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.

Student Records
Iowa State University 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 at Iowa State
Online directory information and public information may be released to the public upon request, except in cases where the student has suppressed the release of their information. Iowa State reserves the right to review and respond to the requests for release of public information on a case-by-case basis. While FERPA may authorize the release of student information, it does not obligate a school official to do so. See list below for specific types of public data.

**Online Directory Information**
- Name
- Major
- Classification
- ISU Email Address (for verified users)
- Phone Number (for verified users)

**Other Public Information**
- Hometown
- Dates of Attendance at ISU
- Expected date of graduation
- College
- 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-time or part-time status
- Participation in officially recognized activities and sports
- Student Records
- Weight and height of members of athletic teams

Students can withhold public information through the Address Change link on the Student tab in Access Plus (accessplus.iastate.edu/frontdoor/login.jsp).

**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: University Registrar
- Admissions records: Director of Admissions
- Financial aid records: Director of Student Financial Aid
- Student financials: Director of Accounts Receivable
- Traffic and security records: Director, Iowa State Department of Public Safety
- Medical records: Director of the Thielen Student Health Center
- Counseling records and test scores: Director of the Student Counseling Service
- Actions of Academic Standards Committees: College Deans
- Disciplinary records: Dean of Students
- Residence hall records: Director of Residence
• Placement records: College placement officers
• Evaluations for admission to Iowa State graduate or professional programs: Deans or Department Chairs
• Special academic programs: Faculty member in charge of the program and the dean of the college
• Student employment: Director of University Human Resources

2. The designated official may release records to other school officials who have a legitimate need for the information.

3. All student records are reviewed periodically. Information concerning the frequency of review and expurgation of specific records is available from the Office of the Registrar.

4. Students have the right to review upon request any records that pertain directly to them. 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 and 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. The grades of other students will be sent to their parents only with written permission of the student, or by establishing dependency.

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, desire to claim federal educational tax benefits, or are applying to 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; however, we understand and respect that not all students identify with their legal name. If a student does not have the official legal documentation required in the standard Name Change Policy to support their legal name change, the Office of the Registrar will work with the student to still process the name change. In evaluating and processing all name change requests, the university reserves the right to require adequate and appropriate documentation as warranted. After a name change, a current student must obtain a new ISUCard; a replacement fee may apply.

**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 (Thielen 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 using AccessPlus, the National Student Clearinghouse, or from the Office of the Registrar, 214 Enrollment Services Center. More information can be found on the Transcripts page on the Office of the Registrar website: registrar.iastate.edu/students/transcripts.

**Transcripts (unofficial)**

The Office of the Registrar does not provide unofficial transcripts. However, if you were enrolled Fall 1996 or later, you may print an unofficial copy of your transcript through AccessPlus. Be aware that unofficial transcripts are rarely accepted for official transactions.

**Family Educational Rights and Privacy Act (FERPA)**

**Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. **The right to inspect and review the student’s education 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.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.**

   Students may ask the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the their privacy rights under FERPA. 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, misleading, or in violation of their FERPA privacy rights. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The right to seek an amendment of an education record is 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 his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information (PII) 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); 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 may also include a person or company, consultant, or volunteer (such as an attorney, auditor, collection agency, representative of the ISU Foundation or official of the National Student Clearinghouse) with whom the University has contracted to perform on an outsourced basis an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records. 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.

4. **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**
5. 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.

To file a FERPA complaint with the U.S. Department of Education, contact the Office that administers FERPA at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202

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 their 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 who receive benefits from the Veterans Administration are required by the V.A. to attend class regularly to maintain their V.A. eligibility. If the instructor knows that a student receiving V.A. benefits is not attending class, the instructor is obligated to notify the Office of the Registrar and a notification will be forwarded to the Veterans Administration. More information about veteran benefits is available at veterans.iastate.edu.

Field Trips
Trips away from campus as part of a course are often appropriate educational experiences. They may not, however, take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday -Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered. Students should consult with instructors whose classes will be missed. If a mutually satisfactory agreement between the instructors and the student cannot be reached, the student cannot be required to attend the curricular-related activity or be penalized by the instructor for missing the curricular-related activity.

Special fees are often charged to cover the costs of field trips. Field trip fees are noted in the Schedule of Classes at classes.iastate.edu.

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.

STUDENT BEHAVIOR

Student Behavior
The Student Disciplinary Regulations, Course Catalog, and other university policies govern the expected behavior of students while enrolled at Iowa State University. The following summarizes important information for new students, however, is not a comprehensive list of expected behaviors.

Students should visit the following resources to learn more about their responsibilities concerning expected behavior:

- Student Disciplinary Regulations https://www.policy.iastate.edu/policy/SDR
- Course Catalog http://catalog.iastate.edu/
- Policy Library https://www.policy.iastate.edu/
Student Disciplinary Process
For information about the student disciplinary procedures and potential sanctions related to violations, visit the Student Disciplinary Regulations (section 5).

ALCOHOL AND OTHER DRUGS

Alcohol policy
Students are expected to abide by local, state, and federal law concerning the use of alcohol and other drugs. Additionally, students of age are expected to use alcohol in a way that neither harms nor degrades the individual or the university community. Additional information about the alcohol and other drugs policy can be found in Section 4 of the disciplinary regulations.

MISUSE OF IDENTIFICATION AND FALSIFICATION

Misuse of Identification
Concerning identification, students are expected to:

- Provide accurate identifying information to authorized officials
- Not allow other to use their identifying information to access university services or mislead authorized officials

Falsification
Concerning falsification, students are expected to:

- Not knowingly mislead university officials, police officers, faculty, staff, and organizations affiliated with the university in the conduct of their official duties
- Not tamper with official records, documents, or identification cards
- Not commit forgery

SEXUAL MISCONDUCT, ASSALUT, AND HARRASSMENT

Sexual Misconduct
Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. Students who have experienced this type of behavior are encouraged to report the behavior to the Office of Equal Opportunity and/or the Iowa State Police Department.

The Sexual Misconduct policy can be found by visiting the policy library.

Information about how to report and the process can be found here: policy.iastate.edu/policy/students/sexualmisconduct.

In an effort to educate all students about Sexual Harassment, the university requires all currently enrolled students to complete an online Title IX and Violation Prevention for Students course annually. The portal to take the mandatory training will be available prior to your first semester at slate.workplaceanswers.com/iowast.

HARASSMENT AND HAZING

Harassment
Harassment is defined as any acts or acts done without legitimate purpose and with the intent to intimidate, annoy, or alarm another individual. When assessing reports of harassment, Iowa State uses the definition provided under Iowa Code 708.7. First Amendment protected speech activities shall be considered acts done with legitimate purpose. Additional information can be found in section 4 of the disciplinary regulations.

Hazing
Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that endangers the health and safety of any individual, causes or present as substantial risk of physical injury, serious mental distress, or personal humiliation, or involves the destruction or removal of public or private property in connection with initiation, admission into, or continued membership in, any group affiliated with the university.

No student can give explicit or implied consent to be hazed.

Students who have experienced hazing are encouraged to report those incidents to the Office of Student Conduct.

CYBERSECURITY & ELECTRONIC PRIVACY

Security Checklist
Computer security is an essential part of getting (and keeping) your computer connected to the Iowa State network.

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

- Use anti-virus and anti-malware software and keep it up to date
- Use complex, hard-to-guess passwords and change them regularly
- Keep all software updated
- Do not download files or open emails/attachments from unknown sources
- Protect your computer from internet intruders with a firewall
- Back up your computer data regularly or use CyBox
- Review Information Technology policies at policy.iastate.edu

More tips can be found at security.it.iastate.edu.

Email guidelines
A type of email scam known as “phishing” attempts to get ahold of confidential information by asking you to confirm account passwords, open documents, or visit websites to verify personal information.

To help protect your personal information, follow these recommendations:

- Never share your password or other confidential personal information
- Use CyBox or Google Drive to share documents instead of sending email attachments
- Use the BCC field when sending a message to multiple individuals
- Do not open emails or attachments from unknown sources

If a message seems suspicious and you are uncertain if it is trustworthy, forward it to itsecurity@iastate.edu.
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 all 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 directory information and needs to be updated.

To submit your emergency contact information, go to AccessPlus and choose “Emergency Contact” from the left navigation menu on the home page. This contact information is considered confidential and is only available to campus emergency response staff.

SEXUAL ASSAULT 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 sexual misconduct and non-discrimination policies and procedures.

Iowa State’s Office of Equal Opportunity’s (OEO) Sexual Assault Prevention initiative is a required course offered to educate students on the prevention of sexual assault, relationship violence, stalking, and sexual harassment.

Where can I find out about my rights and responsibilities as a student and about university policies and procedures? Information on what’s expected of you and what you can expect from the university can be found in the Iowa State University Catalog (catalog.iastate.edu). You can also talk to your academic adviser or visit the Policy Library (policy.iastate.edu) to conduct a search for policies in which you’re interested.

The training program includes two courses:

- Sexual Assault Prevention for ALL Students
- Harassment and Prevention Discrimination (for student workers only)

All currently enrolled students (on and off campus, full-time, and part-time) are required to complete the Sexual Assault Prevention training annually. Only student workers are required to complete the additional Harassment and Prevention Discrimination course.

The Sexual Assault Prevention training will be in Canvas for all Students. The Harassment and Prevention Discrimination Course for Student Workers will be available in Learn@ISU.
You are encouraged to complete this training as soon as possible.

Thank you in advance for completing the required training and for doing your part to ensure Iowa State remains a safe and supportive community.

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**
campussaveact.org
acenet.edu/news-room/Documents/VAWA-Summary.pdf

**Title IX**
eoc.iastate.edu/november-30th--title-ix-coordinator

**Office of Equal Opportunity at Iowa State University**
eoc.iastate.edu/

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