If a satisfactory resolution cannot be reached, the student should submit the question to the head of the department in which the record is maintained.

The department head will discuss the issue with the staff person and the student challenging the record. If resolution cannot be reached after meeting with the department head, the student may submit the question to the dean or director to whom the department head is responsible. The dean or director will investigate, and will respond in writing.

If the record has not been reconciled through these measures, the student may direct a written request to the president of the university. The president will convene an Ad Hoc Hearing Panel of Access and Confidentiality of Educational Records, composed of two faculty members, two students, and
one administrator, appointed by the president for a period of one year, with
the president or a designee serving as nonvoting chairperson. The student shall
be given an opportunity to present
to the panel evidence relevant to the
issues raised, and the panel will issue
a written response.

**ISUCard and identification number**
Each student is assigned a random
university identification number upon
entry to the university. This number
appears on the ISUCard that is provided
to each student at the time of first
registration. The ISUCard may be required
for some services and/or activities. At
the time the ISUCard is issued, each student
also selects a university password,
which is required for electronic access to
personal student information. Loss of an
ISUCard should be reported immediately
to the ISUCard Office, where the lost
card will be invalidated and replaced for
a charge. Disciplinary sanctions may
be imposed for improper use of the ID
card or attempts to obtain, by fraudulent
means, any form of identification.

**Social security number**
Social security numbers are collected
from prospective and current students
for administrative coordination and record
identification purposes only. Although
procedures have been established by the
registrar for assignment of an alternative
number upon request, students who
wish to be employed on campus or who
receive financial aid are required by law
to provide their social security numbers
for administrative use. The social security
number is a confidential record and is
maintained as such by the university in
accordance with the Family Educational
Rights and Privacy Act.

**Policy on student names**
Iowa Regent universities have a common
policy regarding student names and name
changes. The name on the student record
should be the student's complete and
legal name. In evaluating and processing
all name change requests, the university
reserves the right to require adequate and
appropriate documentation as warranted.

**Health Insurance Portability and
Accountability Act (HIPAA)**
HIPAA is a federal regulation that protects
certain health care information from
being shared with someone other than
the patient. Only some departments
within Iowa State fall under the umbrella
of HIPAA and you will be notified of this
the first time you have contact with the
departments (Thielens Student Health
Center, Pharmacy, Physical Therapy,
Wellness Center).

If you would like to learn more about
HIPAA and how it relates to Iowa State,
visit policy.iastate.edu/policy/healthinfo.

**Transcripts (official)**
A student can request official transcripts
of their record for a charge, using
AccessPlus or from the Office of the
Registrar, 214 Enrollment Services
Center. Transcripts will not be issued
if the student has any transcript holds
for financial delinquency.

**Transcripts (unofficial)**
Students may view and print their
unofficial transcript using AccessPlus.

**Family Educational Rights and
Privacy Act (FERPA)**
Notification of Rights Under FERPA
The Family Educational Rights and Privacy
Act affords students certain rights with
respect to their educational records. They
are:

*The right to inspect and review the
student's educational records within
45 days of the day the university
receives a request for access.*

Students should submit to the Office
of the Registrar written requests that
identify the record(s) they wish to inspect.
The registrar will make arrangements for
access and notify the student of the time
and place where the records may be
inspected. If the records are not
maintained by the Office of the Registrar,
the registrar shall advise the student of
the correct official to whom the request
should be addressed.

*The right to request the amendment
of the student's educational records
that the student believes are inaccurate
or misleading.*

Students may ask the university to amend
a record that they believe is inaccurate
or misleading. They should write the
university official responsible for the
record, clearly identify the part of the
record they want changed, and specify
why it is inaccurate or misleading.

FERPA was not intended to provide a
process to be used to question substantive
judgments which are correctly recorded.
The rights of challenge are not intended
to allow students to contest, for example,
a grade in a course because they felt a
higher grade should have been assigned.

If the university decides not to amend
the record as requested by the student,
the university will notify the student of
the decision and advise the student of
the right to a hearing regarding
the request for amendment. Additional
information regarding the hearing procedures
will be provided to the student when
noticed of the right to a hearing.

The right to consent to disclosures of
personally identifiable information
contained in the student’s education
records, except to the extent that
FERPA authorizes disclosure without
consent.

One exception which permits disclosure
without consent is disclosure to school
officials with legitimate educational
interests. A school official is a person
employed by the university in an
administrative, supervisory, academic,
research, or support staff position
(including law enforcement unit personnel
and health staff); a person or company
with whom the university has contracted
(such as an attorney, auditor, collection
agent, representative of the ISU Foundation
or official of the National Student
Clearinghouse); or a student serving on an
official committee, such as a disciplinary
or grievance committee, or assisting another
school official in performing his or her
tasks. A school official has a legitimate
educational interest if the official needs
to review an education record in order to
fulfill his or her professional responsibility.

Generally, schools must have written
permission from the student before
releasing any information from a
student's educational record.

However, the law allows schools to
disclose records, without consent of the
student, to the following parties:

* University employees who have a
  legitimate need to know
* Parents of dependent students as
  defined by the Internal Revenue
  Code
* Persons who need to know
  in cases of health and safety
  emergencies
* Accrediting organizations to carry
  out accrediting functions
* Appropriate parties in connection
  with financial aid to a student
* Federal, state, and local
governmental officials for purposes
  authorized by law
* Individuals who have lawfully
  obtained court orders or subpoenas
* Organizations conducting
  educational studies for the
  university
* Other schools to which a student is
  applying or transferring
* Student’s high school or other
  schools previously attended (for
  evaluation purposes only)
• Courts during litigation between the university and the student or parent
• Victim of crime of violence after final results of a disciplinary hearing
• Public after disciplinary proceedings determine student committed crime of violence

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

In many situations, complaints relative to FERPA can be resolved within the university on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Registrar, 214 Enrollment Services Center.

ACADEMIC REGULATIONS

Class attendance
Students are expected to attend all class meetings as scheduled. Each instructor sets a policy with respect to class attendance, and excuses for absence from class are handled between the student and instructor. The instructor is expected to announce his or her policy at the beginning of the course. In order to attend a given class, a student must be registered for that class for credit or audit. Exceptions to this policy are at the discretion of the instructor of the course.

Veteran attendance
Students receiving benefits from the Veterans Administration are required by the V.A. to attend class regularly to maintain their V.A. eligibility. Faculty reports of nonattendance by veterans will be forwarded to the Veterans Administration. More information is available at veterans.iastate.edu/benefits.

Field trips
Trips away from campus are sometimes arranged as a means of enriching a student’s learning experience in a given course. Such trips may not take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday through Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered. Students should check with their college office to find out who is authorized to grant approvals or exceptions on behalf of the dean.

In order to go on a field trip, students must first obtain permission from the instructors whose classes they will miss. If permission to miss class is not granted, students cannot be required to go on the field trip nor can they be penalized for missing the trip. Special fees are often charged to cover the costs of field trips.

Ownership of course-related presentations
The presenter owns course-related presentations, including lectures. Individuals may take written notes or make other recordings of the presentations for educational purposes, but specific written permission to sell the notes or recordings must be obtained from the presenter.

Selling notes by students without the required permission is a violation of the Student Disciplinary Regulations.

Recording and transmission of classes
Recordings and transmission of classes may take place for a variety of legitimate reasons, including providing educational opportunities for those who cannot attend classes on campus, assisting students with disabilities that impair classroom note-taking, and giving the instructor feedback on their classroom performance.

Because the lectures of faculty represent their intellectual labors, individuals are expected to request permission to make recordings of lectures and other classroom interactions. Recordings may be used for the purposes of the particular class, although in some cases the recordings may be preserved and used for other classes as well.

Academic misconduct
Academic Misconduct can be defined as an action or attempted action that gives a student an unearned or unfair advantage in academic work or creates an unfair academic advantage or disadvantage for another student. This includes a wide variety of behaviors such as copying another student’s work, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, using resources restricted by the faculty for an exam or assignment (electronic, media, web, solution manuals, etc.), and helping a friend to gain an unfair academic advantage. This behavior constitutes academic misconduct and students found responsible for this violation face a range of sanctions (see Student Disciplinary Regulations sections #5.7.9 & #5.8.4). Instances of academic misconduct affect all students and the entire university community by diminishing the value of course grades, academic achievement, and diplomas for all students, including students working honestly.

Examples of specific acts of academic misconduct include but are not limited to:

a. Obtaining unauthorized information—Information is obtained dishonestly, for example, by copying homework from another student, working another student on a take-home test or homework when not permitted to do so by the instructor, or by looking at notes or other written work during an exam when not permitted to do so.

b. Tendering of information—Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.

c. Misrepresentation—The following are examples of misrepresentation: purchasing a paper; reproducing another person’s paper (even with modifications) and submitting it; having another student do a computer program; or having someone else take an exam. Students instructed to complete unique work who submit a paper they turned in during a previous course for a grade may be referred for academic misconduct.

d. Use of unauthorized materials—Using notes, texts, or web resources or accessing or utilizing programmable electronic resources or devices when restricted by faculty constitutes academic misconduct.

e. Plagiarism—Unattributed use of another writer’s information, ideas, or phrasing is comparable to theft and fraud, and constitutes plagiarism. Do not use the exact words of another writer without quotation marks and indicating the source; do not summarize or paraphrase without giving due credit; do not borrow ideas from another writer without properly documenting the source. Acknowledging the sources of borrowed material is a simple, straightforward procedure that will strengthen the paper and assure
the integrity of the writer. The English 150-250 Student Manual provides guidelines to aid students in documenting material borrowed from other sources, as does almost every handbook on writing style. Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty or academic misconduct is therefore subject to appropriate academic penalty, to be determined by the instructor of the course, as well as sanctions under the university Student Disciplinary Regulations (SDR).

If an instructor believes that a student has behaved dishonestly in a course, Iowa State University Faculty Senate has established recommended procedures for addressing and reporting incidents of academic misconduct in the classroom, as follows:

1. The instructor will contact the student regarding the charge of dishonesty and arrange a meeting or otherwise interact with the student to hear the student's explanation.

2. If the student admits responsibility for academic misconduct, the instructor shall inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade. Because academic dishonesty is also a student conduct violation under Section 4.2.1 of the SDR, the instructor should report the incident in writing to the Dean of Students Office. After investigating the incident and discussing it with the instructor, the Dean of Students or designee will meet with the student and, depending on the severity of the offense as well as on the student's past conduct record, will handle the matter according to the process outlined in the SDR.

3. If the student claims to be not responsible for the alleged violation of academic misconduct, the instructor will not assign the student a grade for the work in question until the issue of responsibility is resolved unless circumstances require that an interim grade be assigned (leave grade as N). The instructor shall consult with their department chair and report the incident in writing to the Dean of Students. The Dean of Students Office will refer the case to the Office of Student Conduct. After reviewing the report and completing an investigation, the OSC will file a formal complaint against the student if there is cause to believe academic misconduct occurred. The case may be adjudicated through an administrative hearing or referred to a hearing before the Student Conduct Hearing Board (SCHB), depending on the severity of the violation as set forth in the SDR.

If the administrative hearing officer (level 1/level 2 case) or the SCHB (level 1 case only) finds the student responsible for academic misconduct, the instructor will inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade. The administrative hearing officer or SCHB will determine the appropriate university action regarding the violation. If the administrative hearing officer or SCHB finds the student “not responsible” for academic misconduct, the instructor will grade the student accordingly on the work in question and the student's grade in the course will not be adversely affected.

4. If a student either admits dishonest behavior or is found responsible for academic misconduct by the SCHB or hearing officer, the OSC or SCHB may impose any of the following sanctions:
   a. Disciplinary reprimand—An official warning followed by the written notice to the student that their conduct is in violation of university rules and regulations.
   b. Conduct probation—A more severe sanction than a disciplinary reprimand. It is a period of review during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. While under student conduct probation, a student may be disqualified from serving as an officer of a student organization or as a member of a university committee or council. May also impose reasonable conditions upon probation which may include limitations on activity or access to university facilities for a period of seven months or less.
   c. Suspension deferred—A suspension, but which is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for further violations of the SDR or an order of a judiciary body, suspension may be recommended to the Dean of Students Office.
   d. Expulsion (level 1 case only)—The student is permanently deprived of the opportunity to continue at the university in any status.

5. A student accused of academic misconduct has the option to stay in or drop the class if the drop is made within the approved time periods and according to the regulations established by the university. If the student chooses to drop the class, there may be additional requirements or sanctions for that student.

6. Procedures for appeal of either the SCHB’s conduct decision or the instructor's grade are outlined in the Policy Library and SDR.

7. In instances in which the student admits responsibility or is judged to be responsible by OSC or the SCHB, a staff member of the Dean of Students Office will counsel with the student in an effort to deter any further such incidents.

8. Student records concerning academic dishonesty are maintained in the Dean of Students Office for a period of seven years, after which the file records are purged. These student records are confidential; nothing from them appears on a student’s academic transcript unless requirements are met for a transcript notation as outlined in the SDR.

9. In the event that an instructor is uncertain how to handle an incident of suspected academic dishonesty, the Dean of Students Office is available at any time to provide advice and assistance to the instructor.

10. Students enrolled in the College of Veterinary Medicine are bound by an honor code. A charge of academic dishonesty may be made by a student
or instructor to the Interclass Honor Board chairperson according to the procedures outlined in the honor code, or the instructor may follow procedures outlined above. The Interclass Honor Board functions as the judiciary of the College of Veterinary Medicine for the allegations presented to it.

Other violations related to academic misconduct may include various subsections of the Iowa State University SDR under section 4.2 of the Conduct Code.

Alcohol policy
Iowa State is committed to maintaining an environment conducive to healthy lifestyles, including the academic and personal development of all members of the university community.

Members of the university community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol. Alcohol must be used only in ways that neither harm nor degrade the individual or the university community.

The university community must encourage responsible behavior for those individuals who consume alcohol and respect the rights of individuals who choose not to consume alcohol. Consistent with these rights, the institution will encourage responsible decision-making regarding the consumption of alcoholic beverages.

Iowa State encourages students to hold substance-free events and programs.

The university recognizes that some individuals have difficulty with alcohol because they are chemically dependent. Although the institution has an interest in helping those individuals, it neither endorses nor protects those individuals from the consequences of their acts or violation of this policy or any other rule or regulation.

In order for the university to be consistent and fair in the implementation of this policy, all organizations affiliated with or recognized by the university must observe the following policies with regard to the sale, possession, consumption, and promotion of alcohol on university property.

1. The university has the authority to determine the time, place, and conditions under which alcoholic beverages are permitted to be consumed on university property. Persons under the legal drinking age may not consume or possess alcoholic beverages at any time. The university will clearly designate all locations where alcoholic beverages may be served. Permits from the State of Iowa for the sale of alcoholic beverages have been obtained for several university or university affiliated facilities, including the Joan Bice Underwood Tearoom, the Memorial Union, the Iowa State Center, the Ames/Iowa State University Ice Arena, Jack Trice Stadium, and Veenker Golf Course. The university has the discretion to restrict consumption and sale of alcoholic beverages in all locations holding permits. Unless specifically allowed by state permit or university policy, the consumption of alcoholic beverages is not permitted within university buildings, within university vehicles, or on other university property.

2. Drinking activities that are potentially dangerous, such as “chugging” of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure are prohibited. Alcohol is not to be used as an award or prize.

3. When alcoholic beverages are served at a social function, the sponsoring organization shall provide adequate supervision at the event and comply with all the applicable laws, ordinances, and rules governing the possession, consumption, and sale of alcoholic beverages.

   a. Individuals sponsoring the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.

   b. Nonalcoholic beverages and food are to be provided whenever alcohol is served. They must be displayed as prominently as the alcohol. They must also be available in appropriate quantities depending upon the number of people in attendance.

   c. The quantity of alcohol available at an activity is to be based upon the number of people of legal drinking age expected to attend and the duration of the activity.

   d. Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited. Nonalcoholic beverages are to be advertised as prominently as alcohol.

   e. All individuals or registered groups must comply with the laws of the State of Iowa, the ordinances of the City of Ames, and the policies of Iowa State University. It is the duty and responsibility of the sponsoring organization(s) or individual(s) to provide adequate supervision and to comply with all applicable laws and university regulations including the activity authorization process.

4. To the extent possible and reasonable, the institution will respect a student’s privacy within their own room. Consumption of alcoholic beverages is only permitted in residence halls and other university affiliated or recognized housing according to the law and policies established by those residences or governing bodies and approved through the respective university administration review procedure.

For additional information concerning this policy statement, please contact the Dean of Students Office.

Pertinent sections of the Code of Iowa and the Ames City Code are available at the Dean of Students Office. Information regarding the use of alcohol is also outlined in the Department of Residence Terms and Conditions.

**COMPUTER SECURITY AND ETHICS**

**Security tips**
Computer security is an essential part of getting (and keeping) your computer connected to the Iowa State network. More details and other tips can be found at it.iastate.edu/security.

Use anti-virus and anti-spyware software and keep it up to date.

The following are a few tips to help keep your computer secure:

- Keep operating system updates current.
- Use complex, hard-to-guess passwords and change them regularly.
- Do not download files or open emails/attachments from an unknown source.
- Use file sharing sparingly—only when the service is needed.
- Protect your computer from Internet intruders with a firewall.
- Back up your computer data regularly or use CyBox.

**Beware of copyright-protected material**
File sharing may seem like an easy way
to get some free music or movies but it carries a big risk. Downloading or sharing copyright-protected material without permission from the owner violates the Iowa State University Acceptable Use Policy (policy.iastate.edu/policy/information-technology). You agreed to abide by this policy when you registered for your Net-ID. Failure to abide by this policy may result in loss of access to the ISU network.

Do not engage in the illegal sharing of copyrighted music, movies, TV shows, or software. Those “free” files can end up costing you a lot. Students who have made settlements to avoid a copyright infringement lawsuit have paid a minimum fine of $3,000.

More information can be found at iastate.edu.

**Phishing not always what it seems**

Phishing is an attempt to get confidential information from you. Typically, you are asked to respond with your password in an email or visit a website to verify something.

You may even receive email sent to your Iowa State account that claims to be from CyMail Support, Admin Help Desk, IASTATE Support Team, and other similar senders, asking you to verify your password or other personal information by replying to the message or clicking on a link. These emails are scams. Do not reply to or click on the links in these emails. When in doubt, forward the message to abuse@iastate.edu. For more information, visit it.iastate.edu/dontbefooled.

Never share your password or other confidential personal information via email.

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**SAFETY ON CAMPUS**

Iowa State has a police department that is among the very best in the nation. Our officers are all graduates of the Iowa Law Enforcement Academy, and most possess college degrees ranging from associate to masters.

You expect to be safe on campus, and so do we. In addition to patrolling campus, ISU Police provides a comprehensive array of services to ensure both safety and the security of our students and staff, including the university-wide emergency contact system, known as ISU Alert.

In addition to the ISU Alert emergency contact system, the university’s substantial commitment to campus safety is demonstrated in the following ways:

- Staffing a 24-hour police department with professional, state-certified officers who have full investigative and arrest powers
- Supporting emergency services through campus 911
- Providing campus emergency phones in parking lots and remote locations
- Promoting a drug-free living environment
- Offering educational programs in substance abuse, property and residence security, personal safety, individual responsibility, active shooter response, sexual assault, and self defense
- Conducting comprehensive lighting improvement and vegetation management activities on campus grounds
- Offering SafeRide ISU
- Providing a HelpVan to assist motorists who are having difficulty on campus
- Coordinating services with the Ames Police Department and Mary Greeley Medical Center
- Patrolling and locking university buildings with community service officers
- Offering victim support services
- Locking residence halls and buildings
- Supporting the university/community travel safety program during breaks
- Internationally recognized responsive law enforcement precedence on social media

For more information on the services provided by the ISU Police visit police.iastate.edu.

**ISU Alert**

The ISU Alert system will notify Iowa State students, faculty, and staff of potentially dangerous situations. The system can be activated during severe weather, hazardous materials incidents, bomb threats, or other immediate dangers.

Emergency alerts will be sent through these media:

- Telephone call (to cell or landline phone)
- Text message
- Email

Check your ISU Alert information on AccessPlus to ensure it’s accurate and includes the phone numbers and email address that are most likely to find you in an emergency. For more information and a list of frequently asked questions and answers, visit isualert.iastate.edu.

Other notification systems include:

- Warning sirens that include voice alerts
- Iowa State home page (iastate.edu)—constantly updated during emergencies

**Emergency contacts**

The Iowa State emergency contact system will provide information for the person(s) the university needs to contact in case of a personal emergency (e.g., if you are injured, become ill and cannot transport yourself). Note that this information is separate from your
SEXUAL HARASSMENT PREVENTION TRAINING

The Office of Diversity and Inclusion

Being a Cyclone means being a part of a diverse community and taking shared responsibility for the progress of Iowa State University. The Office of Diversity and Inclusion serves all Iowa State community members and visitors to our campus in their efforts to positively impact inclusion (ongoing and meaningful interaction) on campus and in Ames.

You’ll see the impact of the work of the Office of Diversity and Inclusion as you attend university events, serve on campus committees, participate in student organizations, and engage in other ways as an active participant in your Cyclone experience. As you navigate your adventure at ISU, become connected to a number of different people and groups that will challenge the way you think and help you become a person who will change the world for the better. Along your path, please don’t hesitate to include the Office of Diversity and Inclusion to make ISU a better community.

Title IX Awareness and Violence Prevention

Iowa State University is committed to being a place where our students can succeed and thrive in a community that is free of discrimination, harassment and intimidation. As you prepare for your first semester at Iowa State, it is important for you to be familiar with the university’s non-discrimination policies and procedures.

Iowa State’s Office of Equal Opportunity’s (OEO) Title IX training initiative is a required course offered to educate students on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The training program includes two courses:

- Title IX Awareness, Violence Prevention and Campus Save for Students
- Unlawful Harassment Prevention for Staff (for student workers only)

All currently enrolled students (on and off campus, full-time, and part-time) are required to complete Title IX and Violence Prevention for Students course annually. Only student workers are required to complete the additional Unlawful Harassment Prevention for Staff course.

The portal to take the mandatory training will be available prior to your first semester at https://slate.workplaceanswers.com/iowast. You will receive an email from the Senior Vice President for Student Affairs with a reminder and instructions to complete the training.

You are encouraged to complete this training before you arrive on-campus for fall semester 2017.

Thank you in advance for completing the required training and for doing your part to ensure Iowa State remains a welcoming environment that is free of harassment and discrimination.

If you need an accommodation regarding the training, please contact us at 515-294-7612 or eooffice@iastate.edu.

For more information about Title IX requirements and the Campus Sexual Violence Act (“SaVE Act”), please visit the following sites:

Campus Save
http://campussaveact.org/

Title IX
http://www.eoc.iastate.edu/november-30th—title-ix-coordinator
http://www.whitehouse.gov/sites/default/files/fact_sheet_know_your_rights.pdf

Office of Equal Opportunity at Iowa State University
http://www.eoc.iastate.edu/