In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990*. This legislation requires all post-secondary institutions participating in the Higher Education Act (HEA) Title IV student financial assistance programs to disclose certain campus crime statistics and security information. This report has been prepared to meet that requirement.
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</tbody>
</table>
What is the Annual Security and Fire Safety Report and Why Do We Need It?

Choosing which college or university to attend is a major decision for students and their families. In addition to academic, financial, and geographical considerations, the issue of campus safety is a key ingredient in the decision-making process. Does the institution have policies and procedures in place to address crimes and other emergencies that occur on its campus?

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose certain campus crime statistics and security information. The act has been amended several times and is better known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (Clery Act) in memory of a student who was slain in her dorm room in 1986.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA requires institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking. Specifically, these changes added or modified requirements for schools to: disclose statistics for the number of dating violence, domestic violence, sexual assault, and stalking incidents reported to campus officials; disclose new categories of Hate Crimes; implement and disclose programs/campaigns designed to prevent dating violence, domestic violence, sexual assault and stalking; and disclose procedures victims should follow if dating violence, domestic violence, sexual assault or stalking has occurred.

To comply with the Clery Act, every institution must: 1) collect, classify and count crime reports and crime statistics; 2) issue campus alerts (timely warnings for any Clery Act crime that represents an ongoing threat to the safety of students and employees and/or emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus); 3) provide educational programs and campaigns; 4) have procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking; 5) publish an annual security report containing safety—and security-related policy statements and crime statistics and distribute it to all current students and employees as well as inform prospective students and employees about the availability of the report; and 6) submit crime statistics to the Department of Education.

In addition to the above requirements, if an institution has a campus police or security department, the department must keep a daily crime log of alleged criminal incidents that is available to the public. If the institution has on-campus student housing facilities, it must also: 1) disclose procedures for missing student notifications that pertain to students residing in those facilities; 2) maintain a fire log that is open to public inspection; 3) publish an annual fire safety report; and 4) submit fire statistics to the Department of Education.

The Iowa State University Police Department, in conjunction with multiple university entities and local law enforcement agencies, has been delegated the responsibility of compiling the information, preparing and distributing the annual security and fire safety report for the university by October 1st of each year. To satisfy this requirement, an e-mail notification is sent to all current students and employees with a direct link to the report. Printed copies are available upon request. To request a printed copy, contact the Iowa State University Police Department, Room 55 Armory Building, 2519 Osborn Drive, Ames, Iowa 50011 or call 515-294-4428.
Definitions of Clery Reportable Crimes

For Clery Act reporting, crimes must be reported according to the FBI’s Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions that are used are from the FBI’s National Incident-Based Reporting System (NIBRS).

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sexual Assault:** Any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes both males and females.

- **Fondling:** The touching of private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest:** Sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons, by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
Definitions of Clery Reportable Crimes

**Drug Law Violations**: The violation laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any control drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Weapon Law Violations**: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying of deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Hate Crimes**: A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Bias is a preformed negative opinion or attitude towards a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

For Clery purposes, hate crimes include any Clery reportable offenses and these additional offenses:

- **Larceny-Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

- **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

- **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property**: Willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
# Iowa State University’s Clery Reportable Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus Property</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>9</td>
<td>3</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>Fondling</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Burglary</td>
<td>9</td>
<td>8</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>ARRESTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>42</td>
<td>139</td>
<td>20</td>
<td>155</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>80</td>
<td>32</td>
<td>63</td>
<td>33</td>
</tr>
<tr>
<td>Weapon Law Violations</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>REFERRALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Violation Referrals</td>
<td>378</td>
<td>0</td>
<td>308</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>VAWA CRIMES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dating Violence</td>
<td>6</td>
<td>1</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>8</td>
<td>2</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>16</td>
<td>13</td>
<td>17</td>
<td>33</td>
</tr>
</tbody>
</table>

In the above table, the On-Campus Property crimes are reported in two categories — Res indicates the crime occurred in an on-campus residence hall; Oth indicates the crime occurred in an on-campus location other than a residence hall. By adding the two columns, you will get the total number of on campus crimes reported.
Hate Crimes:

2014  
2 hate crimes were reported  
- 1 hate crime occurred in an on-campus residential facility; it was classified as a vandalism motivated by race  
- 1 hate crime occurred on public property; it was classified as a simple assault motivated by sexual orientation

2015  
1 hate crime was reported  
- 1 hate crime occurred on public property; it was classified as an aggravated assault motivated by race

2016  
5 hate crimes were reported  
- 1 hate crime occurred in an on-campus residential facility; it was classified as an arson motivated by race  
- 1 hate crime occurred in an on-campus residential facility; it was classified as intimidation motivated by race  
- 1 hate crime occurred on campus property; it was classified as intimidation motivated by gender  
- 1 hate crime occurred in an on-campus residential facility; it was classified as intimidation motivated by religion  
- 1 hate crime occurred on campus property; it was classified as intimidation motivated by national origin

Unfounded Reports

2014  
1 report was unfounded  
Robbery reported on campus was classified as unfounded by a certified police officer

2015  
0

2016  
3 reports were unfounded  
- 1 burglary on campus in a residential facility was unfounded by a certified police officer  
- 1 non-campus motor vehicle theft was unfounded by a certified police officer  
- 1 on-campus motor vehicle theft was unfounded by a certified police officer

Keeping the ISU campus safe for students, faculty, staff and visitors is a responsibility we all share. If you see any suspicious or criminal activity, call the ISU Police Department immediately.

To Report a Crime in Progress or Other Emergency:  
Call 911

To Report a Crime That Has Occurred or Other Non-Emergency Situations On Campus  
Call ISU Police  
515-294-4428
The Iowa Board of Regents policy 11.11 states that “each university is to establish a police department and security unit in promoting safe and secure campus environments. Designated personnel must be appropriately trained and properly equipped to perform their assigned responsibilities.”

All police officers at ISU receive their certification through the Iowa Law Enforcement Academy and then complete an intensive police officer training course prior to working in an independent capacity. They are empowered under section 262.13 of the Iowa Code to enforce all federal, state and local laws and have the authority to apprehend and arrest anyone involved in illegal acts on, or adjacent to campus. While their main jurisdiction is the Iowa State University campus and outlying properties owned or controlled by the university, a mutual aid agreement with the City of Ames allows officers to patrol and investigate alleged criminal offenses outside established institutional boundaries. The Ames Police Department shares pertinent information with the University which aids in monitoring and documenting criminal activity of ISU students occurring at non-campus locations within the City of Ames. Statewide jurisdiction exists when acting in the interests of Iowa State University.

In addition to the Ames Police Department, university police officers maintain a close working relationship with the Story County Sheriff’s Office, Iowa State Patrol, Iowa Division of Criminal Investigation, Federal Bureau of Investigation, Iowa Division of Narcotics Enforcement, United States Immigration and Customs Enforcement and United States Secret Service.

The ISU Police Department utilizes the National Crime Information Center (NCIC) and the Iowa Online Warrants and Articles (IOWA) systems to share crime-related information and messages with law enforcement agencies throughout the United States. Membership in law enforcement related professional organizations provides additional avenues for officers to collaborate and exchange information, keeping abreast of the latest technology and trends affecting police officers across the nation.

Campus police departments are required to maintain a daily crime log and make it available to the public upon request. The crime log contains the following information: the date the crime was reported; the nature of the crime (i.e., alcohol violation, drug violation, assault, robbery, etc.); the general location of the crime; and the disposition of the complaint if known. The log must be updated within two business days of the report being made unless doing so would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The daily crime log does not include the victim’s name or other personal identifying information. The crime log is posted to the ISU police web site: www.police.iastate.edu.
Reporting Emergencies

Reporting Emergencies on Campus

Iowa State University is dedicated to providing a safe and secure environment for students, faculty, staff, and visitors. The Higher Education Opportunity Act (HEOA) requires institutions to disclose emergency response policies and procedures that will be implemented whenever a significant emergency or dangerous situation exists on campus that involves an immediate threat to the health or safety of students, staff or visitors.

Reporting an Emergency

All members of the ISU community are urged to report a dangerous situation on campus that involves an immediate threat to the health or safety of students, staff or visitors by calling 9-1-1.

Institutional Response

ISU Police will initiate the institutional response by immediately investigating reports of significant emergencies and dangerous situations within the university community. ISU Police may request assistance from other university departments or units, as necessary, to confirm that an immediate threat to the health or safety of students, staff or visitors exists on campus.

Emergency Notification

Should an emergency or dangerous situation pose an immediate threat to the health and safety of campus community members, they shall be notified without unreasonable delay, unless ISU Police determine that an immediate notification would place the ISU community or a victim at greater risk or would compromise efforts to contain, respond to or mitigate the emergency. It is the responsibility of ISU Police, with the assistance of other departments or units, as necessary, to:

- Determine the content of any notification
- Determine the appropriate campus segments to notify
- Initiate the appropriate notification system
- Continue to update the ISU community during the emergency

If deemed necessary, ISU Police notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

Methods of Communication

ISU has several systems in place for communicating emergency information to members of the ISU community. Any or all of the following methods of emergency notification may be used depending on the type and nature of the emergency.

- ISU Alert
- Voice-enhanced siren system
- University web site
- Emergency telephone voice recording
- Public address systems
- Personal communication
- Signage
**ISU Alert:** ISU Alert is an electronic system for quickly delivering emergency messages to Iowa State University students, faculty and staff. Notifications will be sent via landline phones, cell phones, text messages and e-mail. Messages will be brief, include basic information and provide instructions on how to obtain more details. The ISU Alert system will be used only for emergencies that pose an immediate danger to the university community. Examples may include, but are not limited to:

- Bomb threats or other imminent violent threats
- Fires, natural gas leaks and hazardous spills affecting the entire campus
- Building evacuations or lock downs affecting the entire campus
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency

**ISU Alert Contact Information on AccessPlus:** All members of the Iowa State University community are encouraged to keep their ISU Alert contact information up to date. Edits can be completed using AccessPlus. Instructions for updating ISU Alert information can be found on the ISU Alert website.

Users should keep in mind that their ISU Alert information is separate from information participants enter in the Emergency Contact Database. Information in the Emergency Contact Database is used by authorized personnel to contact loved ones or next of kin in the event the participant is missing or otherwise unable to contact others herself or himself.

**Voice-enhanced siren system:** The University has five strategically placed warning sirens on the campus to alert the campus community to a dangerous condition. The system permits voice broadcasts to communicate any necessary emergency information to the community.

**University website:** Updated information following a message notifying the campus of an emergency will be found on the university website, available for the university and general communities and media outlets, if warranted. In cases of extreme emergency, the university has the ability to replace the regular website with a website designed for emergency communications only. Regular website functionality can be obtained from a link on the emergency website.

**Emergency telephone voice recording:** The telephone number 515-294-5000 contains a recorded message that provides general information to listeners in the event of an emergency.

**Public address systems:** Specific areas and buildings on campus have public address systems which can be used in the case of an emergency to disseminate information. In addition, ISU Police vehicles are equipped with public address systems which can be used in specific emergencies.

**Personal communication:** Individual departments and units are encouraged to maintain a variety of forms of personal communication, including phone trees and email lists that can be accessed if needed.

**Signage:** A variety of signage may be created to help provide direction in the event of an emergency. Each building on campus is assigned a building supervisor, who may be asked to assist in the case of an emergency. Building supervisors can create signage to provide information and direction to members of our campus community. Occupants of buildings are encouraged to familiarize themselves with the nearest evacuation route.
Testing
All emergency communication methods are tested on at least an annual basis, according to standards as appropriate. ISU Police maintains records of these tests, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employees information to remind them of the University’s emergency response and evacuation procedures.

Evacuation
Each building on campus has designated evacuation plan in the event of an emergency that would require such action. These plans are posted on each floor of each building and can be accessed online. Other than fire alarms, ISU Police are responsible for determining if the emergency or dangerous situation is such that a building evacuation is necessary and if so, notifying the occupants of the building or buildings of the decision to evacuate.

Reporting Emergencies Off Campus

Reporting an Emergency
All members of the ISU community are urged to report a dangerous situation off campus that involves an immediate threat to the health or safety of students, staff or others by calling 9-1-1. Response will be provided by the law enforcement entity having jurisdiction in that area.

Keep Your ISU Alert and Emergency Contact Information Up to Date!

<table>
<thead>
<tr>
<th>ISU ALERT INFORMATION</th>
<th>EMERGENCY AND MISSING PERSON CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The subsequent page will display your current:</td>
<td>The subsequent page will display your current:</td>
</tr>
<tr>
<td>- Telephone number for voice alerts</td>
<td>- Emergency contact information for up to 5 individuals</td>
</tr>
<tr>
<td>- Telephone number for test alerts</td>
<td>- <strong>Missing person contact information (this is the first person on your contact list)</strong></td>
</tr>
<tr>
<td>- E-mail address for e-mail alerts</td>
<td></td>
</tr>
</tbody>
</table>

Check your ISU Alert information to ensure that it is accurate and that it includes the telephone numbers and e-mail address most likely to reach you in an emergency.

Add or change names, addresses, telephone numbers and e-mail addresses for persons to be contacted in an emergency.

If you don’t wish to receive one or more of the alerts (voice, text, or e-mail), leave that item blank.

Change the order of your contacts using the up/down arrows.

If you leave ALL sections blank, you WILL NOT receive any ISU Alerts in an emergency.

If you do not submit information, the university may not have anyone to contact in the event you have an emergency or are missing.

Note: Changes made to your ISU Alert and Emergency Contact Information will take effect each evening, Monday through Friday, excluding holidays.
Reporting Crimes and Other Violations

Reporting Responsibility—Violations
The purpose of this policy is to explain the responsibility of students, employees and visitors to report potential or suspected violations of policies, regulations and laws.

The code of business and fiduciary conduct makes each of us responsible for bringing to the attention of the appropriate office (as indicated below) suspected violations of applicable —

- University standards and policies
- State and federal laws and regulations
- Government contracts and requirements

Failure to report known or suspected violations and crimes as indicated in this policy is itself a breach of university ethical standards and can lead to discipline of employees and students, up to and including separation from the university. As provided by the non-retaliation against persons reporting misconduct policy, reports made in good faith will not jeopardize the reporter’s position or employment.

Violations of Concern to the University
This policy applies to violations that:

- Occur on university property, including leased facilities;
- Interfere with any university obligation, whether legal, contractual or otherwise; or
- Occur between members of the university community of students, faculty, staff and visitors to ISU property.

Scope
For purposes of this policy, the term “employees” includes administrators, faculty, staff, graduate assistants and visiting or collaborating faculty subject to the faculty handbook.

All employees have the obligation to report under this policy except for professions which retain obligations of confidentiality under accepted codes of ethics. Such professions include:

- Employees of the office of the ombuds, as required by accepted ombuds codes of ethics;
- Clergy, including any chaplains, as required by accepted standards of ethics; and
- Attorneys as required by the rules of professional responsibility and specifically applicable to attorneys employed to provide legal assistance to students.

Reporting
Standard for Good Faith Reporting
To the extent known, reporters are expected to provide truthfully and in good faith the following information:

- Name and/or description of the person engaged in misconduct;
- Name and/or description of alleged victims;
Reporting Crimes and Other Violations

- Time and date;
- Location: and
- Information and evidence supporting the allegation that misconduct has occurred.

For emergencies, students, employees and visitors should report by calling 911, whether they are on central campus or on other university property.

**Criminal Misconduct and/or Violence**

Members of the university community have a responsibility to report any suspected crime to the Iowa State University police. In the case of incidents not on the Ames campus, local police authorities should also be called in order to avoid any delay in response. It is especially important to report any suspected crime of violence or other crime that may result in significant harm to individuals or property loss or damage.

**Physical and Sexual Abuse of Children**

- Consistent with Iowa Code §262.9(36), all university employees who in the course of employment receive information related to suspected physical or sexual abuse of children must immediately report such information to the Iowa State University police. In the case of incidents not on the Ames campus, local police authorities should also be called in order to avoid any delay in response.
- University employees who are mandatory reporters of all forms of child abuse (not just physical or sexual abuse) under state law must also fulfill their statutory obligation to report to the department of human services as provided by Iowa Code §232.67-70.
- University employees, students and visitors who are not mandatory reporters may, and are strongly encouraged to report all forms of child abuse directly to the department of human services as provided under Iowa Code §232.67-70.

**Financial Misconduct**

The university has obligations for proper expenditure of funds as prescribed by the source of funds. Grant and contract funds must be expended consistent with the funding source and conditions of the grant or contract. Expenditure of donated funds must be consistent with donor restrictions.

The university has an obligation to report to federal authorities a significant overpayment or violation of the civil false claims act or a federal criminal law involving fraud, conflict of interest, bribery, or gratuity when credible evidence exists that such conduct occurred in connection with a federal contract performed by the university or its subcontractors.

Employees should report such concerns to the:

- Office of internal audit, or
- Office of university counsel.

These offices are responsible for making recommendations on reporting and other appropriate action.
## Reporting Crimes and Other Violations

### Other Violations

Other violations should be reported as indicated below:

<table>
<thead>
<tr>
<th>TYPE OF VIOLATION</th>
<th>REPORT TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee misconduct</td>
<td>University Human Resources or Senior Vice President and Provost (faculty misconduct)</td>
</tr>
<tr>
<td>Discrimination and harassment</td>
<td>Office of Equal Opportunity</td>
</tr>
<tr>
<td>University policy</td>
<td>Policy Administrator</td>
</tr>
<tr>
<td>Research misconduct</td>
<td>Office for Responsible Research</td>
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<tr>
<td>Student disciplinary</td>
<td>Office of Student Conduct</td>
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<tr>
<td>NCAA</td>
<td>Athletics Compliance</td>
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</table>

Individuals may use the ISU compliance and ethics hotline to report matters other than serious crimes, student misconduct, employee misconduct and discrimination and harassment. Crimes involving harm or violence should be reported directly to the Iowa State University police to avoid further damage or endangerment to the public.
Other Reporting Options

Iowa State University recognizes that not all students and/or employees who are victims of crime, want to report the incident to the police. It is your right not to file a police report. However, there are designated individuals on campus to whom you can report the incident without having your identity revealed. These individuals are Campus Security Authorities (CSAs) who can file an anonymous report on your behalf and assist you in getting the resources you need.

Who are CSAs?

“Campus security authority” is a Clery Act specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution. All individuals who work for that department are campus security authorities.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). This includes individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security (such as for sporting events or large, registered parties), or escort students around campus after dark.

- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. This means that if you or your organization is identified as someone that crimes should be reported to, you are a CSA.

- An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The following is a list of CSAs to whom students and employees should report Clery act crimes for the purpose of making timely warning reports and the annual statistical disclosure (this list is not all-inclusive):

- Dean of Students
- Title IX Coordinator
- Director of Student Counseling
- Director of Student Health
- Director of Residence Life
- Greek Affairs Coordinator
- Athletic Director
- Athletic Coaches
- Deputy Title IX Coordinators
- Office of Equal Opportunity
- Assistant Dean of Students
- Office of Student Conduct
Other Reporting Options

What does a CSA do?

The function of a CSA is to report to the official or office designated by the institution (ISU Police) to collect crime report information, those allegations of Clery Act crimes that he/she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

CSAs provide the following information to ISU Police:
- Type of crime committed
- Date crime occurred
- Location of crime

How is this information used?

The information provided by CSAs is used in compiling data for the number of Clery crimes that occurred within the university’s Clery reportable geography (see crime data on page 6). It is also reviewed to determine if a timely warning needs to be issued to the campus community.

Where can I find the CSA report form?

ISU provides an online form that allows CSAs to report crimes on a voluntary confidential basis for inclusion in the ISU Annual Security and Fire Safety Report. The CSA report form is located at www.police.iastate.edu/services/crime-report-form

(Although not required, pastoral and professional counselors are encouraged to, if and when they deem it appropriate, inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.)
Timely Warnings

All of us want to be alerted promptly to potentially dangerous criminal situations occurring on or near the ISU campus so that we have both the time and the information necessary to take appropriate precautions. This is done through the issuance of timely warnings once the situation is confirmed and pertinent information is available.

Timely warnings must be issued for any Clery Act crime that occurs on or near campus that:
- Is reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees; and
- Does not compromise law enforcement efforts.

Timely warnings shall be issued on a case by case basis whenever ISU Police determines that a potentially dangerous criminal situation on or near campus is considered to pose a serious or continuing threat to students and employees.

Procedures for Issuing Timely Warnings

1. The Chief of Police or his designee is responsible for determining that a potentially dangerous situation exists on or near campus that poses a serious or ongoing threat to the campus community.

2. Upon confirmation, the Chief of Police or his designee may consult with University Relations staff, the Dean of Students, the Department of Residence, and other university officials as appropriate to determine the content of the warning.

3. ISU will use active channels of communication to notify the campus community of the timely warning. Currently, mass e-mail notification is the best option; however, ISU may also determine if the ISU ALERT system; outdoor early warning system; postings to the ISU Homepage; social media websites; twitter and local television and radio stations would provide additional strategies for informing the campus and larger community.

4. University Relations has been designated as the entity responsible for distributing timely warning notifications to campus community members. The ISU Police Department has also designated an individual within the department that has the authority to distribute the notices when necessary.

Missing Students

A student is missing when the student’s whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student’s plans, habits or routines. The first individual listed in your Emergency Contact Information on AccessPlus should be the person you want notified for missing person purposes. ISU’s Missing Student Policy is compliant with the Higher Education Opportunity Act. (See Missing Student Policy, appendix 1.)
Access to Campus Facilities

Academic and administrative buildings are accessible to students, faculty, staff and visitors during regular business hours. The open hours of any building on campus are available on the Facilities Planning and Management website located at http://www.fpm.iastate.edu/maps/buildings/.

After-hours access to academic and administrative buildings is available to those individuals who have been issued keys and/or access cards. Additionally, authorized individuals are able to gain after-hours access to buildings through ISU Police by calling 515-294-4428.

ISU has a comprehensive keys and building access card policy which clarifies the issuance and accountability of all keys and access cards which control access to university buildings and their contents. (See Keys and Building Access Cards Policy, appendix 1.)

The ISU Police Community Service Officer program is a group of part-time student employees who are dedicated to the security of campus property and the safety of the community. Buildings which have not been incorporated into the automatic lock system are locked by the Community Service Officers. The Community Service Officers and the custodial staff share responsibility for unlocking designated buildings prior to business hours. After-hours access to buildings will be provided by the Community Service Officers, if the requesting person is authorized to be in the building.

Individuals may also request transportation from and to all campus locations, including Greek housing and other properties leased by the university, through ISU’s new “Safe Ride” program. The program operates from 6:00 p.m. to 6:00 a.m., 7 days a week, 365 days a year. Students, faculty, staff and visitors may download the “Safe Ride” app at the Apple App Store or Google Play, or request a ride by calling 515-294-4444. “Safe Ride” services are provided by the ISU Police Department’s Community Service Officers who are easily identified by their uniform shirts. There is no fee charged for using “Safe Ride.”

The College of Veterinary Medicine supports a committed security program under the coordination of an ISU police lieutenant. That lieutenant coordinates safety and security efforts within College of Veterinary Medicine’s approximately 12 acre building. The lieutenant is assisted by Community Service Officers who are trained specifically to meet the security needs of the building and its occupants. The building is connected to the ISU’s primary access control system. After-hours access can be gained through communication with ISU Police. Special restrictions for after-hours access to the biological security level III labs and pharmaceutical storage areas are in place.

The Department of Residence controls access to its facilities. Keys, fobs, and access cards are only issued to residents and/or employees. (See 2017-2018 Policy Handbook for Residence Halls for University Owned/Operated Apartments, appendix 1.)
Security Considerations in Maintenance of Campus Facilities

The security of campus facilities is a top priority for the staff at both ISU Police and Facilities, Planning and Management. Three facets of security considerations in maintenance of campus facilities are: lighting and the maintenance of lighting, the design and repair of campus locks and the operation of security cameras.

ISU Utility Service Department follows the Illuminating Engineering Society (IES) standards and guidelines for determining lighting levels for the areas of campus that are determined to require illumination. The ISU Utility Service Department works closely with campus planners, landscape architects and the university architect in determining where lights are installed and in maintaining a list of areas where lighting improvements may be needed. The goal is to provide an illuminated path to allow users of campus to safely go from any building, parking lot or roadway to another building. There are approximately 1000 sidewalk lights, 725 parking lot lights and 500 roadway lights on campus currently and additional lights are added every year (this includes all campus areas from the College of Veterinary Medicine to the Student University Village housing complex).

In addition to periodic checks by Facilities, Planning and Management staff, The ISU Utility Service Department relies on students, staff and the public to report non-functioning lights. To supplement the Utility Service Department’s efforts to maintain lighting, Community Service Officers report non-functioning lights to Facilities, Planning and Management.

Lock maintenance is performed by a certified, bonded, registered locksmith employed by Facilities Planning and Management. The standards are set by the University Design Manual, a comprehensive building management plan. Accommodations in design are made for the visually and physically disabled. The University has categories of lock functioning: in general, the University employs classroom, storeroom, and office locks. After-hours locksmith services are available 24 hours a day including holidays.

Iowa State University has approximately 700 active video cameras on university property. While ISU’s administrative use of video cameras enhances the efficiency of operations and the safety of the university community, it is only permitted on university property where privacy and legal standards are met. (See appendix 1, Video Cameras, Administrative Uses Policy.)

_____________________________________

Violence-Free University

University policy prohibits all crimes of violence, including sexual assault, dating and domestic violence. According to university policy: ‘Violence, threats or implied threats of violence, and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment and will not be tolerated.” (See Violence-Free University Policy, appendix 1.)
Definition of VAWA Crimes

Dating Violence, Domestic Violence, Sexual Assault and Stalking

The following definitions are provided as part of the *Violence Against Women Act (VAWA)* and are required to be provided verbatim by the Department of Education as part of the ISU Annual Security and Fire Safety Report.

**What is Dating Violence?**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition —

◊ Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

◊ Dating violence does not include acts covered under the definition of domestic violence.

**What is Domestic Violence?**

A felony or misdemeanor crime of violence committed — by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**What is Sexual Assault?**

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

*Rape:* The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim.

*Fondling:* The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

*Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.
Definition of VAWA Crimes

What is Stalking?

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
— Fear for the person’s safety or the safety of others; or
— Suffer substantial emotional distress.

For the purposes of this definition —
◊ Course of conduct: means two or more acts, including, but not limited to, acts which the stalker
directly, indirectly, or through third parties, by any action, method, device, or means follows,
monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a
person’s property.
◊ Reasonable person: means a reasonable person under similar circumstances and with similar
identities to the victim.
◊ Substantial emotional distress: means significant mental suffering or anguish that may, but does
not necessarily, require medical or other professional treatment or counseling.

Jurisdictional Definitions (Iowa Code)

Dating Violence: ISU will use the Iowa Code's assault criteria along with relationship factors to
determine whether or not an incident constitutes Dating Violence under the Clery Act.

Domestic Abuse (Violence): Includes felony or misdemeanor crimes of violence committed by a cur-
rent or former spouse of the victim, by a person with whom the victim shares a child in common, by a
person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against
an adult or youth victim who is protected from that person’s acts under the domestic or family violence
laws of the jurisdiction.

Sexual Abuse (Assault): Any sex act between persons is sexual abuse by either of the persons
when the act is performed with the other person in any of the following circumstances:

1) The act is done by force or against the will of the other. If the consent or acquiescence of the
other is procured by threats of violence toward any person or if the act is done while the
other is under the influence of a drug inducing sleep or is otherwise in a state of uncon-
sciousness, the act is done against the will of the other.
2) Such other person is suffering from a mental defect or incapacity which precludes giving
consent, or lacks the mental capacity to know the right and wrong of conduct in sexual
matters.
3) Such other person is a child.

Pursuant to Iowa Code, the following people are unable to give consent:
- Persons who are asleep or unconscious
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication
- Persons who are unable to communicate consent due to a mental or physical condition
- Generally, minors under the age of 16
Definition of VAWA Crimes

**Stalking:** A person commits stalking when all of the following occur:

1) The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family.

2) The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct.

3) The person’s course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person’s immediate family.

(See appendix 2 for Iowa Code sections pertaining to domestic abuse, sexual abuse, and stalking.)

**University Definition of Consent:** ISU policy defines consent as it relates to sexual misconduct in the following manner: “Consent between two or more people is defined as an affirmative agreement—through clear actions or words—to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean it has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent— it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent. Consent must be present throughout the sexual activity—at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.” (See Sexual Misconduct, Sexual Assault and Sexual Harassment Involving Students Policy, appendix 1.)

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**ISU’s Sexual Misconduct, Sexual Assault and Sexual Harassment Involving Students**

This policy provides a comprehensive description of the process used by the university to resolve incidents of sexual misconduct, sexual assault and sexual harassment involving students. (See Sexual Misconduct, Sexual Assault and Sexual Harassment Involving Students, appendix 1.)
Resource Guide on Sexual Misconduct and Title IX

Iowa State University is committed to fostering an environment in which all members of our campus community are safe and free from sexual misconduct of any form.

Iowa State University prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals, based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, status as a U.S. Veteran (disabled, Vietnam, or other), or other protected class that adversely affects a person’s employment, education, or participation in a University activity.

Iowa State also prohibits harassment, which can be a form of discrimination if it is unwelcome and is sufficiently severe, pervasive, or persistent to interfere with a person’s employment, education, or participation in a University activity. Harassment may include, but is not limited to, threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of a person’s membership or perceived membership in a protected class.

Iowa State University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual misconduct) in the University’s educational programs and activities.

Alleged violations of the University’s anti-discrimination and anti-harassment policies should be directed to Iowa State’s Title IX Coordinator, located in the Office of Equal Opportunity (Beardshear Hall, 515-294-7612, eoffice@iastate.edu).

Individuals may also file a complaint with the Department of Education Office for Civil Rights by visiting www2.ed.gov/about/offices/list/ocr/complaintinto.tml or calling 800-421-3481.

IMPORTANT DEFINITIONS

Sexual misconduct may include¹

**Sexual assault:** an extreme form of sexual misconduct representing a continuum of conduct from forcible intercourse to nonphysical forms of pressure that compel individuals to engage in sexual activity against a person’s will.

**Sexual exploitation:** taking sexual advantage of another person without consent (e.g., voyeurism, lewd exposure, recording intimate activity, etc.).

**Sexual harassment:** unwelcome conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.

¹ All individuals should consult the university sexual misconduct policy for complete definitions. http://www.policy.iastate.edu/policy/students/sexualmisconduct
Resource Guide on Sexual Misconduct and Title IX

**Dating/domestic violence:** coercive, abusive, and/or threatening behavior toward a current or former intimate or romantic partner. These behaviors may include physical, sexual, emotional, economic, or psychological actions or threats of actions that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, or injure the individual.

**Stalking:** a course of unwelcome conduct that causes a reasonable person to fear for their safety (e.g., threats, following, monitoring, communication, etc.).

**Retaliation:** materially adverse action directed at a person for reporting sexual misconduct or participating in an investigation or hearing. ISU strictly prohibits all forms of retaliation.

**Consent**

Consent is an affirmative agreement between all parties, through clear actions or words, to engage in a specific sexual activity at the specific time of the activity.

Consent must be, **active, voluntary, and present and ongoing.**

Consent is not present when an individual does not have the capacity to give consent due to age, alcohol, drugs, medication, sleep, or other physical or mental conditions or disabilities.

**Title IX**

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded educational programs and activities. When allegations of sexual misconduct are brought to the attention of the University, the University will take prompt and effective steps to investigate and resolve the concern.

**OPTIONS**

If you believe that you have experienced sexual misconduct, you have options.

Options and considerations

- For your safety and well-being, immediate medical attention is encouraged. Medical professionals can treat any injuries, treat for sexually transmitted infections, obtain emergency contraception, and/or collect evidence using a sexual assault examination kit. A medical forensic examination is available 120 hours after an incident but is most effective if performed as soon as possible after an incident.

- Confidential resources, both on and off campus, are available to discuss your options, support services, and well-being. See pages 34-36 for a list of confidential resources.

- Preserve any evidence you have in case you decide to report the incident at a later date.

- Even after the immediate crisis has passed, consider seeking professional counseling and the support of on and off campus support services such as sexual assault recover centers and domestic violence safe houses. This can help you recover from psychological effects and provide a safe environment for recovery. Contact information for ACCESS of Story County and ISU Counseling Services can be found on page 34.
Resource Guide on Sexual Misconduct and Title IX

- Victims of any sexual misconduct incident that might constitute a crime have the option and are encouraged to contact local law enforcement authorities. Students can contact police directly or the University’s Title IX Coordinator is available to assist in this process. See page 36 for law enforcement contact information. Law enforcement can also speak with you about the preservation of evidence.

- Anyone with knowledge about an incident of sexual misconduct is encouraged to report it to ISU’s Title IX Coordinator or Deputy Title IX Coordinator. See page 37 for contact information.

Preserving Evidence

Iowa State encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible. Even if you are unsure about pursuing internal University and/or external legal/ law enforcement action, we encourage you to preserve evidence. Some suggestions include the following:

- Preserve evidence of electronic communications, such as text messages, pictures, and/or social networking pages, by saving them and/or taking screen shots.

- If there is suspicion that a drink may have been drugged, inform a medical provider and/or police as soon as possible so they can collect evidence (e.g., from the drink, through urine or blood sample).

- Because evidence that may be located on the body can dissipate quickly, consider going to a hospital or medical facility immediately to seek a medical exam. If possible, do not shower, brush teeth, use the bathroom, or eat before going to the hospital or seeking medical attention.

- It may be helpful to gather bedding, linens, or unlaunched clothing and any other pertinent articles that may be used for evidence. These articles may be secured in a clean paper bag.

- If you have physical injuries, photograph the injuries or have them photographed, with a date stamp on the photo.

- Try to memorize and write down important details.

In Iowa, evidence collection is provided free of charge up to 120 hours after the sexual assault occurred. See http://www.iowaattorneygeneral.gov/media/cms/SAE_brochure_32015_BB113F9D4DE6E6.pdf

Iowa State can help you

- Connect with on-campus and off-campus resources — including counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, student financial aid, LGBT Student Services and other applicable resources and services.

- File a police report or a complaint with the University.

- Request reasonable accommodations and interim measures, such as: counseling services; changes to academic, living, dining, transportation, and campus work situations; academic assistance, accommodations or adjustments; obtaining and enforcing campus restricted contact notices; honoring an order of protection or a no contact order entered by a State civil or criminal court; and/or the provision of escorts.
Resource Guide on Sexual Misconduct and Title IX

Accommodations

The University can put in place reasonable accommodations and remedial measures to provide support to any individual impacted by a report of sexual misconduct. Such accommodations and measures may include, but are not limited to:

- Academic assistance
- Housing and workspace adjustments
- Work and class scheduling adjustments
- Dining arrangements
- Transportation arrangements
- Restricted contact notices
- Counseling
- Safety planning

Contact the Office of Student Assistance and/or the Title IX Coordinator for assistance in obtaining any of these services. See pages 36-37 for contact information.

REPORTING

You may choose whether to report sexual misconduct to law enforcement, Iowa State, both, or neither.

About reporting

- Campus sexual misconduct investigations can occur at the same time as police investigations.
- Iowa State can help you file a police report and obtain and enforce no contact orders entered by a State civil or criminal court.
- Reporting to police does not obligate you to testify in court.
- To encourage reporting, an individual who makes a good faith report of sexual misconduct will not be subject to disciplinary action by the University for a conduct or policy violation, such as underage drinking, that is related to or revealed in the course of such a report, unless the University determines that the violation was egregious.
- All reports are handled in a sensitive and private manner. Information is shared only with those University employees who need to know to assist in the investigation and/or resolution of the matter.
- Iowa State prohibits retaliation of any kind as a result of an individual making a report or participating in an investigation of a report.
- ISU employees who have been designated “responsible employees” are required to report sexual misconduct concerns to the Title IX Coordinator.
- There is no time limit as to when an incident may be reported; however, to promote timely and effective review, the University strongly encourages the filing of reports as soon as possible and normally within 180 days of the incident.
Resource Guide on Sexual Misconduct and Title IX

- If you request that your name not be revealed or ask that ISU not investigate your report, this request may limit the University’s ability to respond fully to the incident, including pursuing disciplinary action.

- The University may investigate and address any report if necessary to protect the campus community.

Reporting Options

In the event of an emergency, call 911 for assistance.

You have the right to pursue civil and/or criminal remedies off-campus, through law enforcement and the justice system. This includes filing a criminal complaint or petition for a civil protection order. You also have the right to decline to notify law enforcement authorities. See page 36 for Iowa State and Ames police contact information.

You have the right to report an incident to Iowa State and request accommodations and/or a University investigation by contacting the Title IX Coordinator. Anyone who has a sexual misconduct related concern and anyone who has knowledge about a possible sexual misconduct related concern is encouraged to report it immediately to the Title IX Coordinator. See page 37 for contact information.

While anonymous reports are accepted and will be reviewed, Iowa State’s ability to address alleged sexual misconduct reported by anonymous sources is significantly limited. See pages 34-36 for confidential reporting options.

Privacy and Confidentiality

Iowa State handles sexual misconduct reports discreetly and protects parties’ privacy. Information is shared only with those who need to know in order to investigate and resolve the matter. Generally, however, University offices and employees cannot promise complete confidentiality, and the University may be required to act in situations that present a possible threat to an individual or the campus community.

Some resources, both on and off campus, are able to maintain complete confidentiality with respect to incidents of sexual misconduct and the investigation and resolution process. These confidential resources are identified on pages 34-36 of this resource guide.

During the investigation and resolution process, all parties are expected to keep the information related to the investigation and resolution process private, to the extent consistent with applicable law. This means that the parties involved in the process (Complainant, Respondent, witnesses and advisors) should not discuss the matter or share written materials related to the matter with anyone, unless it is necessary to receive advice and counsel. For example, parties may discuss the matter with advisors, legal counsel, health professionals, family members, and/or support persons.

What if a person does not want Iowa State to investigate or wants to remain anonymous?

In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the University will attempt to honor that request, but, in some limited cases, may determine that the University needs to proceed with an investigation based on concern for the safety or well-being of the broader University community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct).
Resource Guide on Sexual Misconduct and Title IX

If the University determines that it must investigate a report despite an individual’s request to the contrary, the University will inform the individual prior to initiating the investigation and will implement all necessary remedial and protective measures.

If you are unsure about whether you want to make a report or proceed with an investigation, a confidential resource can help you explore your options and provide additional resources, support and information. See pages 34-36 for a list of confidential resources.

Reporting obligation

The University strongly urges all students, faculty, staff, and third-parties to promptly report concerns of discrimination and harassment, including sexual misconduct, to the Title IX Coordinator. University community members who have been designated “Responsible Employees” are required to promptly report concerns of discrimination and harassment, including sexual misconduct, of which they become aware to the Title IX Coordinator.

Responsible Employees include any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct to the Title IX Coordinator; or who a student could reasonably believe has this authority or duty.

At ISU, Responsible Employees include, but are not limited to:

- All instructors, including full-time professors, adjuncts, lecturers, adjunct instructors, and any others who offer classroom instruction or office hours to students;
- All advisors;
- All coaches, trainers, and other athletic staff that interact directly with students;
- All student affairs administrators;
- All Residence Life staff;
- Employees who work in offices that interface with students; and
- All supervisors and university officials.

Confidential Employees (those specifically identified on campus as mental health counselors, those working in campus health care centers, and victim advocates) do not have an obligation to report information known to them, and students may speak to them with anonymity if desired. Confidential Employees may not share personally identifying information with others without an individual’s consent. See pages 34-36 for a list of confidential resources.
INVESTIGATIONS

Complaint investigation and resolution

When the University receives a report of a potential incident of sexual misconduct, the University’s Title IX Coordinator, in the Office of Equal Opportunity (OEO), schedules a meeting to discuss the concern with the Complainant (i.e., the person impacted by the alleged misconduct). If the Complainant files a formal complaint, or if the Title IX Coordinator determines that a formal complaint is appropriate, the University will initiate a prompt, thorough, fair, and impartial investigation and resolution process.

After meeting with the Complainant, OEO will notify the Respondent (i.e., the person accused of misconduct) of the complaint and seek to schedule a time to meet to discuss the allegations, the investigation and resolution process, and the Respondent’s rights, resources, and responsibilities.

University investigations are conducted by professional investigator(s), who are trained in investigating sexual misconduct matters. During an investigation, the University does not take sides. The assigned investigator(s) acts as a neutral fact-finder who attempts to gather all relevant information reasonably available regarding the alleged incident. Generally, this includes interviewing the Complainant, Respondent, and any witnesses who are identified during the course of the investigation as well as gathering available documentary, electronic, and physical evidence.

All parties in an investigation have corresponding rights, including the equal right to participate in the investigation, be accompanied by two advisor/support persons throughout the process, identify witnesses, provide evidence, participate in any hearing (if necessary), and appeal final determinations and sanctions (if necessary).

At the conclusion of the investigation process, the parties meet with a Title IX designee in order to review the outcome of the investigation and discuss the applicable adjudication process (if applicable). All determinations of responsibility and, if necessary, any sanctions, are made following a hearing before an appropriate administrative hearing officer or board. For all resolution processes, the preponderance of evidence standard (“more likely than not”) will be used for determining responsibility. Specific information about the applicable adjudication processes can be found in section 5.7 of the ISU Student Disciplinary Regulations. A flow chart of the sexual misconduct complain resolution process may be found on pages 30-32 of this resource guide.

Timeline

In all cases, the University will take prompt and effective steps to investigate allegations and address any effects of sexual misconduct. The University cannot guarantee a definite timeframe of this process, but ordinarily seeks to complete the investigation and initial disciplinary process within sixty (60) calendar days following receipt of the complaint. Factors that could impair the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, or the need to identify and acquire physical or other evidence.

Advisors

All parties (Complainants, Respondents, and witnesses) may be accompanied and assisted by any two persons (advisor/support person) of the individual’s choosing at any meetings, interviews, and any necessary hearings. Parties may choose to have an attorney serve as an advisor/support person at the party’s
Resource Guide on Sexual Misconduct and Title IX

own expense. Ordinarily, advisors may not speak on behalf of the party or directly participate in the process, although they may ask to suspend any meetings, interviews, or hearings briefly to provide advise and consultation.

For additional information regarding advisors and support persons, please see pages 34-37 for a non-exhaustive list of available resources and services.

Interference with an Investigation

Any person who knowingly and intentionally interferes with an investigation conducted pursuant to University policy is subject to disciplinary action. Interference with an investigation may include, but is not limited to: attempting to coerce, compel, or prevent an individual from providing testimony; removing, destroying, or altering documentation relevant to the investigation; and/or providing false or misleading information to an investigator, or encouraging others to do so.

Retaliation is prohibited

Iowa State strictly prohibits retaliation against any member of its community for reporting an incident of sexual misconduct or for participating in an investigation or hearing related to a report of sexual misconduct.

Retaliation is any materially adverse action taken, directly or through others, against an individual because of the person’s report, or participation in the investigation of a report of misconduct, or objecting to or resisting such misconduct. Examples of retaliation include, but are not limited to: terminating someone’s employment; reducing a grade; removing someone from an organization; direct or indirect intimidation, threats, or coercion; harassment; or other adverse treatment that is likely to deter reasonable people from pursuing an individual’s rights.

Concerns of retaliation should be reported to the Office of Student Conduct or the Title IX Coordinator immediately.

Overview of the sexual misconduct complaint resolution process where respondent is a student

The Office of Equal Opportunity (Title IX Staff) receives a report of sexual misconduct.

A Title IX staff member contacts the person who may have experienced sexual misconduct to provide information about resources, support services, and interim remedial measures and extends an invitation to meet to discuss the concern.

The person decides whether or not to meet with a Title IX staff member.
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The person chooses to meet. The staff member goes over the resources and options. The person may request accommodations and may elect to proceed with an investigation.

The person chooses not to meet or requests not to proceed with an investigation. The University can typically honor that request.

The complainant chooses to proceed with an investigation. A Title IX investigator meets with the complainant to gather information about the concern. The complainant can suggest witnesses and provide evidence.

The Title IX investigator contacts and meets with all relevant witnesses provided by the complainant.

The Title IX investigator contacts the person who is alleged to have committed sexual misconduct (respondent) to notify them of the complaint, the resolution process, and the resources and support services available.

The Title IX investigator meets with the respondent to gather information. The respondent can suggest witnesses and provide evidence.

The Title IX investigator contacts and meets with all relevant witnesses provided by the respondent.

The Title IX investigator completes the investigation by reviewing all evidence and statements provided by the complainant, respondent, and witnesses.

The Title IX investigator writes a summary report of the investigation. The complainant and respondent meet with a Title IX designee to review the investigation report and disciplinary process (if applicable).

If there is sufficient evidence suggesting a possible policy violation(s), the Office of Student Conduct begins the disciplinary resolution process.

If there is insufficient evidence suggesting a possible policy violation(s), the process is complete (subject to appeal by complainant).
The Office of Student Conduct determines if the violation constitutes a Level 1 or Level 2 violation. The respondent is sent a charge letter outlining the potential policy violation(s), violation level, and information resolving the charge.

For Level 1 violations, respondents choose how to resolve the case. Adjudication options can be found in section 5.7 of the Student Disciplinary Regulations. Level 1 violations do have the potential for students to face suspension or expulsion from the university.

For Level 2 violations, respondents have an administrative hearing with a Student Conduct Officer. Level 2 violations do not have the potential for students to face suspension or expulsion from the university.

The chosen/assigned resolution process is scheduled through the Office of Student Conduct.

In preparation for the conduct hearing, the respondent can:
- Meet with a staff member in the Office of student Conduct before the hearing to review the process.
- Review the documents to be presented at the hearing.

For any resolution process, the respondent will be notified by the Office of Student Conduct about the timeline and will be given notice of the hearing date.

During any resolution process, the respondent can:
- Be accompanied by two advisors of the individual’s choosing, including legal counsel
- Present the case, including calling witnesses and presenting evidence
- Choose not to participate

The person(s) hearing the case will determine if, based on the preponderance of the evidence, the respondent is responsible or not responsible for violating the disciplinary regulations.

The respondent will be notified, in writing, the outcome of the resolution process. The complainant will be notified at the same time.

Any party may appeal a finding or sanction. Information on how to appeal is included in the outcome letters provided to the parties.
HELP A FRIEND

How to help someone who tells you about an incident of sexual misconduct

Individuals who have experienced sexual misconduct often respond in a variety of ways, including anger, sadness, confusion or withdrawal.

Listen: Give the individual your complete attention. Try not to interrupt or discuss you personal history.

Support: Individuals reporting sexual misconduct are often met with skepticism or disbelief. Offering nonjudgmental support and acknowledging the feelings of the individual can help create a safe space for them to process the next steps.

Refer: You are not expected to have all of the answers, and it is not your responsibility to fix the problem or determine what occurred. An important part of being helpful to an individual is providing them with information about options and resources. Please refer individuals to the confidential resources and other options in this brochure. Be sure to report to the Title IX Coordinator if required under the Reporting Obligation section on page 28.

Do
- Tell the individual: This was not your fault. You have options.
- Give the individual options:
  - To sit or stand
  - To share or be silent
  - To call ACCESS or other resources or to have you facilitate the connection
- Say that the individual is not alone. Tell the individual that resources are available to help. Take care of yourself. Get support if you need it.

Do NOT
- Say that you know what the individual is going through.
- Ask questions that suggest blame, such as “Why were you drinking?” or “Why didn’t you get help sooner?”
- Question whether the individual is telling the truth.
- Touch the individual’s leg, shoulder, hand, etc., without permission.
- Panic. Take a deep breath and focus on the individual.
- Take any action that could impede or interfere with an investigation.
RESOURCES AND HELP

Accommodations and Protective Measures

Individuals may ask the University for accommodations to address safety, support, and other concerns relating to reports of sexual misconduct. Complainants, Respondents, and witnesses may request reasonable accommodations, such as academic assistance, housing or workspace relocation, work or class schedule adjustments, restricted contact notices, and counseling. These accommodations are available regardless of whether a person decides to make a formal complaint.

In some cases, in order to protect the safety and security of the Complainant and/or the community while a case is pending, the University may take interim actions that impact a Respondent, including temporary housing relocation, removal from a class, or an interim suspension. Students should contact the University’s Title IX Coordinator and/or Office of Student Assistance for help in understanding or obtaining any of these services.

Confidential Resources

Under Iowa law and University policy, communications with certain individuals are considered completely confidential. This means that, with very limited exceptions, any information shared by a party may not be used against them or shared with others. Generally, confidentiality applies when a party seeks services from the following persons:

- Psychological counselor (including counselors at ISU Student Counseling Services)
- Health care provider (including medical professionals at ISU Thielen Student Health Center)
- Personal attorney
- Religious/spiritual advisor

Students should always confirm whether confidentiality applies to the communication with the individual with whom they are seeking services.

ACCESS (Assault Care Center Extending Shelter and Support)

Provides assistance and advocacy to victims of sexual misconduct
Ames, Iowa
515-292-0519
http://www.studentlegal.dso.iastate.edu/

ISU Student Counseling Services

Provides counseling services to students free of charge
Student Services Building, Third Floor
515-294-5056
http://www.counseling.iastate.edu/counseling

Mary Greeley Medical Center

Provides emergency medical treatment and in-patient services
1111 Duff Avenue
Ames, Iowa
515-239-2011
http://www.mgmc.org
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Confidential Resources Continued

**Student Legal Services**
*Provides advice and represents students in a variety of legal matters*
Memorial Union, Third Floor
Iowa State University
515-294-0978
http://www.studentlegal.dso.iastate.edu/

**The Legal Aid Society of Story County**
*Non-Profit organization that provides legal assistance in civil matters to individuals who cannot afford to hire an attorney in private practice*
937 6th Street
Nevada, Iowa  50201
515-382--2471
http://www.legalaidstory.com/

**Thielen Student Health Center**
*Provides general medical treatment and psychiatry services*
Union Drive
Iowa State University
515-294-5801
http://www.cyclonehealth.org/

**Campus Confidential Resources**

By designation of University policy, campus confidential resources are not “responsible employees” in relation to reports of sexual misconduct/assault. This means that campus confidential resources do not have obligations to report sexual misconduct/assault to the Title IX Coordinator, and will not testify in any formal university proceeding. By visiting with campus confidential resources, you agree that the campus confidential resource will not disclose the contents of your conversation or disclose personally identifiable information, unless given express permission by you. This agreement promotes access to resources and support, and helps provide a safe and neutral place for discussing concerns of a sensitive nature. If you want to put the University on notice of a potential policy or legal violation (including reports of sexual misconduct/assault), you should contact the Title IX Coordinator, a Deputy Title IX Coordinator, ISU PD, or designated responsible employee. Campus confidential resources can assist you in connecting with these individuals and offices.

Exceptions to confidentiality will be made in cases involving risk of serious harm to self or others and disclosures of child abuse. **Please note, campus confidential resources are not protected under Iowa law as confidential or privileged.** This means that information shared with a campus confidential resource may be subject to legal subpoena and/or used as evidence in any external judicial or administrative proceeding.

**Lesbian Gay Bisexual Transgender Student Services (LGBTSS)**
*Provides programs, services, referrals and resources focused on sexual identity/orientation and gender identity/expression for students*
1064 Student Services Building
Iowa State University
515-294-5433
http://www.lgbtss.dso.iastate.edu/
Resource Guide on Sexual Misconduct and Title IX

Margaret Sloss Women’s Center (MSWC)
Provides support and information through educational outreach, appropriate referral services, and a safe space
Sloss House
Iowa State University
515-294-4154
http://www.mswc.dso.iastate.edu/

Non-Confidential Resources

Ames Police Department
Can assist in determining if you want to file criminal charges and navigating the criminal process for off-campus incidents
515 Clark Avenue
Ames, Iowa
515-293-5133

Iowa State University Police Department
Can assist in determining if you want to file criminal charges and navigating the criminal process for on-campus incidents
Armory Building, Room 55
Iowa State University
Emergencies: 911
Non-Emergencies: 515-294-4428
http://www.police.iastate.edu

Office of Student Conduct
Provides information on the code of conduct and disciplinary processes
Provides information on University Restricted Contact Notices
Student Services Building, First Floor
Iowa State University
515-294-1020
http://studentconduct.dso.iastate.edu

Office of Equal Opportunity
Provides information about reporting sexual misconduct at Iowa State
Beardshear Hall
Iowa State University
515-294-7612
http://www.eoc.iastate.edu

Student Assistance and Outreach Services
Provides assistance navigating processes and procedures at the University
Student Services Building, First Floor
Iowa State University
515-294-1020
http://www.studentassistance.dso.iastate.edu
Resource Guide on Sexual Misconduct and Title IX

Title IX Coordinator and Deputy Title IX Coordinators

Complainants can report concerns to Iowa State through any of these individuals

**Margo Foreman, Title IX Coordinator**  
Director of Equal Opportunity  
Phone: 515-294-7612  
Email: mforeman@iastate.edu

**Dawn Bratsch-Prince, Deputy Title IX Coordinator for Academic Affairs**  
Associate Provost  
Phone: 515-294-6410  
Email: deprince@iastate.edu

**Sara Kellogg, Deputy Title IX Coordinator for Student Affairs**  
Director of Office of Student Conduct  
Phone: 515-294-1021  
Email: skellogg@iastate.edu

**Calli Sanders, Deputy Title IX Coordinator for Athletics**  
Senior Associate Director of Athletics  
Phone: 515-294-3706  
Email: csanders@iastate.edu

**Judith Strand, Deputy Title IX Coordinator for the Graduate College**  
Program Coordinator  
Phone: 515-294-5285  
Email: jstrand@iastate.edu
Sexual Misconduct Allegations

Sexual Misconduct Allegations Against Students – Student Disciplinary Regulations (Code of Conduct)

The University has a comprehensive policy to respond to allegations of sexual misconduct against students. (See Student Disciplinary Regulations (Code of Conduct) Policy in appendix 1).

Disclosure of Information to Victims and Next of Kin

Iowa State University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code) the results of any disciplinary proceeding conducted by Iowa State University against a student who is the alleged perpetrator of such crime or offense. (See Explanation of Rights, Resources and Procedures for Victims and Survivors of Dating Violence, Sexual Assault and Stalking and the Student Disciplinary Regulations (Code of Conduct) Policy). Pursuant to the Office of the Registrar’s release of information for deceased students policy, if the victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of notification and may be informed of the results of the disciplinary proceeding.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Sexual Misconduct Allegations Against Faculty – Faculty Conduct Policy

The University has a comprehensive policy to respond to allegations of sexual misconduct against faculty members. (See Faculty Handbook (Chapter 7 - Faculty Conduct Policy), appendix 1).

Sexual Misconduct Allegations Against Staff – Discrimination and Harassment Policy

The University has a comprehensive policy to respond to allegations of sexual misconduct against staff members. (See Discrimination and Harassment Policy, appendix 1).

Protecting Victims’ Identities

A victim’s personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as timely warnings, ISU alerts, the ISU Annual Security and Fire Safety Report and the daily crime log. Personal information includes but is not limited to: first and last names, a home or other physical address, postal address, e-mail address, internet protocol address, telephone or facsimile number, social security number, driver’s license number, passport number, student identification number, date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Sex Offender Registry

Iowa law requires a person convicted of a sex offense crime to register with the sheriff in his/her county of residence; if the person works for an institution of higher education, they must register with the sheriff in the county in which the institution is located. To obtain information regarding registered sex offenders in Story County, contact:

Story County Sheriff’s Office
1315 South B Avenue
Nevada, IA  50201
Phone:  515.382.6566
To access the statewide sex offender registry, visit:  www.iowasexoffender.com.
Alcohol, Drugs and Other Intoxicants

Alcohol Policies

Possession or Consumption - The possession or consumption of alcoholic beverages on the Iowa State University campus will be permitted in accordance with state law. Pursuant to the Board of Regents policies, the consumption of alcoholic beverages on the campus will generally be permitted only where approved by the Senior Vice President for University Services. (See Alcohol, Drugs and Other Intoxicants Policy, appendix 1.)

Possession and consumption of alcoholic beverages is permitted in university housing according to the policies established by the Department of Residence and only for those persons having attained drinking age as stipulated in the laws of the State of Iowa. (See Alcohol, Drugs and Other Intoxicants Policy, appendix 1.)

Drugs and Other Intoxicants - Drugs that are not legally available shall not be used, possessed, sold, or distributed on campus. Moreover, the unauthorized distribution of prescription drugs on the campus by a person to another person is prohibited. Misuse of drugs and other intoxicants is also prohibited. (See Alcohol, Drugs and Other Intoxicants Policy, appendix 1.)

Additional policies govern the use of alcoholic beverages by students on university property. (See Alcohol Use - Students and Student Organizations; Alcohol, Tobacco and Other Drugs from the 2017-2018 Policy Handbook for Residence Halls and University Owned/ Operated Apartments, appendix 1.)

For the text of jurisdictional laws governing the possession, sale, and consumption of alcoholic beverages and controlled substances see appendix 2 and the chart depicting federal trafficking penalties for Schedules I, II, III, IV and V controlled substance.

Educational Programming

The University seeks to enhance the security of its campus and members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. A description of those programs and their frequency of presentation follows:
Educational Programming

Educational Programs Offered by ISU Police

VIRT (Violent Incident Response Training)

Violent incidents in society, while rare, can seem like they are becoming more mainstream around the nation and world. It is unfortunate we have to discuss a subject of this nature, however; Iowa State University and the ISU Police Department believe your safety is the most important responsibility with which we are charged.

VIRT utilizes the Avoid, Deny, Defend technique. This is a flexible set of principles that may be adapted to any violent encounter. Preparation is key for any situation we face in life; the more prepared we are, the better we perform. The goal of this training is to begin your mental preparation of recognizing, assessing, and responding to threats against you.

Society has trained us to react to fires, earthquakes, tornados, floods, and other types of disasters. This program is no different. By studying what has worked in past violent incidents around the world, it has been found that certain techniques work and others don’t. This training is not designed to scare you into thinking there is a violent situation lurking around every corner. It is designed to provide you with options should you be in a violent situation.

Recognizing and Reporting Disturbing Behavior (RRDB)

This training is sometimes referred to as a precursor to VIRT, in that the warning signs or “red flags” observed can help to mitigate the tragedies that have become all too common in this day and age. The presentation is delivered via PowerPoint, and the length depends largely on audience interaction and participation. Many of the principles taught during VIRT are touched on with this presentation as well, but RRDB will deal more with creating awareness as well as ways to mitigate acts of violence from happening before the onset of the problem(s) become(s) too unmanageable. Proactive approaches are stressed over reactive ones. Just like in VIRT, information is the best weapon against violence. Information provides knowledge, which provides options for survival during a crisis. There are many reactions possible during these types of violent incidents. The only bad reaction is no reaction at all.

Since past behavior often predicts future behavior, some case studies will be examined as part of the presentation. There is, however, no such thing as the perfect response to violent acts. Don’t try to make sense out of something that is senseless. The best thing that can be done is to adapt a flexible psyche and be willing to do whatever it takes to survive an encounter. The presentation is not overly-rooted on statistics. Statistics can be important when studying trends, but they also tend to make people too narrow-sighted as they can remove the human element from the equation. Instead it is recommended the focus be placed on potential, not statistics.

SART

The Story County SART (Sexual Assault Response Team) consists of specially trained professionals from multiple agencies who work together to provide a community coordinated response to reports of sexual assault. Members of SART represent the fields of law enforcement, health care, advocacy, and prosecution and are employed in the public and private sectors (university, city and county governments, medical clinics, and non-profits). Informational programing on sexual assault response and related topics is provided upon request.
Educational Programming

Personal Safety and Situational Awareness

In today’s society, people need to be aware that they are responsible for their own safety. This course defines situational awareness, levels of situational awareness, scanning strategy, comprehension, understanding your surroundings, and mindset training.

The course also covers factors affecting loss of awareness, OODA Loop (observe, orient, decide and act), response options, threat assessment principles, and both general and specific safety tips.

International Student Orientation

Our international student orientation program covers departmental information, personal safety, harassment and assault, protecting your property, identity theft, online safety, crime prevention, driving laws, alcohol laws, ISU Alert, contacting law enforcement, bystander intervention, and reporting suspicious and concerning behavior, ISU Police safety services, liaison programming, and outreach services.

New Student/Employee Orientation

This presentation is done in partnership with the Dean of Students Office. The presentation covers services and contact information, ISU Police departmental information, crime prevention, safety tips, ISU Alert, bystander intervention, reporting suspicious and concerning behavior, ISU Police safety services, liaison programming, and outreach services.

Self Defense/Defensive Tactics

This presentation is taught by ISU Police Defensive Tactics Instructors. This one-hour program provides a common sense blend of threat avoidance, resistance, and mindset training meant to improve self-awareness and build confidence.

In today’s society, people need to be aware that they are responsible for their own safety. This course defines situational awareness, levels of situational awareness, scanning strategy, comprehension, understanding your surroundings, and mindset training.

The course also covers factors affecting loss of awareness, OODA Loop, response options, threat assessment principles, and both general and specific safety tips.

Social Media

This presentation covers the potential dangers of social media use, while including safety tips and things to consider when using social media. This training covers the different types and kinds of social media and the potential for danger, like cyber bullying, stalking, harassment, invasion of privacy, and sexual exploitation.

How Not to Get Arrested/Alcohol and Drugs

This presentation covers the concerns surrounding alcohol and drugs that our department encounters. The discussion begins with an overview of the penalties and risks associated with underage alcohol possession and consumption. Stemming off of this is a discussion about appropriate interaction with law enforcement including the use of false identification, interference with official acts, and harassment of a public official. Concerning behaviors leading to public intoxication arrests are shared and an emphasis is put on our attention to the long-term safety of the subject. Finally, the dangers and fines associated with operating while intoxicated are discussed. Participants are reminded that, despite laws in other states, marijuana is still largely illegal in Iowa. A brief discussion about the types of drugs present on campus and in our community is followed by advice on how to respond should students observe illegal drug activity taking place.


Educational Programming

Departmental Information

The purpose of this presentation is to educate our community regarding the services ISU Police offer. While the program is personalized to each audience, consistent themes include: how to report crimes on campus; ISU Police law enforcement authority on and off campus (including alcohol and drug laws); and resources available to victims.

All the above-mentioned presentations are provided upon request or as required by the University.

2016 ISU Police Outreach Presentations

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<thead>
<tr>
<th>Date</th>
<th>Organization / Department / Location</th>
<th># of Attendees</th>
<th>Topic</th>
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<tbody>
<tr>
<td>01/04/16</td>
<td>International Student Orientation (4 sessions)</td>
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<td>Personal Safety / Alcohol /Sexual Assault / Domestic Violence</td>
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<td>Orientation</td>
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<td>Departmental Information / Personal Safety / Sexual Assault</td>
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<td>01/12/16</td>
<td>Memorial Union</td>
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<td>Departmental Information Personal Safety</td>
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<td>Roberts Residence Hall</td>
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<td>Crime Prevention</td>
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## Educational Programming

### 2016 ISU Police Outreach Presentations

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# Educational Programming

## 2016 ISU Police Outreach Presentations

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# Educational Programming

## 2016 ISU Police Outreach Presentations

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## Educational Programming

### 2016 ISU Police Outreach Presentations

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<th>Topic</th>
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# Educational Programming

## 2016 ISU Police Outreach Presentations

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization / Department / Location</th>
<th># of Attendees</th>
<th>Topic</th>
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# Educational Programming

## 2016 ISU Police Outreach Presentations

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<tr>
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### Educational Programming

#### 2016 ISU Police Outreach Presentations

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<td>42</td>
<td>Departmental Information / Sexual Assault / Domestic Violence</td>
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</table>

Total presentations = 312; Total attendees = 35,288
Educational Programming

Prevention Programs Offered at ISU

Alcohol Edu for College

Alcohol Edu was developed in collaboration with leading prevention experts and researchers. The interactive content has been guided by recommendations from the National Institute of Alcohol Abuse and Alcoholism (NIAAA); informed by emerging research on evidence-based practice (e.g., social norms approach, bystander intervention); cited as a top-tier strategy by NIAAA in their CollegeAIM Matrix; and is the most widely used universal online alcohol/other drug prevention program since its development in 2000.

During the 2015-2016 academic year, 3,833 new, direct from high school students entering Iowa State completed this online program.

Alcohol Free Programming

The Department of Residence (DOR) provides a variety of alcohol free programming throughout the year. DOR makes a conscious effort to provide these programs during times of the week/semester/year when alcohol and other drug consumption is expected to be higher (such as tailgating, spring break, etc.). DOR partners with other campus departments, including ISU Police to provide programming that is relevant and fun. These programs have traditionally been well attended. Below are examples of events that have been used as alcohol free programming. The DOR has allocated specific funds, available to student staff, for late night alcohol-free programming.

ISU AfterDark

- 3 times per semester, 6 times per year. Fridays from 9 pm to 1 am.
- ISU AfterDark is a late night, substance free alternative program that offer numerous activities, food, entertainment, crafts, bowling, billiards and more all for free to ISU students.
- The expected outcomes are for people to come and have fun. We know that when students are at ISU AfterDark events, they’re not consuming alcohol which is great.
- For the past three years, we’ve averaged 2,000—2,500 participants per night.

Cyclone Cinema

- Occurs every Thursday, Friday, Saturday and Sunday throughout the fall and spring semesters. Showings always occur at 7 and 10 pm.
- Cyclone Cinema is a cost-free campus movie program that offers blockbuster or Oscar nominated films, typically pre-home released or right after they come out on DVD.
- Discounted concessions are also available for purchase.
- The expected outcome is to offer a diverse schedule of films each semester and for participants to have fun at a high-quality movie experience.
- Each year we draw over 24,000 participants and this past year we broke the all-time attendance record with over 30,000 participants.
Educational Programming

Paint Your Own Pottery/Drop-In Crafts
- Every Friday from 4-8 pm, not including holidays and breaks.
- Participants choose a piece to paint or a themed craft activity such as sharpie mugs or water color painting. There is a small fee to participate, discounted for ISU students.
- Expected outcome is for students and other participants to relieve stress, think creatively and connect with others in a social setting.
- Attendance averages 25-50 people per Friday.

Greek Affairs

During the 2015-2016 academic year, fraternities and sororities registered 392 dry events.

Additional Education Programs Presented at ISU

ISU Athletics 2015-2016

Cyclone Speaker Series
- Chris Herren
  - After battling his way through addiction and substance abuse, former NBA and collegiate basketball star Chris Herren uses his harrowing story to warn others about the dangers of drug and alcohol abuse as well as other risky behavior.
  - This was a mandatory event for all student-athletes.

APPLE Conference
- APPLE is a national training dedicated to substance abuse prevention and health promotion of collegiate student athletes.
- Student-athletes create action plan to bring back and implement at their respective universities.
- 4-5 ISU student-athletes participate annually; have been attending for 5+ years

National Student-Athlete Day Celebration
- APPLE group presents to peers
  - “Water Pong” game with alcohol education facts
  - Key chains with their slogan from last year “Clones make it home”

Annual Team Meetings
- Compliance Office — review of university, Big 12 and NCAA drug testing policies
- Coaches/team rules
Educational Programming

Promotion of Campus Events/Trainings

- Alcohol Edu for first-year students
  - Provides information on alcohol and its effects on the brain, body, and behavior

University Studies 101D

- Alcohol & Decision Making lecture
  - Virtual bar website—allows students to input height, weight, age, gender, etc. to see how each type of drink will affect them and how long it will take for his or her BAC to return to zero
  - Education regarding what is considered one drink; alcohol equivalency
- MyPlaybook Sexual Assault Education
  - Sexual Assault Prevention Course (approx. 45 minutes)
    - myPlaybook Sexual Assault focuses on normative perceptions, behavioral intentions, and harm prevention. Specifically, this course uses evidence-based strategies to correct misperceptions regarding the prevalence and acceptability of sexual assault on campus among student-athletes, outlines content related to the rights of student-athletes and the responsibilities of their university related to sexual assault, and promotes the development of intellectual skills aimed at increasing student-athlete self-efficacy to be safe active bystanders.
- MVP—Mentors in Violence Prevention
  - Presentations from ISU Prevention Services aiming to raise awareness, challenge thinking, open dialogue, and inspire leadership and shared responsibility to address the issue of sexism.

Office of Student Conduct

The Office of Student Conduct does very few presentations that are specific to Alcohol and Other Drugs; however, most of the presentations that are provided within the Greek Community, ISU Orientation, Academic Program for Excellence (APEX), and student athletes include information about Alcohol and Other Drugs policies. Below is a list of the presentations that would have likely included AOD information from the OSC.

2016
June—Orientation
July—APEX
Aug—Destination Iowa State
Sept—Freshman Student Athletes
Educational Programming

Department of Residence

The Department of Residence spends a significant amount of time training Community Advisers (CAs) on addressing policy violations and specifically alcohol and other drug related offenses. As a part of their training, CAs participate in Behind Closed Doors, an interactive scenario based confrontation exercise. During this exercise, there are several scenarios related to alcohol and other drugs where CAs are required to confront the situation, discuss the issue with the “student”, provide an explanation of the policy, and document the occurrence in an incident report. As a part of training, DOR partners with ISU PD to assist CAs in identifying drugs, including a “marijuana burn.” CAs are trained in basic first aid and medical response, including finding a student who has over consumed alcohol or other drugs.
Annual Fire Safety Report – ISU Campus

For the purposes of fire safety reporting, a “fire” is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

University Policy on Fire Safety

Environmental Health and Safety (EH&S) oversees fire safety and prevention programs at ISU, which include identification of fire hazards, enforcing fire prevention rules, fire emergency planning, and fire/incident investigations.

Prevention of fires in the workplace is the responsibility of all workers, students and visitors to Iowa State facilities. All employees must be familiar with and understand:

- The Fire Safety Guidelines manual
- Fire hazards of the materials and processes to which they are exposed
- Potential ignition sources and their control procedures

Departmental supervisors should review with employees the information covered in the Fire Safety Guidelines manual and cover any departmental procedures that may vary.

Periodically, inspectors from the State Fire Marshal's Office conduct fire safety audits of campus and residential buildings for compliance with state building codes. EH&S coordinates the correction of cited deficiencies and performs follow-up inspections. ISU employees are required to cooperate with Fire Marshal inspections and comply with fire safety and building code requirements.

All fires and fire hazards must be reported to EH&S.

Department of Residence Policy on Fire Safety: It is the policy of the university to be in compliance with the Higher Education Opportunity Act (HEOA) Fire Safety Regulations for all on-campus student housing facilities. ISU's Department of Environmental Health and Safety and the Department of Residence have established fire safety procedures consistent with HEOA regulations. All university personnel, students and visitors must follow university fire safety procedures; including those established by the Department of Residence. (See Department of Residence – Housing – Fire Safety, appendix 1.)

Report Fires Occurring in Department of Residence Facilities to:

Nick Swanson
0341 Helser Hall
Phone: 515-294-9792 or E-mail: nswan@iastate.edu
Sprinkler Systems

These are inspected quarterly by a certified building sprinkler inspection company. Hood suppression systems that are located in the kitchens for ISU Dining and residence hall kitchenettes are inspected twice a year. Residents are reminded to not hang items from sprinkler heads in their rooms. The following table illustrates the sprinkler status of the residential buildings located on the Iowa State University campus property.

Fire Extinguishers

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<th>Sq. Ft. Sprinkled</th>
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<tbody>
<tr>
<td>Barton Hall—260 Richardson Court</td>
<td>73,820</td>
<td>73,820</td>
</tr>
<tr>
<td>Lyon Hall—358 Carrie Lane Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeman Hall—315 Carrie Lane Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birch Hall—244 Richardson Court</td>
<td>118,516</td>
<td>118,516</td>
</tr>
<tr>
<td>Welch Hall—380 Carrie Lane Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roberts Hall—372 Carrie Lane Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buchanan Hall—2160 Lincoln Way</td>
<td>93,739</td>
<td>93,739</td>
</tr>
<tr>
<td>Eaton Hall—135 Beyer Court</td>
<td>84,000</td>
<td>84,000</td>
</tr>
<tr>
<td>Frederiksen Court Apts.—Hawthorn Court Drive</td>
<td>499,928</td>
<td>499,928</td>
</tr>
<tr>
<td>Friley Hall—2424 Union Drive</td>
<td>364,149</td>
<td>364,149</td>
</tr>
<tr>
<td>Helser Hall—221 Beyer Court</td>
<td>150,605</td>
<td>150,605</td>
</tr>
<tr>
<td>Larch Hall—135 Student Affairs L Road</td>
<td>101,228</td>
<td>101,228</td>
</tr>
<tr>
<td>Legacy Towers—119 Stanton Avenue</td>
<td>186,391</td>
<td>186,391</td>
</tr>
<tr>
<td>Linden Hall—218 Richardson Court</td>
<td>119,829</td>
<td>119,829</td>
</tr>
<tr>
<td>Maple Hall—204 Beach Road</td>
<td>103,778</td>
<td>103,778</td>
</tr>
<tr>
<td>Martin Hall—131 Beyer Court</td>
<td>84,000</td>
<td>84,000</td>
</tr>
<tr>
<td>Oak-Elm Hall—326 Richardson Court</td>
<td>137,120</td>
<td>137,120</td>
</tr>
<tr>
<td>Schilletter Village Apts.—Edenburn Drive</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University Village Apts.—Stotts Road</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Wallace Hall—917 Welch Road</td>
<td>103,778</td>
<td>103,778</td>
</tr>
<tr>
<td>Willow Hall—213 Student Affairs L Road</td>
<td>101,229</td>
<td>101,229</td>
</tr>
<tr>
<td>Wilson Hall—926 Hayward Avenue</td>
<td>103,778</td>
<td>103,778</td>
</tr>
</tbody>
</table>

Fire extinguishers are located throughout the residence halls and are inspected and maintained yearly by ISU Environmental Health and Safety.
## Residence Hall Fire Statistics 2014

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th># of Fires</th>
<th>Cause of Fire</th>
<th># of Injuries Requiring Medical Treatment</th>
<th># of Fire Related Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lyon Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Freeman Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Birch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Buchanan Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Eaton Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Frederiksen Court Apts.</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Friley Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Helser Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Larch Hall</td>
<td>1</td>
<td>Laundry—unintentional—clothes in dryer caught on fire</td>
<td>0</td>
<td>0</td>
<td>$0-99</td>
</tr>
<tr>
<td>Legacy Towers</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Linden Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Maple Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>1</td>
<td>Intentional—vandalism—paper on door set on fire</td>
<td>0</td>
<td>0</td>
<td>$0-99</td>
</tr>
<tr>
<td>Oak Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Elm Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Schilletter Apts.</td>
<td>1</td>
<td>Bldg. 38—unintentional—oven fire—cooking</td>
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<td>0</td>
<td>$500</td>
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<tr>
<td>Wallace Hall</td>
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<td>Electrical vault—unintentional—electrical transformers caught on fire</td>
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<td>$4,636.59</td>
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<td>Willow Hall</td>
<td>0</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Wilson Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Welch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Roberts Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University Village Apts.</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
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</table>
## Residence Hall Fire Statistics 2015

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th># of Fires</th>
<th>Cause of Fire</th>
<th># of Injuries Requiring Medical Treatment</th>
<th># of Fire Related Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lyon Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Freeman Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Birch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Buchanan Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Eaton Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Frederiksen Court Apts.</td>
<td>1</td>
<td>Unintentional—cooking materials burned on stove</td>
<td>0</td>
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<td>$11,846.42</td>
</tr>
<tr>
<td>Friley Hall</td>
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<td>N/A</td>
</tr>
<tr>
<td>Helser Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Larch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Legacy Towers</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Linden Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Maple Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Oak Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Elm Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Schilletter Apts.</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Wallace Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Willow Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Wilson Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Welch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Roberts Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University Village Apts.</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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## Residence Hall Fire Statistics 2016

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th># of Fires</th>
<th>Cause of Fire</th>
<th># of Injuries Requiring Medical Treatment</th>
<th># of Fire Related Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lyon Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Freeman Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Birch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Buchanan Hall</td>
<td>1</td>
<td>Intentional — burned photo on hallway wall</td>
<td>N/A</td>
<td>N/A</td>
<td>$00-$99</td>
</tr>
<tr>
<td>Eaton Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Frederiksen Court Apts.</td>
<td>0</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Friley Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Helser Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Larch Hall</td>
<td>1</td>
<td>Intentional—burned paper on a bulletin board</td>
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<td>N/A</td>
<td>$00-$99</td>
</tr>
<tr>
<td>Legacy Towers</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Linden Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Maple Hall</td>
<td>0</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>0</td>
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<td>N/A</td>
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<td>Oak Hall</td>
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<td>N/A</td>
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</tr>
<tr>
<td>Schilleter Apts.</td>
<td>3</td>
<td>Unintentional — Plastic dishes burned in oven Unintentional — Grease fire on stove top Unintentional — Cooking materials burned on stove</td>
<td>N/A</td>
<td>N/A</td>
<td>$500 $0 $500</td>
</tr>
<tr>
<td>Wallace Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
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<td>Willow Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Wilson Hall</td>
<td>0</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Welch Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Roberts Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>University Village Apts.</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Other Fire Safety Related University Policies:

Candles, Open Flame; Fire Extinguishers; Fire Safety; Firework, Pyrotechnics, and Flame Effects; and Smoke Free Campus (See appendix 1.)
Annual Security Report - Rome, Italy Campus

All policies and procedures of the main campus will apply unless noted below.

The Rome campus does not have on-campus housing facilities.

**Reporting Crimes:** Victims of crime on the Rome campus are instructed to report immediately to the resident director (Pia Schneider) and the Italian police (emergency, call 113). If the crime occurred at a residence, staff and students are instructed to contact the police station at Via Felice Cavallotti in Rome (phone 06 583 9131). The police report must be filed within three months of the date the crime occurred (in the event of a sexual assault, the report must be filed within six months). If you have difficulties filing your report with Italian officials, contact the U.S. Embassy or Consulate (phone 06.46741) immediately or refer to the following website: http://italy.usembassy.gov/acs/emergency/emergency~crime.html

**Facilities Hours and Access:** The studio is generally open between 8:00 a.m. and 10:00 p.m. Exceptions to the closing hour will typically be made for the days immediately preceding a major deadline, at the discretion of the program leaders and the resident director.

The studio is a large facility containing diverse spaces that are generally separated from one another. Students and staff are asked to monitor the studios for unescorted visitors and intruders. Students and staff are expected to keep their keys in their possession because the main door remains locked at all times. Only authorized personnel have key access to the facility.

Students and staff are asked to avoid being in the facility alone. The last people to leave the studios should close all windows and terrace doors and assure that the shutter-locks are secured.

**Maintaining Campus Facilities**

The studio spaces and lecture room are cleaned on a regular basis by contracted cleaning personnel. You are asked to keep the floor area around your tables as clear as possible, and take responsibility for cleaning up after yourself before leaving the studio facility each day. Anything on the floor overnight will be considered trash.

**Timely Warnings:** Whenever a situation arises, either on or off campus, that in the judgment of the Resident Director constitutes an ongoing or continuous threat, a campus wide “timely warning” will be issued. This may take the form of an e-mail and/or an announcement made in the classrooms and studios. A second announcement will be made when the threat no longer exists.

**Alcohol Policy:** The consumption of alcohol in the studio is prohibited, with exceptions made only for special group events, such as receptions and exhibition openings.

- The legal age for purchasing alcohol in Italy is 16; however, there is no minimum legal drinking age.
- Applicable Italian laws regarding alcohol include:
  - From 10:00 p.m. to 7:00 a.m.: It is forbidden to sell take away alcoholic beverages, even from automatic machines.
  - From 10:00 p.m. to 7:00 a.m.: It is forbidden to drink alcoholic beverages in glass containers on the streets.
  - From 12:00 a.m. to 7:00 a.m.: It is forbidden to drink alcoholic beverages in any kind of container on the streets.
  - From 2:00 a.m. to 7:00 a.m.: It is forbidden to sell alcoholic beverages.
Annual Security Report - Rome, Italy Campus

**Drug Policy**: Possession of all drugs is prohibited in Italy and punishable by administrative sanctions in instances of personal use and by prison sentences when dealing or trafficking is involved. (Refer to the following website for more information: http://www.emedda/europa.edu/html.cfm/index5174EN.html?plugir)

**Evacuating the Studios**: Should there be a fire, gas leak, flood, or any other emergency compromising the general health and safety of persons present at the Iowa State University College of Design Rome Program and no member of the faculty/staff is present, you must sound the alarm, warn others of the danger and evacuate the building immediately. In case of such emergency, evacuation of the premises is required by the Italian safety code (D.L. 81/08) even in the absence or failure of alarm systems or in the absence of a member of the Rome Program staff or faculty.

- Sound the alarm (located in the corridor next to the telephone, opposite the office). This signifies that everyone must immediately evacuate the premises.
- Check the Evacuation Plan on the wall of each room for a clear indication of escape routes.
- When evacuating, proceed calmly and in an orderly fashion to the nearest accessible exit, following specific instructions of ISU staff or faculty, if present. If no member of the staff or faculty is present, please lead other students and any guests out of the building.
- In case of a fire or explosion, distance yourselves as far as possible from the hazard. Do NOT remain near the building or windows that may explode in shards of glass.
- In a fire, turn off the circuit breaker (on the electrical panel in the corridor).

The primary fire exit is through the front door and down the staircase. The place of secure refuge is the terrace off the back rooms. If both the front exit and the secure refuge are blocked, an alternative route is down the back staircase by the office, which leads to the ground floor and into the piazza.
Annual Security Report - Rome, Italy Campus

Crime Statistics for the Rome Campus

This chart depicts offenses reported by officials of the Study Abroad program which is part of the Design College located in Rome, Italy. The Rome police department has jurisdiction for all crimes occurring in or around the University properties and facilities. These offenses are compiled as required by provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<table>
<thead>
<tr>
<th>CRIMES</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0</td>
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Hate Crimes: no hate crimes were reported during calendar years 2014, 2015 and 2016.
Annual Security and Fire Safety Report -
Kamuli District, Uganda Campus

All policies and procedures of the main campus will apply unless noted below.

**Reporting Crimes:** Victims of crime on the Uganda campus will report to the “In-Country Safety Officer” or one of the “Assistant In-Country Safety Officers.” All information in reference to criminal activities will be forwarded to the Associate Director of Education Programs who will in-turn notify ISU Police to ensure inclusion in the ISU Annual Security and Fire Safety Report. Crimes occurring on the Uganda campus are reported by the victim or staff member to the campus “Security Officer and Fleet Manager.” The individual in this position contacts the Uganda police to facilitate a criminal investigation.

**Facilities Hours and Access:** The Uganda campus is composed of academic/meeting halls and residence halls. The campus is surrounded by a concrete wall with razor wire mounted on top of the structure. The exit doors from the campus into the greater community are solid metal. The hours the doors are opened are 7:30 a.m. until 5:00 p.m. They hours may be adjusted, depending on the needs of the students, staff and faculty who are residing on campus. The doors are constantly monitored by armed security guards to ensure the safety of campus occupants.

**Timely Warnings/Emergency Notification, Response and Evacuation:** Warnings on the Uganda campus are communicated via whistles, in the case of impending emergencies such as fire or inclement weather. Messages are also relayed via text message to group leaders and students with phones. Less urgent messages are communicated in person during nightly meetings. There are two exits to evacuate the campus; one of the two doors is large enough for vehicular traffic.

**Drugs and Alcohol:** The possession or use of any quantity of illegal substance is strictly prohibited, including marijuana. The consequences of substance abuse or other illegal activity at any time during the program include immediate expulsion from the program, forfeiture of all program fees, loss of academic credit for the program, and total responsibility for the cost of any legal fees and return trip to the intern or student’s permanent home.

No alcoholic beverages will be allowed in the Iowa State University-Uganda Program, CSRL (Center for Sustained Rural Livelihood) and service learning program housing and office facility. Interns and students must follow the rules of Iowa State University – students under the age of 21 are not allowed to consume alcohol at any time.

**CRIME STATISTICS**

Information relating to crimes occurring on the Uganda Campus is obtained from the Associate Director of Education Programs for the College of Agriculture. (See chart on next page.)

**Hate Crimes:** no hate crimes were reported for calendar years 2014, 2015 or 2016.
**Unfounded Crimes:** no crimes were unfounded in calendar years 2014, 2015 or 2016.
Annual Security and Fire Safety Report - Kamuli District, Uganda Campus

Crime Statistics – Uganda Campus

This chart depicts offenses reported by officials of the Uganda Study Abroad program, which is part of the College of Agriculture and located in the Kamuli District, Uganda. These offenses are compiled as required by provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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In the above table, the On-Campus Property crimes are reported in two categories — Res indicates the crime occurred in an on-campus residence hall; Oth indicates the crime occurred in an on-campus location other than a residence hall. By adding the two columns, you will get the total number of on campus crimes reported.
Annual Security and Fire Safety Report -
Kamuli District, Uganda Campus

Annual Fire Safety Report – Uganda Campus

The Uganda campus has two residence halls: the “Boys’ Dormitory” and the “Girls’ Dormitory.” Both residence halls have smoke detectors; neither building has a sprinkler system. The Iowa State University-Uganda Program’s code of conduct requires; “Interns and students will participate in all safety drills, similar to living in the residence hall at Iowa State University, and when required by program leaders.” To protect residents from fire, and in accordance with University Policy, flammable liquids, candles and open flames are prohibited within the residence halls. Fire extinguishers are provided in all residence, meeting and kitchen facilities. The local fire department will respond to fires within the campus.

There were no residence hall fires on the Uganda campus during the 2014, 2015 and 2016 calendar years.

Conclusion

This document has been prepared in compliance with the Jeanne Clery Act. All of the information contained within the document has been verified. If there are any questions regarding this document or Iowa State University’s compliance with the Clery Act, please call ISU Police at 515-294-4428 and ask to speak with Clery compliance personnel.
Appendix 1

ISU Policies

University Policies

The Policy Library contains university policies only. University policies present non-discretionary expectations that describe accepted standards of conduct, criteria for granting privileges or benefits, or the means of conducting university-related activities. Generally, university policies will not change more frequently than annually.

Policies in the Policy Library are the current official statements of university policy of general applicability from across Iowa State University. Policies included in the Policy Library apply to a broad range of the university community, not just one department or unit. These university-level policies have been approved at the vice presidential level and, in some cases, by the university president and/or the Board of Regents, State of Iowa.

Linking to the Policy Library

Rather than restating policies in multiple locations, websites and other documents should provide links or references to the policies in the Policy Library to avoid redundant, inconsistent, or outdated policy statements. Statements of university policy published elsewhere are not official as they may not reflect recent changes.

Policy-Related Guidance

The Policy Library does not include guidance such as process, procedures, practice, and supplemental information. However, links are provided from policies to such guidance. Guidance may tend to be revised more frequently than policies, and is sometimes considered to be more discretionary than policies. Please contact the unit responsible for maintaining the policy if you have questions about policy-related guidance.
## Appendix 1

### Policies

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Alcohol, Drugs, and Other Intoxicants

Introduction

This policy addresses alcohol, drugs, and other intoxicants. The purpose of this policy is to clarify the rules regarding possession, consumption, and distribution of intoxicants within university owned or operated buildings, property and grounds including administrative, instructional and research facilities. This policy applies to all university employees, students and visitors. This policy supplements Iowa Administrative Code Section 681-13.17(2). In all instances this policy will be construed so as to comply with federal and state law.

Policy Statement

Drugs and Other Intoxicants

Drugs that are not legally available shall not be used, possessed, sold, or distributed on campus. Moreover, the unauthorized distribution of prescription drugs on the campus by a person to another person is prohibited. Misuse of drugs and other intoxicants is also prohibited.

Alcohol

Possession or Consumption

The possession or consumption of alcoholic beverages on the Iowa State University campus will be permitted in accordance with state law. Pursuant to the Board of Regents policies, the consumption of alcoholic beverages on the campus will generally be permitted only where approved by the senior vice president for university services.

Possession and consumption of alcoholic beverages is permitted in university housing according to the policies established by the Department of Residence and only for those persons having attained drinking age as stipulated in the laws of the State of Iowa.

Events

Recognition or Fundraising Purpose

In the case of a specific reception and/or dinner function, alcohol may be served in situations deemed unique or unusual. The events should involve unique recognition and/or specific fundraising efforts. They would not normally involve routine continuing education, lectures, or other professional programs that frequently occur on the campus. Normally, alcohol will be not utilized in regular campus buildings for seminar speakers, staff recruitment, or similar events. If alcohol is desired, the permission of the senior vice president for university services is required.

Because the majority of the undergraduate student body is not of legal drinking age, events involving alcohol should be ones where the participants are not primarily from the undergraduate student body.

Research, Academic and Administrative Areas; University Grounds

The consumption of alcoholic beverages in research, academic or administrative areas or on university grounds will not be permitted except under specific authorization through the office of
Appendix 1

(Avoid, Drugs, and Other Intoxicants)

the senior vice president for university services. The conditions under which possible dis-tribu-
motion of alcohol will be considered are as follows:

- An appropriate liquor license is obtained or university catering services that are licensed to
serve alcohol are used.
- The necessary dram shop insurance is obtained.
- Conformance with state distribution policies is assured.

Cash Bars

Cash bars are permitted only when an event is catered by the ISU Dining Services, the Iowa
State Center, Reiman Gardens’ contracted caterer, or other authorized caterer as approved by
the senior vice president for university services. The cost of alcoholic beverages may be includ-
ed in the charges associated with an event or dinner.

Requests

Alcoholic beverages may be permitted in a limited number of cases where special social events
are being scheduled. Requests for the use of alcohol must be made to the senior vice president
for university services well in advance of the event to allow adequate time for due considera-
tion and a decision. Specific requests must meet the following conditions:

- The facility or building area involved is not open to the general public during the time of
the event or access to the area is managed and restricted to the invited participants.
- The audience is a specifically invited group with the majority of the participants being of
legal drinking age.
- The event is being held outside of normal office or business hours.
- Individuals and/or bartenders involved in serving alcohol must have completed the training
for intervention procedures by servers of alcohol or the techniques for effective alcohol
management programs offered by the Iowa State Center, ISU Dining, the National Restau-
rant Association, or other recognized training sponsor.
- Non-alcoholic beverages will also be served along with appropriate food.

Resources

Links

- Alcohol Use - Students and Student Organizations
- City of Ames Municipal Code
- Iowa Administrative Code, see §681-13.17(2) [PDF]
- Iowa Code, see Chapter 123
- Liquor License Information (contact the Office of Risk Management)
- Office of the Senior Vice President for University Services
- Safety and You Annual Report
- Alcohol, Drugs, and Other Intoxicants [Policy in PDF with line numbers]
Appendix 1

Alcohol Use - Students and Student Organizations

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

This policy applies to all students and student organizations affiliated with or recognized by the university. See also the "Alcohol, Drugs and Other Intoxicants" policy which pertains to all university employees, students, and visitors.

Policy Statement
Alcohol may 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.

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 ensures the safety of 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 possession, consumption, distribution, and promotion of alcohol on university property.

Time, Place, and Conditions
The university has the authority to determine the time, place, and conditions under which alcoholic beverages are consumed on university property. Persons under the legal drinking age may not consume or have alcoholic beverages in their possession. The university will clearly designate all locations where alcoholic beverages may be served. 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.

Safety
Drinking activities that are potentially dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol, are prohibited. Alcohol is not to be used as an award or prize.

Supervision and Compliance
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 distribution, possession, and consumption of alcoholic beverages.

- 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.
Appendix 1

(Alcohol Use—Student Organizations)

- 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.
- 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.
- 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.
- 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.
- Cash bars are subject to restrictions. See the " Alcohol, Drugs and Other Intoxicants" policy.

Residences

To the extent possible and reasonable, the institution will respect a student's privacy within his/her university housing room. Possession and consumption of alcoholic beverages is permitted in university housing according to the policies established by the Department of Residence and only for those persons having attained drinking age as stipulated in the laws of the State of Iowa.

Links

- Alcohol, Drugs, and Other Intoxicants
- City of Ames Municipal Code
- Department of Residence Terms and Conditions, Policy Handbooks
- Iowa Administrative Code, see §681-13.17(2)
- Iowa Code, Title IV, Subtitle 1, Chapter 123: Alcoholic Beverage Control
- Student Disciplinary Regulations / Code of Conduct
- Substance Abuse and Violence Prevention
- Alcohol Use - Students and Student Organizations [Policy in PDF with line numbers]
Appendix 1


I. POLICIES

B. ALCOHOL AND CONTROLLED SUBSTANCES

1. All state, federal, and local laws and University policies pertaining to alcohol, tobacco and other drugs, including controlled substances, apply to on-campus residents and their guests.

2. Alcohol

   a. Residents and their guests are responsible for providing verification of age upon request by a staff member. Any individual who refuses to provide age verification will be assumed to be under 21 years of age.

   b. Residents and their guest will be responsible for behavior as a result of alcohol consumption.

   c. Residents 21 years of age and older

      i. Only residents and their guests who are 21 years of age or older may possess and consume alcoholic beverages in their rooms/apartments.

      ii. Alcohol in open containers may not be consumed or possessed anywhere outside a student room/apartment, including hallways, courtyards, public areas, community centers, and other University grounds. Balconies and patios are considered to be inside the apartment.

      iii. Residents 21 years of age and older may possess and consume alcohol in their room/apartment regardless of the age of their roommates.

      iv. Alcoholic beverages must be in their original, unopened containers when transported within the residential facilities. Containers of alcohol larger than one gallon (including, but not limited to kegs) are not permitted.

   d. Residents under 21 years of age

      i. Residents under 21 years of age may not possess, transport, or consume alcoholic beverages.

      ii. Residents under 21 years of age may not have a guest (regardless of their age) who consumes alcoholic beverages in their room/apartment.

      iii. Residents under 21 years of age may not possess alcoholic beverage containers (empty or full) in their rooms/apartments, including containers being used as a decoration.

3. Drugs – The unlawful use, possession, sale, delivery or distribution of marijuana or any narcotic drug, medicine, chemical compound or any other controlled substance is subject to University disciplinary action and may result in removal of the resident from on-campus housing.
Appendix 1

Candles, Open Flames

Introduction

Candles and open flames, when used incorrectly or left unattended, can ignite combustible materials. Fires caused by candles and open flames can result in loss of life and/or the destruction of millions of dollars worth of property.

Policy Statement

The use of candles and open flames is not allowed in campus buildings, on university grounds, or in association with university-sponsored events or functions, except as indicated below.

Exceptions

- **Classroom or laboratory:** Fire may be used in the course of classroom and laboratory exercises for purposes of instruction when conducted under the supervision of the instructor.
- **Kitchens:** Open flames are permitted in kitchens when used for purposes of food preparation.
- **Fire Safety Institute:** Setting of fires is permitted in connection with the Fire Safety Institute for instruction or demonstration of proper technique in fighting fires.
- **Field trip:** Campfires may be set off the campus as part of university field trips under supervision of university faculty or staff so long as they comply with any local regulatory authority.
- **Outdoor experience:** Campfires may be set off the campus as part of university-sponsored recreational outdoor experiences so long as they comply with any local regulatory authority.
- **Religious and cultural events:** Candles or other open flames may be used for ceremonies and functions of religious, cultural, social and honorary groups and events. The use of candles or open flame devices must adhere to the following guidelines:
  - Liquid or solid fueled lighting devices (e.g. Sterno® cans) must self-extinguish and not leak fuel if tipped over.
  - Candles must be in a secure and sturdy candle holder and located away from combustible materials.
  - Candles must be extinguished immediately after the ceremony or function is complete.
- **Hot work permit program:** Open flames are permitted when covered by the Hot Work Permit Program.
- **Student event:** The Student Organization Event Authorization Committee reviews and may authorize or deny the setting of fires on or off campus as part of a student event.

Resources

Links

- Fire Safety
- Hot Work Permit Program
- Hot Work Permits Policy
- Event Authorization
- Safety and You Annual Report
- Candles, Open Flames [Policy in PDF with line numbers]
Appendix 1

Emergency Notification, Response and Evacuation

Introduction
Iowa State University is dedicated to providing a safe and secure environment for students, faculty, staff, and visitors. The Higher Education Opportunity Act (HEOA) requires institutions to disclose emergency response policies and evacuation procedures that will be implemented whenever a significant emergency or dangerous situation exists on campus that involves an immediate threat to the health or safety of students, staff or visitors.

Policy Statement
It is the policy of the university to be in compliance with the HEOA Emergency Response and Evacuation Regulations.

Reporting an Emergency
All members of the ISU community are urged to report a dangerous situation on campus that involves an immediate threat to the health or safety of students, staff or visitors by calling 9-1-1.

Institutional Response
ISU Police will initiate the institutional response by immediately investigating reports of significant emergencies and dangerous situations within the university community. ISU Police may request assistance from other university departments or units, as necessary, to confirm that an immediate threat to the health or safety of students, staff or visitors exists on campus.

Emergency Notification
Should an emergency or dangerous situation pose an immediate threat to the health and safety of campus community members, they shall be notified without unreasonable delay, unless ISU Police determine that an immediate notification would place the ISU community or a victim at greater risk or would compromise efforts to contain, respond to or mitigate the emergency. It is the responsibility of ISU Police with the assistance of other departments or units, as necessary, to:

- Determine the content of any notification
- Determine the appropriate campus segments to notify
- Initiate the appropriate notification system
- Continue to update the ISU community during the emergency

Methods of Communication
ISU has several systems in place for communicating emergency information to members of the ISU community. Any or all of the following methods of emergency notification may be used depending on the type and nature of the emergency:

- ISU Alert
- Voice-enhanced siren system
- University web site
- Emergency telephone voice recording
- Public address systems
- Personal communication
- Signage
Appendix 1

(Emergency Notification, Response and Evacuation: ISU Policy Library)

ISU Alert: ISU Alert is an electronic system for quickly delivering emergency messages to Iowa State University students, faculty and staff. Notifications will be sent via landline phones, cell phones, text messages and e-mail. Messages will be brief, include basic information and provide instructions on how to obtain more details. The ISU Alert system will be used only for emergencies that pose an immediate danger to the university community. Examples may include, but are not limited to:

- Bomb threats or other imminent violent threats
- Fires, natural gas leaks and hazardous spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency

ISU Alert Contact Information on AccessPlus: All members of the Iowa State University community are encouraged to keep their ISU Alert contact information up to date. Edits can be completed using AccessPlus. Instructions for updating ISU Alert information can be found on the ISU Alert website (see Resources below).

Users should keep in mind that their ISU Alert information is separate from information participants enter in the Emergency Contact Database. Information in the Emergency Contact Database is used by authorized personnel to contact loved ones or next of kin in the event the participant is missing or otherwise unable to contact others herself or himself.

Voice-enhanced siren system: The university has five strategically placed warning sirens on the campus to alert the campus community to a dangerous condition. The system permits voice broadcasts to communicate any necessary emergency information to the community.

University website: Updated information following a message notifying the campus of an emergency will be found on the university website, available for the university and general communities and media outlets, if warranted. In cases of extreme emergency, the university has the ability to replace the regular website with a website designed for emergency communications only. Regular website functionality can be obtained from a link on the emergency website.

Emergency telephone voice recording: The telephone number 515-294-5000 contains a recorded message that provides general information to listeners in the event of an emergency.

Public address systems: Specific areas and buildings on campus have public address systems which can be used in the case of an emergency to disseminate information. In addition, ISU Police vehicles are equipped with public address systems which can be used in specific emergencies.

Personal communication: Individual departments and units are encouraged to maintain a variety of forms of personal communication, including phone trees and email lists that can be accessed if needed.

Signage: A variety of signage may be created to help provide direction in the event of an emergency. Each building on campus is assigned a building supervisor, who may be asked to assist in the case of an emergency. Building supervisors can create signage to provide information and direction to members of our campus community. Occupants of buildings are encouraged to familiarize themselves with the nearest evacuation route.
Appendix 1

(Emergency Notification, Response and Evacuation: ISU Policy Library)

Testing

All emergency communications methods are tested on at least an annual basis, according to standards as appropriate.

Evacuation

Each building on campus has a designated evacuation plan in the event of an emergency that would require such action. These plans are posted on each floor of each building and can be accessed online. Other than fire alarms, ISU Police are responsible for determining if the emergency or dangerous situation is such that a building evacuation is necessary and if so, notifying the occupants of the building or buildings of the decision to evacuate.

Policy Awareness

The university will link to this policy electronically through websites designed to convey emergency or law enforcement information such as the ISU Annual Security Report.

Resources

Links
- Code of Federal Regulations, 34 CFR §§ 668.46(e), 46(g)
- Critical Incident Response Team
- Emergency Evacuation Maps for ISU Buildings
- Fire Safety policy
- ISU Access Plus website
- ISU Alert System
- ISU Alert System: Update Your Contact Information
- ISU Police (515-294-4428)
- ISU Police Continuity of Operations Plan [PDF]
- Annual Security Report (under the Clery Act)
- Stay Safe at Iowa State website
- Emergency Notification, Response and Evacuation [Policy in PDF with line numbers]
Appendix 1

Faculty Conduct Policy

Faculty Handbook Chapter 7. Faculty Conduct Policy
Changes to this section were approved by the Faculty Senate, November 14, 2006.

7.1 Statement of Principles
Section 7 was approved by the Faculty Senate on 5/01/01, by the University President on 1/31/02 and by the Board of Regents on 3/14/02.

7.1.1 Academic Freedom
Academic freedom is the foundation of the university because it encourages and guarantees the right to inquiry, discourse, and learning that characterize a community of scholars. Iowa State University supports full freedom, within the law, of expressions in teaching, investigation in research, and dissemination of results through presentation, performance, and publication. No faculty member shall be judged on any basis not demonstrably related to professional performance. Iowa State University is dedicated to ensuring that faculty have the freedom to engage in teaching, research, extension, administration, and other professional activities and it considers a strong tenure system to be indispensable to the success of fulfilling its obligations. Iowa State University is committed to an uninhibited, robust, and unfettered pursuit of ideas. All members of the university community, faculty, staff, students, and administrators, are members of an ethical team whose goal is to create an environment in which no one hesitates to speak his or her mind for fear of reprisal. Iowa State University will take all appropriate actions to defend academic freedom, and to defend faculty who are accused or charged during the appropriate exercise of their duties.

In the exercise of academic freedom, faculty members may discuss without limitation any topic related to their professional area of expertise in the classroom, at professional meetings, or through publication. As scholars and educational officers, faculty should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint and should show respect for the opinions of others. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline.

7.1.2 Professional Responsibilities
Iowa State University recognizes that membership in the academic profession carries with it special responsibilities. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their discipline is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Faculty members do not allow subsidiary interests to compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members foster honest academic conduct and evaluate student work with respect to its true academic
Appendix 1

(Faculty Conduct Policy)

members foster honest academic conduct and evaluate student work with respect to its true academic merit. They respect the special nature of the relationship between professor and student. They do not exploit, harass, or improperly discriminate against students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As administrators and colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not exploit, harass, or improperly discriminate against colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek to be effective teachers, scholars, and administrators. Faculty members maintain their rights to criticize and seek revision of university regulations and actions that they believe violate academic freedom. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions. As private individuals, faculty members have the same rights and obligations as others. Faculty members measure the urgency of these obligations in the light of their responsibilities to their discipline, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As individuals engaged in a profession that depends upon freedom for its health and integrity, faculty members promote conditions of free inquiry and further public understanding of academic freedom.

7.2 Faculty Misconduct

Every faculty member of the University recognizes that certain types of behavior constitute misconduct. Such behavior compromises the integrity of the University and the trust placed upon its members. The University will take any actions necessary to prevent misconduct and discipline those it finds responsible. Generally, adequate cause for sanction of a faculty member includes but is not limited to:

- Professional dishonesty in teaching, research, extension, or administrative activity;
- Demonstrated incompetence;
- Substantial and manifest neglect of duty; or
- Serious misconduct prohibited by law, Board of Regents policies, or official university policies.

In addition, the Board of Regents reserves the power to sanction a member of the faculty for other causes, but this power is exercised only under exceptional circumstances and then only for conduct which is clearly prejudicial to the best interests of the university.
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7.2.1 Interpretation of Misconduct Rules

7.2.1.1 Protection of Academic Freedom.
To ensure protection of academic freedom, this faculty conduct policy shall not be interpreted to permit discipline of faculty for immaterial violations of policy. Faculty should be disciplined only for practices that affect an important interest of the University.

7.2.1.2 Scholarly Discourse and Germaneness.
When faculty are engaged in scholarly discourse they may not be disciplined for discussion or presentation of material, ideas and topics that are germane to the scholarly subject matter. Scholarly discourse includes the investigation, discussion and presentation of scholarly subject matter, including the presentation of material in the classroom. In order to be germane, the material presented must be relevant to the scholarly subject matter, and must be presented by appropriate means. Faculty must remember that students are constrained in their freedom of choice of classes and in continuation in classes. Teaching methods that target individual students in an unfair way so as to prevent them from full participation in a course will not be regarded as appropriate. Comments related to sex, gender, race or ethnicity that are persistent, demeaning and unnecessary are not germane. Failure to adhere to the policy on the use of Explicit Materials will be considered in making a determination of whether the material is germane. (FH Section 10.6.1)

7.2.1.3 Severity of Violations
Disciplinary action will be appropriate to the severity of the underlying misconduct. Generally, violations considered more severe include but are not limited to:

- Violence or threats of violence;
- Acts intended to result in improper personal gain of the faculty member and loss to others;
- Intentional or knowing violation of laws or rules known to the faculty member;
- Acts the faculty member could anticipate will be seriously prejudicial to others;
- Acts that result in substantial interference with the learning of students, the work of colleagues and staff or the receipt of benefits intended for the public; or
- Repeated acts of a similar nature.

7.2.2 Types of Misconduct
The following sections describe general categories of misbehavior. The fact that a particular behavior is not specifically mentioned does not mean that faculty cannot be sanctioned if the behavior falls within the general definition of adequate cause indicated above.

7.2.2.1 Conflicts of Interest and Commitment
Iowa State University encourages active participation of faculty in external activities that promote the university's mission, enhance professional skills, expand knowledge, and/or contribute to public service. At the same time, the university expects all employees to conscientiously guard against possible adverse effects of their activities on the performance of their university duties and the reputation of the university.
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(Faculty Conduct Policy)

Activities or financial interests with the potential to lead to such adverse effects are termed "conflicts." The university policy that provides a broad framework for understanding, disclosing and managing conflicts is the Conflicts of Interest and Commitment Policy in the Policy Library (COIC Policy). All university employees are required to comply with the COIC Policy and the Procedures, Applications, and Guidance established for disclosure, approval, and management of conflicts of interest and commitment. The COIC Policy complies with federal and state law and Board of Regent policies and rules regarding all forms of conflicts.

Details of procedures for disclosing and managing specific types of conflicts are provided in the Conflicts of Interest and Commitment Policy in the Policy Library and the Procedures, Applications, and Guidance document. Included are guidelines related to:

- Financial conflicts of interest (financial interests in, management roles in and consulting for external entities, as well as ownership of patents, patent applications and royalty rights)
- Professional Activity Leave
- Service to government and professional associations

Iowa State University requires the disclosure, review/approval, and management of external activities or financial interests with the potential to interfere with one or more of the following:

- Performance of Duties: University employees are expected to devote sufficient time and attention to their university duties to perform them conscientiously. An external activity with the potential to interfere with the employee's university duties is known as a conflict of commitment.
- Objectivity: University employees are expected to be objective in the decisions they make while performing their university responsibilities. Financial or other personal considerations with the potential to compromise an employee's objectivity are known as conflicts of interest.
- Appropriate Use of State Resources: State law prohibits the use of state resources, including the university name and trademarks, for personal benefit when such use is detrimental to the state or university.

7.2.2.1.1 Consenting Relationships.
Consenting relationships that are of concern to Iowa State University are those intimate relationships to which both parties have consented, but where a reporting or evaluative relationship exists between the parties. When a relationship between a faculty member and a student is not confined to that of intellectual guide and academic counselor, it is the responsibility of the faculty member to take appropriate actions to avoid any conflict or apparent conflict of interest between the personal and academic concerns. Likewise, when such a relationship exists between faculty members or when it involves their role as supervisor, it is the responsibility of each faculty member to take appropriate actions to avoid any conflict or apparent conflict of interest.

Because of the reporting and evaluative nature of the relationship and the uneven power inherent in such a relationship, such relationships may become exploitative. Further, other individuals in proximity to the consenting relationship may suffer as a result of the reporting or evaluative aspects of the consenting relationship. Although consenting relationships may be viewed as private, real or perceived preferential treatment at the expense of others is in violation of an environment that seeks to foster a community for learning and scholarship. Because of these reporting and evaluation relationships and the uneven power inherent in such relationships, it will be very difficult to avoid subsequent charges of sexual harassment.
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(Faculty Conduct Policy)

A faculty member must not participate in the supervision, instruction, or evaluation of a student, staff member, or colleague with whom a romantic or sexual relationship exists or has existed. The faculty member must take appropriate actions to end the supervisory, instructional, or reporting relationship, thereby removing the possibility of a conflict of interest. Failure to do so shall be viewed as misconduct. See Consenting Relationships Policy in the Policy Library.

7.2.2.1.2 Family Relationships - Nepotism
The State of Iowa Board of Regents policy prohibits persons responsible for the employment of staff members from recommending for employment anyone related to them by blood or marriage as follows: parent, child, brother, sister, first cousin, uncle, aunt, nephew, niece, spouse, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-parent, step-child. This restriction applies to all employees except those persons receiving a compensation of less than $600 per year.

Faculty may not vote or formally participate in decisions to appoint, set salary, tenure, promote, or determine working conditions when the candidate is their spouse, domestic partner, or child. Nor are they permitted to supervise the academic work of their spouses, domestic partners, or children unless specific permission has been granted by the department chair, and a plan for oversight has been instituted to assure objective evaluation of the work. Generally, someone other than the faculty member should evaluate the work of such family members. See Board of Regents Policy Manual chapter 4.11.

7.2.2.1.3 Procurement
Faculty and immediate family members may not sell goods or services to the University unless in conformity with Board of Regents Policy. (FH Section 8.3.7) Iowa law also forbids the acceptance of gifts from persons in certain circumstances, which may indicate improper influence. See Gratuities and Gifts, Procurement in the Policy Library.

7.2.2.2 Discrimination and Harassment
The obligation of the University is to provide an environment that enables all members of the community to pursue work and study free of discrimination and harassment. Especially important is to prevent and address discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a US veteran (disabled, Vietnam, or other), or other protected classes, as described in the Iowa State University non-discrimination policy. At the same time the university is committed to preserving an environment of free debate and discussion. Harassment in any form does not occur unless the behavior or speech is severe, persistent or pervasive. In the context of scholarly discourse harassment does not occur unless the expressive activity is not germane to the subject matter.

7.2.2.2.1 Discrimination
Consistent with the University's policy against discrimination, faculty may not engage in discriminatory conduct, as prohibited by the University's Discrimination and Harassment policy in the Policy Library.
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(Faculty Conduct Policy)

7.2.2.2 Harassing Behavior

- Criticism and actions taken in or as a result of disagreement can be misunderstood and can result in harassment when:
  - Verbal, written or physical conduct attempts to improperly influence another's academic or personal decisions with the direct or indirect threat of negative consequences if compliance does not occur;
  - Verbal, written, or physical conduct is directed against another and is reasonably regarded as either abusive, intimidating, or humiliating, and substantially impairs the academic or work environment of the person against whom it is directed; or
  - Verbal, written, or physical conduct intentionally encourages others, acting singly or in a group, to harass others.

7.2.2.3 Harassment

The policy of Iowa State University is that no member of the academic community may engage in harassment as prohibited by the University's Discrimination and Harassment policy in the Policy Library.

7.2.3 Academic and Research Misconduct

The faculty bear the primary responsibility to the academic community, to the institution, and to each other for maintaining high standards of integrity in teaching, research, extension, administration, and scholarly activity. By virtue of their leadership positions in the university, faculty have a special obligation to support and maintain a climate of integrity. It is important to recognize that academic and research misconduct cannot be excused or wrongly protected under a claim of academic freedom.

Academic and research misconduct include any and all practices that seriously deviate from those commonly accepted in the academic community for teaching, research, extension, administration, professional practice and service.

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.3.1 Academic Misconduct

Examples of academic misconduct include the following:

- Plagiarism, the representation of another's work as one’s own when it occurs other than in the course of research.
- Failure to follow required protocols in conducting research, such as adhering to procedures for the protection of human or animal subjects of research;
- Falsification of one's credentials
- Retaliation against persons who file claims of academic misconduct
- Falsification or intentional misrepresentations of truth in teaching.

Approved by the Faculty Senate on 3/6/2012; Approved by the president and provost on 4/10/2012. Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.
Appendix 1

(Faculty Conduct Policy)

7.2.2.3.2 Research Misconduct
Research misconduct, specifically as defined in federal regulations, consists of any of the following:

- Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results
- Plagiarism, the representation of another's work as one's own when it occurs in the course of research
- Ordering, advising or suggesting that subordinates engage in any practice constituting research misconduct.

At Iowa State University any other misconduct involving research will be treated as academic misconduct.

Research misconduct must depart significantly from accepted practices of the relevant research community and must be committed intentionally, knowingly, or recklessly. If a faculty member is alleged to have engaged in research misconduct, then the procedures set forth in the University’s Research Misconduct Policy (see Policy Library) shall be followed unless determined otherwise by the University’s Research Integrity Officer (RIO). Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.2.4 Criminal Acts or Violence
As members of the community, faculty are subject to state and federal laws. Criminal acts involving moral turpitude, acts which violate laws specifically applicable to state employees, or acts of violence or threats of violence against persons or property are considered misconduct and make the perpetrator liable to sanction. This policy is intended to provide a sanction only for those crimes that affect the fitness of the faculty member.

7.2.2.5 Violation of Other University Principles and Policies
Violation of other University principles or policies may result in disciplinary action.

7.2.2.5.1 Unacceptable Performance of Duty
These procedures are intended only in cases for which dismissal for unacceptable performance of duty may be contemplated after reasonable documented efforts have been made by department, college and University officers to resolve concerns about unacceptable performance according to the University's policies governing faculty performance.

A faculty member's performance of duty may be deemed unacceptable if there has been, for a significant period of time (most recent three to five years), substantial, persistent and manifest neglect of faculty duties as presented in the faculty member's position responsibility statement and as reflected in the written record. The written record will include the position responsibility statement, annual evaluations, current curriculum vitae, and at least one completed post-tenure review within the time frame in question. The written record may also include any written correspondence over the past five years between the department chair and the individual dealing with performance of duties and any written correspondence between the individual and the relevant dean or the senior vice president and provost dealing with performance of duties.

The college dean shall make a complaint of unacceptable performance of duty based on the written record.
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(Faculty Conduct Policy)

To initiate the formal complaint procedure of unacceptable performance of duty, the college dean will file a written complaint with the Office of the Senior Vice President and Provost by setting forth in writing the specific findings of unacceptable performance of duty. The dean’s notification shall include the entire written record and a review of the efforts that have been made to resolve the matter, including the use of any established post-tenure review procedures of the college and department(s) in question. Upon receipt of a complaint, the senior vice president and provost and the President of the Faculty Senate will immediately evaluate the complaint to determine whether the complaint has been properly filed. If filed properly, Faculty Conduct Policy (FH Section 7.2.5.1.3) (Initial steps by the senior vice president and provost) triggers the formal Complaint Review and Resolution procedures, (FH Section 7.2.5.2).

Approved by Faculty Senate (April 19, 2011); by president and provost (April 22, 2011).

7.2.2.5.2 Abandonment of Position
Faculty members who substantially fail to perform their position responsibilities and show disregard and lack of care for the accomplishment of their responsibilities have abandoned their positions. Failure to address reasonable requests to perform position responsibilities in a timely manner, especially those related to schedule-driven responsibilities such as teaching and extension/outreach, shall be regarded as evidence of abandonment of position. In cases of abandonment, salary may be suspended by the senior vice president and provost upon recommendation of a Faculty Review Board as provided under (FH Section 7.2.5.1.4).

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.2.5.3 Assisting Others in Violating University Rules
As exemplars for others on the campus, faculty may not assist others in material violations of university rules. This applies though the specific rule may not apply to faculty. For example, a faculty member should not assist a student in violation of the University Disciplinary Regulations applicable to students.

7.2.2.5.4 Acceptable Use of Information Technology Resources
Computational equipment has become a valuable tool for carrying out the mission of the institution. Faculty are expected to adhere to the university's policy on the Acceptable Use of Information Technology Resources in the Policy Library. In particular, faculty shall not access data of others without authorization, nor take action intended to damage or interfere with computer equipment, software, databases and networks.

7.2.2.5.5 Breach of Confidentiality
Faculty are entrusted with confidential information on students, colleagues, clients and research subjects. Unauthorized disclosure of personal information subject to restrictions on dissemination is a form of misconduct. With respect to information on students, faculty are expected to adhere to standards set by the Family Educational Rights and Privacy Act (FERPA). For more information about FERPA, see the Office of the Registrar policies.

7.2.2.5.6 Breach of a Mediation Agreement
Faculty members are expected to adhere to their commitments made as the outcome of a mediated agreement under the mediated procedure indicated below. Failure to do so may be determined to be misconduct.
Appendix 1

(Faculty Conduct Policy)

7.2.2.5.7 Breach of Professional Ethics
Faculty often are members of a profession based upon the subject of their expertise. Faculty are expected to uphold the standards applied to the practice of their profession. For example, a professional counselor, whether of law, of psychology or other therapy is expected to adhere to the applicable ethical rules; a veterinarian is expected to adhere to the ethical rules applicable to veterinarians. Failure to do so may result in disciplinary action.

7.2.2.5.8 Deception
Intentionally providing false information, orally or in writing, to others with the understanding that they may rely upon such information, is damaging to the trust placed in faculty. Alteration of documents used for official purposes is both a violation of law and is misconduct.

7.2.2.5.9 Discrimination
Consistent with the University's policy against discrimination, faculty may not engage in discriminatory conduct against members of the protected classes as defined in (FH Section 7.2.2.2), unless the conduct is consistent with university programs involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce under-utilization, and/or where this policy conflicts with federal and state laws, rules, regulations, or orders. See the Discrimination and Harassment policy in the Policy Library.

7.2.2.5.10 Interference with Disciplinary Procedures
Faculty members may not intentionally interfere with disciplinary processes including the following acts:

- Destroying or concealing evidence;
- Providing false or misleading information;
- Intimidation of witnesses; or
- Promising rewards to witnesses for favorable testimony.

This section does not require a faculty member to testify against him- or herself under circumstances where the faculty member may incriminate him- or herself by testifying.

7.2.2.5.11 Misuse of Funds, Equipment and Facilities
The use of funds, equipment or facilities provided for a specific purpose for other than that purpose is a form of misconduct. Iowa law forbids the use of funds, equipment or facilities for personal gain or benefit, or for private gain or benefit without following procedures for approval and reimbursement. See policy on Personal Use and Misuse of University Property in the Policy Library.

7.2.2.5.12 Misuse of Others' Intellectual Property
Faculty have the obligation to respect the works of their colleagues and students. Use of others' unpublished work, even with attribution, is not acceptable unless it is clear that the author or owner claims no exclusivity in the work, or appropriate authorization has been granted. Faculty members are expected to comply with fair use rules in using copyrighted works of others.

7.2.2.5.13 Other Policies
Faculty must comply with all university policies, including but not limited to:

- Drug and Alcohol Free Workplace. (FH Section 8.4.3)
- Occupational Safety Policy. (FH Section 8.4.4)
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7.2.3 Addressing Claims of Faculty Misconduct
Conflicts or concerns that arise during the day-to-day functioning of the university are usually addressed through administrative channels and involves bringing the concern(s) to the attention of the appropriate administrator charged with responsibility for that academic unit (e.g., chair, dean, or senior vice president and provost). Any individual with a concern that a faculty member may be guilty of misconduct may bring the concern forward through these same regular administrative channels. The administrator is responsible for assessing the situation and, where appropriate, taking appropriate administrative action to resolve concerns. If the complaint involves activities which are prohibited by the University's Discrimination and Harassment Policy (see Policy Library), the administrator must notify the Office of Equal Opportunity (OEO) upon the receipt and resolution of the complaint to ensure responsiveness and consistent enforcement. The administrator may recommend the use of the complaint processes described below.

An individual with a concern that misconduct has occurred may also initiate a complaint through either the Voluntary Mediated Process (see FH Section 7.2.4) or the Formal Process (see FH Section 7.2.5) delineated in this document, or informally through the Ombuds Office. The Voluntary Mediated Process is used to consider and resolve misconduct issues through mediated discussion with all involved parties. The Formal Process begins with the presentation of a written complaint and involves peer review. The procedures described below are designed to assess and resolve the misconduct issues identified in this policy and are not intended to address grievances (FH Chapter 9).

If an individual has a concern that research misconduct has occurred, the individual is encouraged to report such misconduct to the University’s Research Integrity Officer (RIO) in accordance with the University’s Research Misconduct Policy (see Policy Library).

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.4 Voluntary Mediated Process

7.2.4.1 Initiating the Process
The individual wishing to bring a complaint of misconduct to mediated resolution may do so by contacting the Office of the Senior Vice President and Provost in writing. Mediators are individuals designated for their skill and training in mediation and for their knowledge of the policies of the university. The goal of mediation is for an impartial party to work with the individuals to resolve a charge of misconduct outside of a hearing process. Successful mediation results in a written agreement among the parties. As discussed below in (FH Section 7.2.5.1.3), the senior vice president and provost may also initiate the mediation process in certain cases.

7.2.4.2 Complaint Review and Processing
As part of the process, the mediator will discuss the procedural options with the complainant and the respondent. To enter into the voluntary mediated process, both the respondent and complainant must agree to follow the process outlined by the mediator. The mediator will arrange for a discussion of the issues and assist in developing a written plan to which the parties will agree. Mediators will consult with the appropriate administrators in the development of the agreement to receive advice on the impact of the resolution on the operations of the department or unit.
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7.2.4.3 Resolution of Complaints
The written agreement will be provided to the parties, to the administrators responsible for overseeing the agreement, and the senior vice president and provost. Chairs and deans will keep such agreements in sealed files in a secure location separate from official personnel files. The documents and notes of the mediation process will be organized following good practice in mediation and will be retained for five years in the senior vice president and provost's confidential files. They shall only be opened if the parties agree, or if there is an urgent need for access. Mediators may not be called on as witnesses, and notes and records of these proceedings (except for the agreement) may not be used as evidence in a grievance or a formal hearing except as provided by law. If mediation is not successful a complaint may be filed through the formal complaint process.

7.2.5 Formal Complaint Process
The formal complaint process is based upon peer review and respect for due process. It is an academic and not a judicial process. The goal of a formal complaint is to determine the truth and to recommend and apply remedies and sanctions in keeping with the freedoms and responsibilities of academic freedom and the university environment.

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.5.1 Filing Formal Complaints
To initiate the formal complaint, the complainant will file a written complaint with the appropriate administrative officer as indicated below. Multiple complaints arising out of the same alleged misconduct, or a pattern of alleged misconduct, should be consolidated into a single complaint.

The complainant may be an individual affected by the alleged misconduct, or an administrator or other person to whom an affected individual has referred information regarding the alleged misconduct. For purposes of the Faculty Conduct Policy, an affected individual allegedly harmed by the conduct, but is not the complainant shall be known as “the referring party.”

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.5.1.1 Content of Formal Complaints
The complaint should include:

- The name, address, and telephone number of the complainant
- The name of the referring party, if any
- The name and office of the individual(s) alleged to have engaged in misconduct
- A short, plain statement describing the alleged misconduct
- The approximate date(s) on which the misconduct allegedly occurred
- Persons known to have information relevant to the complaint
- A statement of any provision of law, rule, or policy believed to have been violated by the alleged misconduct
- Any other information which will assist in the peer investigation and resolution of the complaint
- The signature of the complainant

Complaints may also suggest what action might be taken to address the alleged misconduct. Complainants are expected to cooperate by providing relevant information relating to the complaint if requested. Failure to cooperate may result in dismissal of the complaint.
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7.2.5.1.2 Offices Where Formal Complaints May be Filed
The following offices are designated to receive complaints against a member of the faculty:

- Any complaint of alleged misconduct may be filed with the Office of the Senior Vice President and Provost.
- Complaints involving alleged research misconduct (see FH Section 7.2.2.3.2) may be filed with the Research Integrity Officer (RIO).
- If the complaint is found to involve issues other than research misconduct, the RIO must inform the senior vice president and provost within one day.
- Discrimination complaints, including those involving sexual, racial, ethnic or other harassment, may be filed with the Office of Equal Opportunity.
- The Office of Equal Opportunity must inform the senior vice president and provost of discrimination complaints against a faculty member within one day.

7.2.5.1.3 Initial Steps to be taken by Senior Vice President and Provost
Upon receipt of a complaint, the senior vice president and provost and the President of the Faculty Senate will immediately evaluate the complaint to determine whether the complaint is properly filed under this chapter. If they conclude the case is a grievance as described in Chapter 9 of the Faculty Handbook, they will decline to consider the case as alleged misconduct and the complainant will be directed to appropriate channels to seek resolution of the complaint.

Complaints of alleged research misconduct, as defined by FH Section 7.2.2.3.2, will be referred to the Research Integrity Officer (RIO) to be handled under the Research Misconduct Policy (see Policy Library). If the RIO determines, as a result of an assessment of the complaint, that the matter should not proceed under the Research Misconduct Policy, the RIO shall then refer the matter back to the senior vice president and provost indicating the reason that the Research Misconduct Policy should not be invoked. If appropriate, the complaint will then be handled as a faculty conduct complaint as provided below. In the case of complaints deemed to require a research misconduct inquiry, but which also involve other types of misconduct, the senior vice president and provost and RIO will meet and issue a determination as to handling of the complaint. The senior vice president and provost may delegate complaints of combined alleged research and academic misconduct to the RIO for handling in accordance with the Research Misconduct Policy (see Policy Library).

If a complaint is determined to be properly filed under this chapter, the senior vice president and provost will immediately evaluate, in consultation with the respondent's chair, and in appropriate cases, the Equal Opportunity Officer (for discrimination complaints) or the RIO (for research misconduct cases) whether interim action should be taken in accordance with the following section on interim action (FH Section 7.2.5.1.4).

The senior vice president and provost will notify the complainant, the respondent, and the respondent's chair of the complaint, of any interim action taken, and will remind the respondent of his/her obligation not to take retaliatory action against the complainant or others involved with the complaint.

After evaluating a formal complaint and prior to calling for the formation of a Faculty Review Board, the senior vice president and provost may direct the parties to participate in mediation, recognizing that not all cases will be appropriate for mediation. If the senior vice president and provost recommends mediation of the issue(s), the timelines detailed in this chapter shall be suspended pending the outcome of mediation.

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.
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7.2.5.1.4 Interim Action
There may be instances in which the senior vice president and provost needs to take interim action pending investigation of the case. The senior vice president and provost may take interim action if any of the following conditions exist:

- There is immediate physical danger to persons or property
- There is reasonable indication of serious criminal violation
- There is an immediate health hazard
- There is immediate need to protect equipment or funds, including federal funds or federal financial assistance
- There is immediate need to protect the safety or interests of the person(s) making the allegations, or of the subject(s) of the allegations or his/her collaborators and associates. There is a need to preserve evidence or to prevent improper influence of witness testimony
- There is a need to protect the working or educational environment of affected coworkers or students
- There is a need to protect against liability of the University or its employees

Interim action taken must be appropriate to the interests protected, and reasonably limited so as not to have an undue damaging effect on the respondent. The interim action should not be considered in and of itself a sanction. Interim action may include:

- Restrictions on contact with persons involved in the complaint
- Limitation on access to certain areas of the campus
- Reassignment of duties
- Partial or total administrative leave with pay
- Directives to preserve or grant access to evidence or records related to the allegations
- Direction on conduct of activities
- Restrictions on university-related travel

In cases of emergency or the need to preserve evidence or records, the senior vice president and provost shall make a good faith effort to implement interim action through discussion with the complainant and, if appropriate, the referring party and the respondent prior to taking any interim action. If an agreement with the respondent is not reached, the senior vice president and provost may nevertheless impose interim actions. The senior vice president and provost will inform the chair and dean of the respondent faculty member of any interim action that is being taken. The senior vice president and provost will assist the chair and the dean in ensuring that the interim action will have as little disruption of the teaching, research, or outreach activities of the department as possible. The chair and/or dean will not limit a faculty member's electronic access to university computer systems or email as part of interim action without the express approval of the senior vice president and provost.

If a Faculty Review Board has not been appointed, the faculty member against whom interim action has been taken may request a review by the senior vice president and provost. As indicated below, the Faculty Review Board will review all interim action.

When the faculty member has been charged with abandonment of position (FH Section 7.2.2.5.2) and has not presented him- or herself as ready to perform duties, the Faculty Review Board may recommend to the senior vice president and provost the suspension of salary for the duration of the process.
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7.2.5.2 Complaint Review and Resolution

2.5.2.1 Faculty Review Board
The senior vice president and provost will call for the formation of a Faculty Review Board (FRB) within two days after consultation with the Faculty Senate President. If mediation was recommended and the senior vice president and provost receives notice that mediation was unsuccessful, the senior vice president and provost will call for the formation of a Faculty Review Board within two days after receiving such notification. The Faculty Review Board will consist of three members nominated from the faculty pool by the president of the Faculty Senate and confirmed by the senior vice president and provost. The Faculty Senate president will review the complaint and any additional pertinent information provided by the senior vice president and provost before making the faculty nominations to serve on the FRB. The Faculty Senate president and the senior vice president and provost will seek an objective FRB with sufficient depth of expertise and experience to understand and objectively act upon the issues detailed in the complaint. The FRB members should not have any real or apparent conflict of interest in the complaint. At least two of the three FRB members must be of an equal or higher rank than that of the respondent. In the unusual circumstance that appropriate FRB membership is not available from the faculty pool, the Faculty Senate president will nominate additional members from the tenured faculty for confirmation by the senior vice president and provost to serve on the FRB. The complainant and the respondent have the right to challenge the nominees to the FRB. Challenges must be made in writing no more than two days following the naming of the nominees. The Faculty Senate president and the senior vice president and provost will determine the standing of the challenges. If nominees are successfully challenged the Faculty Senate president will submit additional FRB nominees until three members are confirmed. The Faculty Senate president and the senior vice president and provost will jointly name the chair of the FRB.

The FRB will assess any interim action taken by the senior vice president and provost and will confer on whether this action should continue and/or whether any further or additional interim action is needed. The FRB may make recommendations to the senior vice president and provost regarding further and additional interim action.

2.5.2.2 Investigation of the Case
The Faculty Review Board (FRB) and the senior vice president and provost will decide on the nature and scope of the investigation and on the individual(s) who will carry out the investigation. The FRB may investigate the complaint itself or work in conjunction with one or more university or external investigators, appointed through the senior vice president and provost and approved by the FRB.

An investigative report will be prepared by the party or parties conducting the investigation within thirty (30) days of the first meeting of the FRB. If the FRB is working with one or more investigators, the investigators shall submit the investigative report to the chair of the FRB. Extensions of this thirty-day period may be granted only for a fixed period of time and only for specific detailed reasons. The party or parties conducting the investigation may submit a written request for an extension of this thirty-day period to the chair of the FRB who will transmit the request along with his/her recommendation to the senior vice president and provost and the Faculty Senate president, who will jointly decide whether the extension should be granted. If the FRB conducts its own investigation, the chair shall submit the written request for extension to the senior vice president and provost and the Faculty Senate president. If an extension is granted, the FRB chair will inform all relevant parties of the extension. All subsequent timelines and deadlines will necessarily be extended by the granting of this or any other extension.
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7.2.5.2.3 Investigative Report
Once the Faculty Review Board (FRB) has reviewed and is satisfied with the investigative report, the FRB will submit the report to the complainant and the respondent for comments. All parties will have a period of seven (7) days to provide a response, if any, to the FRB. The FRB shall review the responses from the parties and change the investigative report as deemed necessary. If changes are made to the investigative report, the FRB will not seek additional comments or responses from the complainant and respondent unless it is warranted under the circumstances. Upon receipt of responses from all parties, or after seven (7) days, the FRB will meet and will issue a report making one of three recommendations for actions by the senior vice president and provost based on a simple majority vote: (1) to dismiss the charges and hold no hearing, (2) to hold a Minor Sanction Hearing, or (3) to recommend that the complaint be referred to a Major Sanction Committee. The report shall be issued within the earlier of 10 days of receipt of responses, or the completion of the seven (7) day period for responses.

If the FRB decides to recommend dismissal of the charges without a hearing, it will summarize its reasons. A recommendation to dismiss is only permissible if the FRB finds no violation of the Faculty Conduct Policy by the respondent. If the FRB recommends a minor sanction hearing, and the senior vice president and provost accepts the recommendation, the FRB will inform all relevant parties and schedule the hearing. If the FRB recommends that the complaint be referred to a Major Sanction Committee, they will submit this recommendation to the senior vice president and provost along with their reasons for the recommendation. If the FRB recommends that any portion of the complaint warrants review by a Major Sanction Committee, they will submit this recommendation to the senior vice president and provost. If the FRB concludes there is need for further interim action, they shall make a recommendation to the senior vice president and provost. If the senior vice president and provost disagrees, they may make a recommendation to the president of the university.

7.2.5.2.4 Minor Sanction Hearing
In conducting a Minor Sanction Hearing, the Faculty Review Board (FRB) will respect the due process rights of the respondent, undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations of misconduct, and will afford all individuals confidential treatment to the extent possible in the inquiry.

Minor Sanction Hearings will be closed to the public. During the hearing, the FRB may receive additional evidence related to the charges for which the hearing is being held from the respondent and the complainant, will hear rebuttals of evidence presented by either party, and may call and question witnesses (including the referring party, if any) on its own behalf. During the hearing all questions, comments, or statements will be addressed to the FRB. The FRB may, at its discretion, allow alternate forms of witness testimony. The respondent may choose to waive his/her right to a formal hearing and allow a written statement to constitute the defense. The respondent and the complainant may have a support person present at the hearing, but the support person may not speak for them during the hearing.

In all cases, the charges shall be established by the preponderance of the evidence. Deliberation on the charge will be based only on the evidence relevant to the charge. The FRB shall determine the relevance of all evidence. If evidence of additional instances of misconduct is presented, whether related or unrelated to the original charge, the FRB shall consult with the senior vice president and provost on the question of whether this additional misconduct shall be included in the current case or whether a separate complaint shall be made. In such cases, the senior vice president and provost shall have the authority to approve additional charges and to reasonably extend deadlines if necessary to investigate the additional charges.
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7.2.5.2.5 Post-hearing Report
Following the hearing, the Faculty Review Board (FRB) will prepare a post-hearing report containing a full description of the allegations, the evidence reviewed, a summary of testimony, and conclusions that have been reached. The post-hearing report of the FRB will also include a recommendation about the disposition of the case. The FRB has three recommendation options:

- If the FRB decides that the evidence is not credible or does not sufficiently support the charge the FRB may recommend that the case be dismissed
- If the FRB decides that the evidence is credible and that it supports the case, the FRB may recommend the minor sanction to be imposed resulting in the senior vice president and provost imposing the minor sanction or sanctions or that nondisciplinary corrective action be taken
- If the FRB decides that the evidence is credible and that there is a clear and compelling case to warrant a major sanction or sanctions, the FRB may recommend that the senior vice president and provost refer the complaint to a Major Sanction Committee.

The FRB will articulate in the post-hearing report the reasons for making their recommendation. The FRB may also make a recommendation about interim actions during the remainder of the process. The FRB post-hearing report will be sent to the respondent and the complainant, who will have ten days to respond. The FRB shall review the responses from the parties, if any, and consider whether changes to the post-hearing report are necessary. If changes are made to the post-hearing report, the FRB will not seek additional comments or responses from the parties unless it is warranted under the circumstances. After receipt of the responses, or after ten days, the FRB will submit the final post-hearing report and any responses received from the complainant and respondent to the senior vice president and provost. The respondent and the complainant will receive copies of the final post-hearing report from the senior vice president and provost. The chair and dean of the respondent will also be notified by the senior vice president and provost that the final post-hearing report has been submitted.

The FRB will issue their final post-hearing report within 60 days of the first meeting of the FRB. The FRB may ask for and receive an extension beyond 60 days. A request for an extension must include documented reasons for the extension. An extension will be granted only with the concurrence of the senior vice president and provost and the Faculty Senate president.

7.2.5.2.6 Response of the Senior Vice President and Provost to the Final Post-Hearing Report
The senior vice president and provost will have fifteen (15) days to respond to the final post-hearing Faculty Review Board (FRB) report. The senior vice president and provost will review the results of the investigation and the recommendation of the FRB and will decide whether to accept the recommendation. If the senior vice president and provost disagrees with the FRB recommendation, the senior vice president and provost must meet with the FRB to discuss the reasons for the disagreement before taking any action. If the senior vice president and provost is issuing the final decision in a minor sanction case, the senior vice president and provost's report will describe what sanction(s) are to be imposed, or the nature of any non-disciplinary corrective action to be taken.

The senior vice president and provost will submit to the chair FRB, the respondent, the complainant, and the referring party, if any, a final report containing his or her decision, and the reasons underlying that decision. The respondent and complainant or referring party (as appropriate) shall be informed of the option to appeal as provided in (FH Section 7.2.6.1). No public statement about the hearing or about the FRB recommendations will be disseminated. Public announcement of the findings and recommendations will be made at the discretion of the senior vice president and provost.
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The senior vice president and provost will inform the chair and dean of the disposition of the case. The senior vice president and provost will undertake all reasonable measures to prevent retaliation against the complainant, the referring party, if any, or individuals who assisted in or participated in the misconduct complaint process.

All proceedings will be confidential to preserve the integrity of the investigation and those involved. If the complaint is dismissed the senior vice president and provost will undertake all necessary measures to restore the reputation(s) of the person(s) alleged to have engaged in misconduct immediately after the issuing of the final report.

When appropriate, the senior vice president and provost will submit a report to the Research Integrity Officer (RIO) describing the policies and procedures under which the investigation was conducted, the information obtained relevant to the investigation, the findings, and the basis for the findings.

7.2.5.3 Major Sanction Process

If the senior vice president and provost accepts the recommendation that the complaint should be sent to a Major Sanction Committee, the entire complaint shall be heard through this process. The Major Sanction Process shall begin when the senior vice president and provost files a Statement of Charges with the Office of the President, with a copy sent to the complainant, the referring party, if any, the respondent and the respondent's chair and dean.

The Major Sanction Process involves a new peer review committee, described below. The complaint will be pursued and presented by the senior vice president and provost or designee. The individual presenting the case for discipline shall be known as “the complainant.” The complainant shall inform and consult with the referring party (if any referring party wishes to participate) during the process. The Major Sanction Process is administered by the Office of the President.

At the same time the senior vice president and provost files the Statement of Charges, the senior vice president and provost will also notify the respondent of the right to have the matter reviewed by an administrative law judge under the Iowa Administrative Procedure Act (an "APA hearing"). The respondent will have five days to notify the senior vice president and provost of the choice of procedures. If the faculty member elects an APA Hearing, the provisions of Iowa Code Chapter 17A and Iowa Administrative Code Chapter 681-20 will apply instead of the Faculty Handbook, otherwise the hearing will be held before a Major Sanction Committee as provided by this policy.

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7.2.5.3.1 Appointment of Major Sanction Committee

If the respondent elects to have the complaint heard by a Major Sanction Committee, or after five days of notifying the respondent of the choice of procedures without response, the senior vice president and provost will notify the president of the University who will call for the formation of a Major Sanction Committee to review the complaint. The Office of the President shall promptly impanel the Major Sanction Committee of seven qualified faculty members. The Committee is chosen from the faculty pool provided by the Faculty Senate president and confirmed by the president of the University. Members of the Major Sanction Committee should have no real or apparent conflict of interest with the respondent. The complainant or referring party, if any, and the respondent faculty member each have the option of one preemptory challenge from the list so Major Sanction Committee membership may vary from five to seven members. Challenges must be made within five days after receipt of the list. No member of the Major Sanction Committee shall be chosen from the Faculty Review Board that previously reviewed the complaint. More than half of the members of the Major Sanction Committee shall be of equal or higher
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rank to respondent and, except in unusual circumstances, no member of the respondent's department shall serve on this committee. The Faculty Senate president and the president of the university shall jointly appoint the chair of the Major Sanction Committee.

The president will provide the Major Sanction Committee with a statement of the charges. The Major Sanction Committee will review any interim action that has been taken and will consult as needed with the parties on whether this action should continue and/or whether any further or additional action is needed. If at any time the Major Sanction Committee concludes there is need for additional interim action, the committee shall make a recommendation to the president.

The president will inform the chair and dean of the respondent faculty member that a Major Sanction complaint has been made against that faculty member and of any interim action that is being taken. The senior vice president and provost will assist the chair and dean in ensuring that there will be as little disruption of the teaching, research, extension or outreach activities of the department as possible.

The respondent shall be given a period of 20 days from the date of issuance of the charges in which to file a written response to the charges. The faculty member may request additional time from the Major Sanction Committee for this response. The faculty member may choose to waive the right to a formal hearing and allow a written statement to constitute his/her defense.

7.2.5.3.2 Major Sanction Committee Review and Hearing
The Major Sanction Committee will review the charge against the faculty member, the results of the investigation of this charge, the final post-hearing report of the Faculty Review Board who presided over the Minor Sanction Hearing, and the response of the respondent within 20 days after receiving the faculty member's response. The Major Sanction Committee may request additional written comments from any party, or may request additional investigation. If this requires additional time the Major Sanction Committee may extend their review for an additional 40 days, and will notify all parties of any extension and of the reasons for this extension. Extensions will be made only for a fixed period and only for specific reasons. After completion of its review, the entire Major Sanction Committee shall hold a hearing. If the respondent waives his or her right to a formal hearing, the Major Sanction Committee shall determine an appropriate recommendation on the basis of available information.

The Major Sanction Committee shall apprise the president and when appropriate, the Research Integrity Officer (RIO), of any developments which disclose facts that may affect current or potential federal funding for individual(s) under investigation or that the relevant federal agency needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.

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7.2.5.3.3 Procedures Applicable to the Major Sanction Hearing
The Major Sanction Committee shall determine the procedures applicable to the hearing. The following discussion of procedures is a general guide, but the Major Sanction Committee shall have the right to amend them with the consent of both parties.

- Rules of Evidence
  - Formal rules of evidence applicable to court proceedings shall not apply
  - The Major Sanction Committee may give evidence different weight based upon its relevance and probative value
  - The Major Sanction Committee may determine that it will not consider evidence that it determines is irrelevant
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- The Major Sanction Committee shall respect legally recognized privilege such as that between attorney and client or physician and patient unless the person who has the right to assert the privilege waives the privilege.
- **Closure of Hearings**
  - The Hearing shall be closed.
- **Communications to Major Sanction Committee**
  - To assure the proceedings appear and in fact are fair, the parties are expected to communicate with the Major Sanction Committee and the Chair of the Major Sanction Committee in writing, with a copy to the other party, or in a manner in which the other party is able to participate.
- **Exclusion of Witnesses**
  - The Major Sanction Committee will not permit witnesses, other than the parties to be present during the questioning of other witnesses.
- **Burden of Proof**
  - Each allegation must be established by a preponderance of the evidence. The Major Sanction Committee shall base its decision upon the evidence presented to it during the proceedings.
- **Presence of Advisors**
  - The parties may have an attorney or other person present to advise them.
  - The referring party shall also have a right to the presence of an attorney or other person to advise them or to provide support.
  - Attorneys, advisors, and supporters may not present any part of the case for the parties without the consent of the Major Sanction Committee.
- **Right of Respondent to Attend**
  - The respondent faculty member shall have a right to attend the hearing, the presentation of witnesses and opening and closing statements.
  - With the consent of the Major Sanction Committee testimony of witnesses may be presented by alternate means.
  - In the case of video or telephonic testimony, the parties shall both have a similar opportunity to view or hear the testimony.
- **Record**
  - The hearing will be recorded electronically or by use of a court reporter.
- **Before the Hearing**
  - The parties or the Major Sanction Committee may arrange for the exchange of lists of witnesses to be presented and documents to be presented.
  - The Major Sanction Committee may set up a pre-hearing conference to assist in presentation of the case.
- **Order of Presentation at the Hearing**
  - Unless otherwise directed by the Major Sanction Committee, the order of presentation of the case shall be:
    - Preliminary Matters, including comments by the Major Sanction Committee, discussion of order of witnesses, and exchange of documents (if not completed before the hearing).
    - Opening statement of the complainant.
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- Opening statement of the respondent
- Witnesses and evidence of the complainant
- Witnesses and evidence of the respondent
- Rebuttal witnesses and other evidence of the complainant
- Rebuttal witnesses and other evidence of the respondent
- Closing statement of the complainant
- Closing statement of the respondent

- After the Hearing
  - With the approval of the Major Sanction Committee, the parties may present written summaries
  - The Major Sanction Committee shall set the time for submission, no later than 10 days after closing of the hearing
  - When the committee is satisfied that each side has had a complete hearing, it shall retire in private to make its findings of fact and its recommendations

If the parties reach a resolution of the charges after the Major Sanction Committee hearing has begun, the parties must present the proposed resolution in writing to the Major Sanction Committee which shall review the proposed resolution within five days and forward its recommendation to the president.

7.2.5.3.4 Report of the Major Sanction Committee
The report of the Major Sanction Committee will include a recommendation about the disposition of the case, including the recommended sanction(s) if applicable. The Major Sanction Committee has three options, decided by simple majority vote:

- If they decide that the evidence is not credible, or does not sufficiently support the charge, they may recommend that the case be dismissed
- If they decide that the evidence is credible and that it supports the case, they may recommend that the president impose one or more minor sanctions or that nondisciplinary corrective action be taken
- If they decide that the evidence is credible and that it supports the case, they may recommend that the president impose one or more major sanctions

The Major Sanction committee report will contain a description of the findings of fact and recommendations, together with the record, if requested by the complainant and/or the respondent. The report will be sent to the respondent and the complainant, who will have ten days to respond in writing to the report. The Major Sanction Committee shall review the responses from the parties and consider whether changes to the report are necessary. If changes are made to the report, the Major Sanction Committee will not seek additional comments or responses from the respondent and complainant unless it is warranted under the circumstances. After receipt of the responses, or after ten days, the Major Sanction Committee will submit their report to the president with any responses attached. The complainant and the respondent will receive copies of any responses. The Major Sanction Committee will notify the chair and dean of the respondent that the report has been submitted. The president must meet with the Major Sanction Committee to discuss the recommendation.

Should the entire investigation, deliberation, and Major Sanction Committee hearing process not be completed within 120 days of the Major Sanction Committee receiving the complaint, a request for extension must be filed with the president. The president will notify the office of research integrity ORI of any extension, if applicable. The request will include an explanation for the delay, an interim report on the progress to date, an outline of what remains to be done, and an estimated date of completion.
Appendix 1

(Faculty Conduct Policy)

7.2.5.3.5 Response of the President to Major Sanction Committee Report
The president will have 15 days to respond to the Major Sanction Committee report. The president will present to the chair of the Major Sanction Committee, the complainant, the respondent, the referring party if any, and where appropriate, the RIO a final report containing his or her decision, describing the action to be taken, and giving the reasons underlying the decision. The president will inform the dean and the chair of the respondent of the action being taken. The president shall set the effective date of any sanction. The respondent and referring party shall be informed of the option to appeal as provided under the Regents Policy Manual, Chapter 10. The president shall have the power to continue interim action pending the effective date, and will undertake necessary measures to prevent retaliation against individuals who filed the complaint or who assisted in or participated in the misconduct process.

All proceedings will be confidential to preserve the integrity of the investigation and those involved. No public statement about the hearing or about the Major Sanction Committee recommendation will be disseminated. Public announcement of the findings and recommendations will be made at the discretion of the president. If the complaint is dismissed the president will undertake necessary measures to restore the reputation(s) of the person(s) alleged to have engaged in misconduct immediately after the issuing of the final report.

7.2.5.4 Records
In all cases of formal complaints, the Office of the Senior Vice President and Provost shall maintain the record of the case for a minimum of three years. The record shall include the complaint, the report of the investigation, the Faculty Review Board Minor Sanction Hearing report, the senior vice president and provost response, the Major Sanction Committee report, the response of the respondent and the complainant, and referring party if any, the senior vice president and provost response to the Major Sanction Committee report, correspondence from the respondent, complainant, referring party, if any, the statement of charges in a Major Sanction Case, the president report in a Major Sanction case, and appeal to the president, response to the appeal, recommended decision by a person designated to review the appeal and decision upon an appeal. At the close of a case, members of the Faculty Review Board and, if applicable, the Major Sanction Committee, shall turn all documents over to the senior vice president and provost.

7.2.6 Processes for Appeal
To avoid unnecessary and multiple appeals and grievances, any party with concerns about hearing procedures should make those concerns known during the hearing procedure, and those issues shall be considered by the person(s) then making the recommendation or decision. Persons hearing appeals have the discretion to not review concerns about the hearing procedures not raised during the initial hearing process. Simultaneous appeals cannot be made on the same case.

7.2.6.1 Appeals to the President
The final decision of the senior vice president and provost may be appealed by the respondent, the complainant, or referring party, if any, in writing to the president within 20 days following receipt of the senior vice president and provost decision. The appeal should include a statement of reasons for the appeal, with references to the evidence that supports the appeal.

The respondent may request the president to delay imposition of the sanction by the senior vice president and provost. The request for delay must be included in the respondent appeal and be accompanied by statement of the reasons for the request. If the delay is granted, the president may continue interim action in place, or may impose interim action appropriate to the circumstances.

7.2.6.2 Appeals to the Board of Regents
Final decisions of the president may be appealed to the Board of Regents under appropriate section of the Regents Policy Manual, Chapter 10.
Appendix 1

(Faculty Conduct Policy)

Approved as revised by the Faculty Senate on 1/21/2014; by the president on 2/2/14; and by the senior vice president and provost on 1/30/14.

7.2.6.3 Appeals to the Courts
Final decisions of the Board of Regents may be challenged by filing a petition for judicial review in Iowa District Court. State law and Iowa court rules determine the procedure for filing and handling such challenges.

7.2.6.4 Request to Reopen
The respondent may request to have his/her case reopened under the following circumstances: New evidence is discovered that was unavailable at the time of the hearing, and the new evidence clearly undermines confidence in the findings
Evidence is discovered that a party provided false or misleading evidence on a key issue and this evidence clearly undermines confidence in the findings

The respondent is limited to one request for re-opening the entire case. The request must be submitted in writing. The request to reopen the case will be rejected if the evidence was raised during a hearing or appeal of the disciplinary action, and the hearing or appellate authority adequately considered the matter in making its decision. Requests to have a case reopened should be made to the senior vice president and provost for minor sanctions or to the president for major sanctions.

7.2.6.5 Faculty Senate Appeals
The respondent may file an appeal with the Faculty Senate Judiciary and Appeals Council if he or she believes there was egregious procedural error, which fundamentally undermined the hearing process. The Judiciary and Appeals Council will examine only the procedural issues raised in the appeal. Such appeals may be rejected if the respondent knew of the defect in the procedures during the proceeding and failed to bring it to the attention of the hearing or appellate body. Should the Judiciary and Appeals Council conclude that egregious procedural errors were made they may recommend to the senior vice president and provost (for minor sanctions) or the president (for major sanctions) that the case be reopened.

Appeals to the Judiciary and Appeals Council must be made within 20 days after the respondent is informed of the sanction decision.

7.2.6.6 Appeals following an APA Hearing
If an APA Hearing is held, the exclusive process for appealing is provided in Iowa Code Chapter 17A and in Iowa Administrative Code Chapter 681-20.

7.2.7 Definitions
7.2.7.1 Administrative Leave
Administrative leave is defined as removal from some or all university duties with no reduction in salary. Administrative leave is not considered a sanction, but instead is an interim action used to protect the institution, the investigation of a case, or individuals involved in a case during the conduct of an investigation or hearing.

7.2.7.2 APA Hearing
When a case is deemed serious enough to warrant a major sanctions hearing, the faculty member will be given an election to receive a formal hearing under the Iowa Administrative Procedure Act (Iowa Code Chapter 17A). Such hearings, also called "contested cases," are held before a state Administrative Law Judge. The Administrative Law Judge will hold the proceedings in accordance with found in Chapter 17A of the Iowa Code, and Iowa Administrative Code Chapter 681-20.
Appendix 1

(Faculty Conduct Policy)

7.2.7.3 Days
In all references to "days" in this document, the reference shall be to working days, that is, days the University offices are open for business (even though classes may not be held).

7.2.7.4 Faculty Member
Reference to "faculty" includes all members of the faculty as defined in Article I of the Faculty Senate Constitution on the Faculty Senate website. This includes individuals simultaneously holding faculty rank and administrative positions. All faculty members who hold administrative appointments whose titles contain the term president, senior vice president and provost, or dean are ineligible for appointment to the faculty pool or to serve on a Faculty Review Board or a Major Sanction Committee. Chairs are ineligible for appointment to the faculty pool or to serve on a Faculty Review Board or a Major Sanction Committee.

7.2.7.5 Faculty Panels
A pool of at least 25 tenured faculty members will be identified by the Faculty Senate President and confirmed by the senior vice president and provost for service on Faculty Review Boards and Major Sanction Committees. Individuals will serve a three-year term and are eligible for reappointment. The pool should include a broad range of individuals representing the ethnic, racial, gender, and disciplinary diversity of the university. Individuals should be selected for their ability to bring independence and impartiality to the proceedings and for their stature and respect gained in the course of their professorial work. In cases of alleged academic misconduct individuals may be selected for their professional expertise. Agreement to serve carries with it the responsibility to provide diligent service when asked. Each May the Faculty Senate President will confirm the continued availability of those whose terms are not yet complete and will provide names to the senior vice president and provost to complete a full slate of pool membership.

Compensation will be made to members of either a Faculty Review Board or a Major Sanction Committee for work on any day that is not in accord with the B-Base contract.

7.2.7.6 Major Sanctions
For the purpose of this document, major sanctions consist of: dismissal, suspension without pay for at least one month, reduction in salary, removal of graduate supervision privileges, cancellation of graduate college membership, removal of distinguished titles, reparations of $2,000 or more, or significant reassignment of duties.

7.2.7.7 Minor Sanctions
For purposes of this document, minor sanctions consist of: probation, suspension of less than one month without pay, minor reassignment of duties, mandatory training, a probationary period, letters of reprimand, restrictions on contact with the complainant, mandatory training, or reparations of less than $2,000.

7.2.7.8 Non-disciplinary Corrective Action
Non-disciplinary corrective action may include issuance of a letter of direction, requiring the faculty member to review relevant policies, requiring attendance at training, or similar action. Non-disciplinary corrective action may be suggested or required by a department chair independent of the disciplinary process as a means of assuring a faculty member is aware of the law or institutional policy.

7.2.7.9 Reassignment of Duties
Reassignment may occur as a result of action other than discipline. For example, elimination of a program may require reassignment. It is not intended that the disciplinary procedures should be used for reassignment for other than disciplinary reasons.
Appendix 1

(Faculty Conduct Policy)

7.2.7.10 Suspension
Suspension is defined as severing of a university responsibility without pay. Total suspension is defined as total severing of all university responsibilities without pay.

Fire Extinguishers
Introduction
State Building Code requires that every campus building contain fire extinguishers. Environmental Health and Safety (EH&S) provides fire extinguisher services including installation in new or remodeled buildings, annual inspections, refilling of discharged extinguishers, and maintenance tasks as required.

Fire extinguishers are installed in Iowa State University buildings to meet regulatory requirements and to allow trained employees to attempt to extinguish small fires. EH&S conducts periodic training sessions and offers online training covering all aspects of fire extinguisher use.

Departments are responsible for charges related to the installation and maintenance of extinguishers in departmental areas. EH&S will install and maintain extinguishers in non-departmental areas.

Policy Statement
Fire extinguishers shall only be used for their intended purpose; to extinguish small fires.

Any extinguisher found to be faulty, discharged or missing must be reported to EH&S.

In the event of a fire, only trained individuals may attempt to use fire extinguishers. Fire extinguisher training is required on an annual basis.

Resources
Links
- Fire Safety Guidelines
- EH&S Training (LEARN@ISU)
- Portable Fire Extinguishers (OSHA)
- Safety and You Annual Report

Fire Safety
Introduction
Environmental Health and Safety (EH&S) oversees fire safety and prevention programs at ISU, which include identification of fire hazards, enforcing fire prevention rules, fire emergency planning, and fire/incident investigations.

Policy Statement
Prevention of fires in the workplace is the responsibility of all workers, students and visitors to Iowa State facilities. All employees must be familiar with and understand:
- The Fire Safety Guidelines manual
- Fire hazards of the materials and processes to which they are exposed
Appendix 1

- Potential ignition sources and their control procedures

Departmental supervisors should review with employees the information covered in the Fire Safety Guidelines manual and cover any departmental procedures that may vary.

Periodically, inspectors from the State Fire Marshal's Office conduct fire safety audits of campus and residential buildings for compliance with state building codes. EH&S coordinates the correction of cited deficiencies and performs follow-up inspections. ISU employees are required to cooperate with Fire Marshal inspections and comply with fire safety and building code requirements.

All fires and fire hazards must be reported to EH&S.

**Department of Residence Fire Safety:** It is the policy of the university to be in compliance with the Higher Education Opportunity Act (HEOA) Fire Safety Regulations for all on-campus student housing facilities. ISU’s Department of Environmental Health and Safety and the Department of Residence have established fire safety procedures consistent with HEOA regulations. All university personnel, students and visitors must follow university fire safety procedures; including those established by the Department of Residence (see resources below).

**Resources**

**Links**
- EH&S Fire Safety Guidelines
- EH&S Fire Safety Program
- Fireworks, Pyrotechnics and Flame Effects Policy
- Candles, Open Flames Policy
- Fire Extinguishers Policy
- Department of Residence Fire Safety
- Annual Security Report (under the Clery Act)

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**Fire Safety, Department of Residence**

**Fire Safety**

The Department of Residence (DOR) is committed to providing safe and code compliant facilities for our residents, staff and guests. Over the past 5 years, extensive efforts and financial resources have been committed by the DOR to complete numerous capital life safety projects within our facilities.

The DOR has a comprehensive life safety program that includes working with students and staff and also involves partnering with Iowa State University Environmental Health and Safety, ISU Police, ISU Risk Management, ISU Facilities Planning and Management, Iowa State Fire Marshal's office and the Ames Fire Department. All of these entities contribute to and play a significant role in the success and implementation of our fire and life safety programs.

Please carefully review the following information:

- Emergency Evacuation
- Emergency Evacuation of Mobility Impaired Persons
- Emergency Evacuation Maps
- Emergency Generators
- Fire Alarms and Drills
- Fire Equipment Abuse
- Fire Extinguishers
- Prohibited Items
- Responders to Fire Emergency
Appendix 1

(Fire Safety, Department of Residence)

Smoke and Heat Detectors
Sprinkler Systems
State Fire Marshal

Emergency Evacuation

In the event that a fire alarm sounds in your building, please don't panic. Calmly do the following:

- Exit your room, closing and locking your room door behind you.
- Leave the building immediately. Use the stairs if you are on an upper floor. Do not use the elevators.
- If there is smoke in the air, keep low. Smoke heat and toxic gases normally rise to the ceiling.
- Once outside, assemble a safe distance from the building (at least 150 feet).
- Make certain that emergency response personnel and equipment are not blocked from entering the building.
- Try and account for residents and staff known to have been in the building.
- Provide fire and rescue personnel information and location of the fire.
- Do not re-enter the building until the fire department has declared the building safe.
- A bright orange Fire/Emergency/Tornado Procedure sticker has been placed on the backs of all student room doors in the Residence Halls, Frederiksen Ct. and Schilletter and University Village Apartments.

Emergency Evacuation of Mobility Impaired Persons

Some members of the residential community may need help in evacuating the building. We ask that you provide assistance, to the extent you are able, to get these individuals to a safe location.

- Assist the person by helping them move to the nearest marked exit. In case of a fire, do not use the elevator.
- If the person's disability prevents them for exiting the building, they should be left in a stairwell. Stairwell landings will provide temporary shelter from fire and smoke and shall be considered an "Area of Refuge"
- Upon exiting the building, immediately inform fire and rescue personnel of the exact location of a non-ambulatory person that was left in a stairwell or student room. Firefighters will assist persons unable to evacuate.
- Do not re-enter the building until the fire department has declared the building safe.
- Mobility impaired students may use the elevator once it is back in operation to return to their room. Hall Directors have the override key to the elevator to return them to service.

Emergency Evacuation Maps

Evacuation maps are posted throughout the residence halls near elevators and entrances and show stairwells and exits. Resident students are expected to learn the location of the exit stairwells and doors and plan more than one exit route.

Emergency Generators

The Department of Residence has emergency generators for each Residence Hall. In case of a power outage or interruption, these generators provide power to the hallway lights, emergency lighting, exit lights, exhaust fans, dampers, sprinkler pumps, smoke and heat detection system. The generators are tested monthly by Residence Maintenance staff.
Appendix 1

(Fire Safety, Department of Residence)

Fire Alarms and Drills
Alarm pull stations and fire bells or horns are located in hallways and other common areas throughout the Residence Halls. A building's fire alarm will sound when an alarm station is pulled. The alarm signal is transmitted to the Department of Residence Service Center and ISU Police. ISU Police dispatch will process the signal and then contact the AFD and request that they respond to the building in alarm. Automatic fire alarms are similar in their procedure for emergency response. When a heat or smoke detector is activated automatically, the Service Center and ISU Police are notified electronically through Metasys. ISU Police will then contact the AFD for response. ISU Police Officers will also oftentimes respond and be onsite when a building is in alarm. Alarm systems are inspected and tested twice annually by a certified fire alarm inspection company.

Designated rooms in the Residence Halls are equipped with assistive devices such as bed shakers, or strobe lights for students with a disability or physical impairment. These devices are wired into the fire alarm system and will activate when the building goes into alarm. When the buildings alarm system is temporarily out of operation, a fire watch (walking patrol of the building by staff with air horns and radios to warn residents of a need to evacuate) is maintained until the system is restored.

The Department of Residence conducts a fire drill at the beginning of each semester. Fire drills are announced through postings and at house meetings. The DoR policy handbook states the following:

"You and your guests are required to evacuate the building when a fire alarm is sounded, and reenter the building only when fire department staff gives permission to do so. Failure to do so endangers not only you, but residence and fire department staff as well. If you (or your guests) do not evacuate the building when the fire alarm sounds, or if you (or your guests) re-enter before permission has been granted, you will be held accountable through the judicial system."

Fire Equipment Abuse
The fire alarm system, fire extinguishers, fire department standpipes, sprinklers, and exit lights are installed for your protection. Report immediately to the Service Center (294-3322) any apparent defects in fire safety equipment. Tampering with fire equipment, including the removal of batteries in smoke alarms, the removal of glass box hammers, or tampering with smoke doors and Knox boxes (small boxes attached to the exterior of buildings), is a violation of state law and will lead to university disciplinary action. In the event of any fire extinguisher being used, call the Service Center for recharging and checking, and replacing if appropriate.

Fire Extinguishers
Fire extinguishers are located throughout the residence halls and are inspected and maintained yearly by ISU Environmental Health and Safety.
Appendix 1

(Fire Safety, Department of Residence)

Prohibited Items

*Flammable Liquids* - Because of the safety hazards they represent, the use or storage of flammable/toxic fluids and chemicals is prohibited.

*Candles* - For safety reasons, candles (with or without wicks) are not permitted in the residence halls or on-campus apartments.

*Open Flames* - For safety reasons, open flame devices are not permitted in the residence halls.

*Appliances and Electrical Cords*

- Due to fire and sanitation hazards, space heaters, halogen torchiere lamps, sun lamps, and air conditioners may not be used in student rooms.
- No lights, ceiling fans or other electrical appliances are to be hung on ceilings or interior walls.
- Extension cords with built-in circuit breakers should be used in rooms. The use of extension cords as permanent wiring is not permitted. Multiple receptacle plates that fit into wall outlets are not recommended.
- Smoke or fog machines may not be used anywhere within the residence halls.

Responders to Fire Emergency

Emergency response is provided by the City of Ames Fire Department. Fire Station 2, located at 132 Welch Avenue, responds to all Residence Hall fire alarms. Fire Station 1, located at 1300 Burnett Avenue, responds to fire alarms at the Frederiksen Court and SUV Village Apartments.

Smoke and Heat Detectors

Single station smoke detectors are located in every student room and also in all of the Department of Residence apartments. Some of the smoke detectors in student rooms are hard wired into the fire alarm system while others are battery operated. Batteries are changed twice a year (at the start of each semester) by Residence Dept. staff.

Heat and smoke detectors are located throughout all of the Residence Halls and dining facilities. Additionally, all automatic operating dampers that are located in HVAC ductwork are inspected yearly.

Sprinkler Systems

These are inspected quarterly by a certified building sprinkler inspection company. Hood suppression systems that are located in the kitchens for ISU Dining and Residence Hall kitchenettes are inspected twice a year. Residents are reminded to not hang items from sprinkler heads in their rooms.

State Fire Marshal

The Iowa State Fire Marshal's office is the delegated authority for life safety inspections and compliance for the Department of Residence. Facility inspections occur biennially.
Appendix 1

Fireworks, Pyrotechnics, and Flame Effects

Introduction

The goal of this policy is to establish the requirements for the use of fireworks, pyrotechnics or flame effect displays (hereafter referred to as "displays") on ISU property or in conjunction with ISU-related events.

Iowa State University is committed to the health and safety of its students, faculty, staff and visitors. This policy establishes a fireworks, pyrotechnics or flame effect display approval process for the ISU campus that will:

- Facilitate communication with the City of Ames and ISU campus units
- Meet regulatory compliance
- Provide continuity and consistency across campus in the use of fireworks, pyrotechnics or flame effects displays

Policy Statement

Under Regents policy, possession and use of fireworks and incendiary devices is forbidden unless specifically approved, and this policy establishes the standards for approval. University student organizations, departments, units or third party event organizers that request the use of fireworks, pyrotechnics or flame effect displays on university property or in conjunction with ISU-related events must successfully complete the authorization process and are hereafter referred to as the "sponsoring organization."

Scope

This policy and related procedures set forth the standards and responsibilities for the application and approval for the use of displays at Iowa State University including but not limited to, ceremonies, conferences, banquets, science demonstrations, theatrical or concert performances.

Definitions

Fireworks

Any composition or device for the purpose of producing a visible or an audible effect for entertainment purposes by combustion, deflagration, or detonation as defined in NFPA (National Fire Protection Agency) Standard 1123. Fireworks are for outdoor use.

Pyrotechnics

Any device containing a chemical mixture that produces visible or audible effects for a proximate audience by combustion, deflagration, or detonation as defined in NFPA Standard 1126. Pyrotechnics for a proximate audience are for indoor use.
Appendix 1

(Fireworks, Pyrotechnics, and Flame Effects)

Flame Effects

The combustion of flammable solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience as defined in NFPA Standard 160. Flame effects can be for indoor or outdoor use.

Display Operator

The display operator is the licensed person or company responsible for the operation and safety of displays as contracted by the sponsoring organization. A display operator must hold a valid pyrotechnics license from a state that Iowa State University recognizes as a credible licensing authority. An Alcohol, Tobacco and Firearms (ATF) permit is not acceptable; only individuals licensed to handle fireworks, pyrotechnics or flame effect displays will be approved. The individual or company responsible for transportation of display materials must have a valid ATF card and be in compliance with U.S. Department of Transportation (DOT) requirements.

Sponsoring Organization

The sponsoring organization is the organization (i.e. university student organizations, departments, units or third party event organizers) that is responsible for arranging with an authorized display operator for its services in presenting a display.

Insurance

In accordance with the policies and procedures of Iowa State University, all display operators must be adequately insured. The display operator must carry insurance and provide an insurance certificate as evidence of commercial insurance with the required limits and with a company acceptable to the Iowa State University ORM. (See Resources below for insurance requirements.)

Display Approval

All requests for displays on ISU property or in conjunction with an ISU-related event must be submitted to the ORM and must be approved by:

- Office of Risk Management (ORM)
- Department of Environmental Health and Safety (EH&S)
- ISU Police

In order to ensure adequate time for the approval process, applications must be submitted at least six (6) weeks prior to the event. (See Resources below for procedures and application.)

Display Locations

All display locations must be in ISU designated approved areas. (See Resources below.)

Display Times

All display times are subject to the ISU displays approval process. (See Resources below.)
Appendix 1

(Fireworks, Pyrotechnics, and Flame Effects)

Responsibilities

Display Operator

The display operator must:

- Provide a copy of their applicable licenses, a certificate of insurance and material safety data sheets for the product(s) being used
- Provide information concerning the disposal of by-products from displays
- Perform a post-display inspection of exterior grounds or interior areas confirming that no unexploded devices or debris remain
- Assume sole responsibility for the disposal of such by-products from displays in compliance with federal, state and university requirements

Environmental Health and Safety (EH&S)

EH&S will review display applications in conjunction with the ISU Police Department. Both EH&S and ISU Police must approve all applications. EH&S will approve the display operator's diagram of the display/shooting area and any specific requirements related to the display.

ISU Police

ISU Police will review display applications in conjunction with EH&S. In addition to application approval, ISU Police will verify display operator licensure, expertise and authenticity.

Office of Risk Management (ORM)

The ORM will accept and review display applications. In addition, the ORM will:

- Notify EH&S and ISU Police for application review and approval
- Review and approve display operator certificate of insurance
- Coordinate approval with the City of Ames
- Provide fully approved authorization to sponsoring organization and EH&S

For information about applications, procedures, approvals, insurance requirements, approved areas, etc., see link to Office of Risk Management (ORM) in Resources section below.

Sponsoring Organization

The sponsoring organization must complete the ISU Fireworks, Pyrotechnics and Flame Effects Display Application and submit it to the ORM with the application filing fee. Organizations are responsible for understanding and abiding by the applicable policies and procedures. In addition, the organization must:

- Provide the potential display operator with ISU insurance requirement information
- Arrange for ISU Police to provide services for the display
- Provide for adequate clean-up (litter) of the display site within 24 hours of the display
Appendix 1

(Fireworks, Pyrotechnics, and Flame Effects)

Exceptions

All requests for exceptions to this policy must be directed to the ORM. Any changes to an approved application must be submitted to the ORM for approval at least five (5) days prior to the display date.

Resources

Links
- Office of Risk Management (ORM) - Fireworks
- Event Planning Resources
- Environmental Health and Safety
- ISU Police
- Iowa Code 727.2 Fireworks
- Iowa Code 101A.1(4) Explosive Materials
- IAC Chapter 13

Keys and Building Access Cards: ISU Policy Library

Introduction

This policy clarifies the issuance and accountability of all keys and access cards which control access to university buildings and their contents.

Building Security Services is a unit within Facilities Planning and Management (FP&M) that provides keys and manages building access cards to university faculty, staff and student for all general university buildings.

Policy Statement

This policy is established to provide deans, directors, and department chairs information and authority to audit and regulate the issuance, transfer and return of all keys and building access cards under the keyed and access controlled system for Iowa State University. This policy outlines the responsibilities of departmental personnel, as well as the holders of keys and access cards.

This policy applies to any individual who has been granted authorized access to any university property. All key and building access card holders are responsible for the keys and access cards assigned to them.

It is the intent of the university that all buildings shall be locked outside of normal working hours to maximize the security of the buildings, occupants, and building contents.
Appendix 1

(Keys and Building Access Cards: ISU Policy Library)

**Authorized Locks, Keys, and Access Cards**

The installation, changing or removal of locks shall be performed only by FP&M Building Security Services through a service request. Electronic locks installed on exterior door(s) must be connected to the ISU network centrally controlled system. Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any damages or repairs resulting from the removal of unauthorized locks will be the responsibility of the department if found in violation of this policy.

All keys and building access cards are the property of Iowa State University. FP&M Building Security Services is the only authorized supplier for university keys. No person shall knowingly possess an unauthorized key or access card for Iowa State University.

ISUCards (university identification cards) issued after May 2009 incorporate dual technology which allows building access. The ISUCard and dual technology card are issued by the ISUCard Office. Holders of the original ISUCard and the original white Building Access Card will continue to use their cards until one of the cards no longer works.

**Lost or Stolen Keys**

In the event a key is lost or stolen, the appropriate dean, director, or department chair responsible for the door associated with the lost key will determine if rekeying needs to occur. Costs associated with the rekeying will be paid by the issuing department. Fees for keys not returned are the responsibility of the issuing department. If the issuing department wishes to recover any of these costs from the employee, they must work directly with ISU Accounts Receivable to accomplish that.

**Duplication or Lending Prohibited**

Duplicating and/or lending keys are prohibited. If an individual lends his/her key(s) to anyone or makes a duplicate so that others can gain access to university property, he/she may be subject to disciplinary action from his/her supervisor and loss of access privileges to university buildings.

**Responsibilities**

Dean, Director, or Department Chair is responsible for:

- The full implementation of this policy within his/her areas
- Appointing a member of his/her department to be responsible for the duties of department Key Coordinator and/or department Card Coordinator
- Approving the completed annual key and card access audits
- Maintaining appropriate departmental records subject to an internal audit
- Determining if rekeying is to occur in the event that a key is lost or stolen (costs associated with the rekeying will be paid by the employee/department)
Appendix 1

(Keys and Building Access Cards: ISU Policy Library)

Departmental Key Coordinator is responsible for:
- Completing a Key Request form (see Resources below) to assist employees with the request for a new, transfer or replacement key
- Completing an annual audit for all individuals who have key access to your department/area (see Resources below)
- Renewing annually the keys issued to students who have continuing need for the keys
- Notifying FP&M Building Security Services when an individual has left, no longer requires access, or has returned a key
- Returning keys to FP&M Building Security Services (keys are issued to individuals and will remain in the key holder's name until FP&M physically receives and processes the keys as returned)
- Reporting lost or stolen keys immediately (within 24 hours of discovery) to FP&M Building Security Services via email to buildingsecurity@iastate.edu or by calling 294-4211; and for contacting DPS at 294-4428 to file a report

Departmental Card Coordinator is responsible for:
- Completing an Access Card Request form (see Resources below) to assist employees with card access to doors within your department/area
- Completing an annual audit for all individuals who have card access to your department/area (see Resources below)
- Removing card access from students who no longer need access
- Notifying FP&M Building Security Services to remove access privileges to your department/area when an individual has left, no longer requires access, or has returned a card
- Returning access cards that are no longer needed to FP&M Building Security Services for re-programming and re-use
- Reporting lost or stolen access cards immediately (within 24 hours of discovery) to FP&M Building Security Services via email to buildingsecurity@iastate.edu or by calling 294-4211; and for contacting DPS at 294-4428 to file a report

Technician external to the department (e.g., ITS, EH&S, FP&M personnel) is responsible for:
- Initiating key or card access request form
- Obtaining appropriate dean, director or department chair approval for access into the department's space
- Rekeying when keys are lost by technician(s) external to the department

Department of Public Safety is responsible for:
- Enhancing safety, personal security, and campus access services
- Monitoring, evaluating, and responding to access control alarms generated by the campus-based access control system
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(Keys and Building Access Cards: ISU Policy Library)

- Analyzing and querying access control transactional data as required to meet assigned responsibilities
- Monitoring closed and/or secured campus facilities and providing emergency or approved after-hours access
- Working with FP&M to schedule and complete required manual locking and unlocking of designated campus facilities
- Meeting the requirements listed under both the Department Key and Card Coordinator responsibilities
- Working with FP&M to maintain a complete and secure set of metal keys to university facilities for emergency and patrol access
- Providing Crime Prevention Through Environmental Design (CPTED) input and/or assistance as requested by FP&M or individual units on campus
- Providing input and/or advice to FP&M and the relevant unit on re-keying in the event that a key is lost or stolen

Key Holder is responsible for:
- Picking up keys from FP&M Building Security Services
- Maintaining and securing keys issued to them
- Reporting lost or stolen keys to departmental Key Coordinator immediately (within 24 hours of discovery)
- Confirming that the key has been cleared from their records
- Paying any replacement fee resulting from loss or failure to return an assigned key

Card Holder is responsible for:
- Reporting lost or stolen ISU Building Access Card immediately (within 24 hours of discovery) to FP&M Building Security Services via email to buildingsecurity@iastate.edu or by calling 294-4211
- Deactivating lost or stolen card in AccessPlus

Resources

Links
- Facilities Planning & Management Building Security Services
- Facilities Planning & Management
- Frequently Asked Questions for Keys and Locks
- Frequently Asked Questions for Access Cards
- ISUCard Office
- Procedures: Building Access Card Services [PDF]
- Procedures: Key Services [PDF]
- Department Key and Card Coordinator Dashboard
- Keys and Building Access Cards [Policy in PDF with line numbers]
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Missing Student Policy

Introduction
The Higher Education Opportunity Act (HEOA) requires institutions to adopt a policy regarding notification of law enforcement when a student is missing.

Policy Statement

Reporting a Student as Missing
When a student is missing, as defined in this policy, ISU Police shall be notified as soon as possible, but no later than twenty-four hours after the student’s absence is noticed. Any person may report any Iowa State University student as missing by making a report to the ISU Police by calling 515-294-4428.

For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

Initial Institutional Response
Upon receipt of a missing student report, the ISU Police Department will promptly begin efforts to locate the student on campus, at other sites controlled by the university and at other locations in which the student resides, working closely with the
- Dean of Students Office,
- Department of Residence,
- Academic college and department in which the missing student is enrolled,
- Department in which the missing student is employed (in the event the student is employed by ISU), and
- local law enforcement agencies in the locations where the student resides.

Initial efforts to contact the student may involve telephone, e-mail, text message or other electronic communications such as use of a meal plan card or building access card.

University personnel authorized by ISU Police or the Dean of Students Office may attempt to contact the student at his or her housing unit on the campus or at his or her local residence.

If a student who resides in university controlled housing units does not respond to initial efforts to make contact, Student Affairs or other authorized Department of Residence personnel may enter the student's room in order to assess the condition of the room and look for clues to explain the student's absence. ISU Police will request that Student Affairs personnel enter student rooms.

University personnel authorized by ISU Police or Dean of Students Office may pursue such additional or other investigative activities as are reasonable under the circumstances.
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(Missing Student Policy)

Institutional Response After Determining Student is Missing

No later than twenty-four hours after the time a student is determined to be missing, as defined under this policy, Iowa State University shall initiate the following emergency contact procedures:

- The ISU Police shall notify local law enforcement agencies such as the Ames Police Department, the Story County Sheriff's Office, and other law enforcement agencies in locations where the student resides in an attempt to locate the missing student.
- The ISU Police must notify the persons designated by the student in the Emergency Contact Database that the student is missing.
- The Dean of Students Office must notify the student's custodial parents or legal guardians in the case of unemancipated students under the age of eighteen.

Policy Awareness

The University will link to this policy electronically through websites designed to convey emergency or law enforcement information such as the ISU Annual Security Report; will incorporate its provisions into the Residence Life website and Department of Residence newsletters (see Resources below); and will otherwise assure that students know, or should know, of its provisions.

Student's Option to Identify Persons to Be Informed

Students in university controlled housing: At the time that a student initially registers for classes or is accepted as a resident in university controlled housing, the student will be given an opportunity to designate an emergency contact, which would be used in the event the student is missing. This information can be updated at any time by the student.

Emergency contact information on AccessPlus: All students, whether living in university controlled housing or not, will be provided confidential means to designate and update emergency contacts using the Emergency Contact Information page on the ISU AccessPlus website (see Resources below). This website contains a special section for students to provide Missing Person contact information.

Confidentiality: Missing Person contact information will be maintained by the University as a confidential student record and will be accessible only to specifically designated authorized university officials. This confidential information may not be disclosed except to law enforcement personnel in furtherance of a missing student investigation.

Students Under 18: The University will inform students under the age of eighteen that, in the event they are unemancipated and determined to be missing, their custodial parent or legal guardian must be notified.
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Missing Student Policy)

Resources

Links
- Code of Federal Regulations, 34 CFR §§ 668.41(a) - Reporting and Disclosure Information [PDF]
- Code of Federal Regulations, 34 CFR §§ 668.46(b), 46(h) - Institutional Security Policies [PDF]
- Higher Education Opportunity Act (HEOA), §485, 20 USC 1092(i)
- Iowa Code Chapter 694, Missing Persons
- ISU Access Plus website
- ISU Police (515-294-4428)
- Department of Residence
- Residence Life website
- Stay Safe at Iowa State website
- Safety and You
- Missing Student [Policy in PDF with line numbers]

Safety Policy: Department of Residence

The Department of Residence and Iowa State University have many resources in place to provide students with a safe and secure home. Fire and security systems are in each building. Each student room has an individual lock on the door.

Upon entering Iowa State University, you are signed up for the ISU Alert. The ISU Alert system will notify the ISU community of potentially dangerous situations via text messages, phone calls, and e-mails. It is very important that you visit the ISU Alert web site to make sure all of your information is accurate.

Residence hall are an adult living environment and you play a significant role in ensuring your safety. Please explore the links provided and talk to your community advisor to learn more about campus safety.

The exterior doors of the residence halls are on electronic card access. Doors are open 6:00 am - 10:59 pm. Beginning at 11:00 pm each night to 5:59 am each morning, exterior doors are locked and access is restricted to residents of the building who must swipe their ISUCard to gain entrance.

During certain points of the year, locking schedules may change. In this instance, signs will be posted at primary entrances.
Personal Safety

One of the main goals of the DOR is to provide a safe and comfortable place for students to live. However, each of us must be aware of the role that we play in keeping ourselves and our environment secure. Regardless of the number of precautions in place, you are only as safe as you are smart! Here are a few tips to keep in mind as you explore your new community: (Department of Residence Safety Policy)

Become familiar with the polices and guidelines related to residence hall / on-campus apartment living by reading the Policy Handbook for your area.

- Learn and remember important emergency numbers:
  - Department of Public Safety = 515-294-4428
  - Thielen Student Health Center = 515-294-5801
  - Your Hall Desk or Apartment Office
  - Your CA
- Keep your ISUCard with you at all times.
- Maintain control of the keys and access card you have been issued for your building and room.
  - Never loan out your keys or access card.
  - Immediately report lost or stolen keys / access cards.
- Keep your room door locked at all times.
- Don't prop open doors to your building. If you find a propped door, unprop the door and report any malfunctioning doors to staff.
- When entering your building, don't hold the door open for the people behind you. This is called tailgating and is the #1 way that non-residents enter the residence halls.
- Be aware of your surroundings and who lives in your building. Report anything or anyone unusual or that makes you uncomfortable. (Department of Residence Safety Policy)
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Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students

Introduction

Iowa State University strives to create a respectful, safe, and non-threatening environment for its students. This policy sets forth the resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents that include sexual assault, sexual harassment and other unwelcome behaviors as explained below. While grounded in Iowa criminal law and consistent with the Board of Regents, State of Iowa, "Sexual Misconduct Guiding Principles," this policy governs criminal behavior, as well as other behavior which, although not a crime, is unacceptable and not tolerated in an educational environment.

Policy Statement

The university prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, all of which can be forms of sexual discrimination. Students should be able to live, study, and work in an environment free from sexual misconduct.

It is the position of the university that sexual misconduct in any form will not be excused or tolerated. Criminal, civil, and university disciplinary processes will be available to a student with a complaint and enforced against a person found to have engaged in the behavior. The university is committed to fair and prompt procedures to investigate and adjudicate reports of sexual misconduct and to the education of the university community about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of the student with a complaint, as well as the rights of the accused. At the same time, the university adheres to all federal, state and local requirements for intervention and crime reporting related to sexual misconduct.

This policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating this policy.

The university will make this policy and educational opportunities readily available to all students and other members of the university community. Specifically, the university provides periodic education to students regarding sexual misconduct. The ISU Division of Student Affairs, ISU Police, the Office of Equal Opportunity, and community agencies offer sexual misconduct education and information upon request. The university encourages students and student organizations to take advantage of those educational opportunities and to learn about this policy. Creating a respectful, safe and non-threatening environment is the responsibility of all members of the university community.
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(Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students)

Policy Scope and Jurisdiction

Scope

This policy covers all Iowa State University students, and in particular students who:

- Are victims of any form of sexual misconduct, including sexual assault and sexual harassment, by any other person (student, employee, or others outside of the university community)
- Are accused of engaging in behavior prohibited by this policy

As provided by the Student Disciplinary Regulations, section 4.1.8, the term "student" includes undergraduate, graduate, and professional students, as well as student organizations and persons who have been admitted, though not yet in attendance. Employees, including employees who may be taking classes, are persons whose primary relationship with the university is for employment and are, therefore, not covered by this policy, although are covered by other university policies and resources concerning employee misconduct.

Jurisdiction

According to the university Student Disciplinary Regulations, sections 4.1.2 and 4.1.3, this policy shall cover both on-campus and off-campus conduct, as those terms are described below.

On-Campus Violations: The campus includes the geographic confines of the university, including its land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the university, such as the Memorial Union, university housing, and university-recognized housing. University housing includes all types of university residence housing such as halls and apartments. University-recognized housing includes fraternity and sorority chapter dwellings.

Off-Campus Violations: Students should be aware that off campus violations that affect a clear and distinct interest of the university are subject to disciplinary sanctions. As examples, sexual misconduct and harassment are within the university's interests when the behavior:

- Involves conduct directed at or by a university student or other member of the university community (e.g., private house party, outside employment);
- Occurs during university-sponsored events (e.g., field trips, social or educational functions, university-related travel, student recruitment activities, internships and service learning experiences);
- Occurs during the events of organizations affiliated with the university, including the events of student organizations;
- Occurs during a Study Abroad Program or other international travel; or
- Poses a disruption or threat to the university community.
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(Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students)

Confidentiality

Iowa State University is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The university will work to safeguard the identities and privacy of the students who seek help or who report sexual misconduct. However, it is important that students understand the limits on confidentiality of individuals whom they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality.

Under Iowa law, communications with some individuals are confidential. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- ACCESS advocate
- Psychological counselor (including counselors at ISU Student Counseling Services)
- Health care provider (including medical professionals at ISU’s Thielen Student Health Center)
- Personal attorney
- Religious/spiritual counselor

Any other university employee cannot guarantee complete confidentiality. Information is disclosed only to select officials who have an essential need to know in order to carry out their university responsibilities. As is the case with any educational institution, the university must balance the needs of the individual student with its obligation to protect the safety and well being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. The alert, however, would never contain any information identifying the student who brought the complaint.

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. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement—through clear actions or words—to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of their actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining consent—it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent.
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Consent must be present throughout the sexual activity--at any time, a participant can communicate that they no longer consent to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

In addition, under Iowa law the following people are unable to give consent:
- Persons who are asleep or unconscious
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication (see "Resource Links" below for Iowa Code Section 709.1A, Incapacitation)
- Persons who are unable to communicate consent due to a mental or physical condition
- Generally, minors under the age of 16 (see "Resource Links" below for Iowa Code Section 709.4 regarding minors giving consent to sexual activity)

Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

**Sexual Assault**

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another. Examples of sexual assault under this policy include, but are not limited to the following behaviors or attempted behaviors when consent is not present:
- Sexual intercourse (vaginal, anal, oral)
- Oral sex
- Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object
- Unwanted touching of the genitals, buttocks, breast, or other body part
- Coercion or force to make someone else touch one's genitals, buttocks, or breast
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition

**Sexual Exploitation**

Sexual exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:
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(Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students)

- Distribution or publication of sexual or intimate information about another person without consent
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Sexual intimidation - Sexual intimidation is an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act
- Stalking - Stalking may take many forms including persistent calling, texting, or Internet posting, as well as physical stalking, when the context of the communication or the nature of the stalking is of a sexual or intimate nature
- Voyeurism - Voyeurism involves both secretive observation of another's sexual activity or secretive observation of another for personal sexual pleasure

Sexual Harassment

Sexual harassment is a form of discrimination, as defined in the university Discrimination and Harassment policy. Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

- Submission or consent to the behavior is made either explicitly or implicitly a term or condition of an individual’s employment or education.
  - Examples can include pressure to engage in sexual behavior to further the student's education or employment; real or perceived threat that rejecting the behavior would carry a negative consequence for the student.

- The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities.
  - Examples can include persistent efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Comments or communications could be verbal, written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.
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(Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students)

Reporting Sexual Misconduct, Including Sexual Assault and Sexual Harassment

The university strongly encourages students to report concerns to either or both of the following offices:

- For emergencies, contact 911. For non-emergencies, or if criminal behavior is involved, students are encouraged to contact ISU Police by telephone at 515-294-4428 or in person at room 55, Armory Building. **Contacting ISU Police does not mean you must pursue charges. ISU Police can advise you of your options and can also preserve evidence while you consider your options.**

- To seek assistance and support, or to report misconduct, contact the Dean of Students Office (1010 Student Services Building, 515-294-1020, dso@iastate.edu).
  - The Dean of Students Office will make a student services staff member available to a student with a complaint if the student would like assistance throughout any university investigation or adjudication process. This staff member is not an "advocate" as that term is used below (see "Confidential Advocacy and Support"), nor is that staff person a representative who will speak on behalf of the student in any investigatory or adjudication process. Rather, the staff member serves as a point of contact to answer questions and explain processes, make sure the student's expressed needs are being addressed, and join the student in meetings if requested. Because sexual misconduct cases can be difficult for all students involved, the Dean of Students staff will not require or offer mediation, or an arranged meeting between the students, as part of the complaint resolution process.
  - Both ISU Police and the Dean of Students Office will notify the Title IX Coordinator of the report. This notification does not require that a student file a disciplinary or judicial complaint.

In all situations, the university's goals are to provide a prompt and effective response and to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed. In situations where an accused student faces both a disciplinary complaint and a criminal charge, the university reserves the right to move forward with the disciplinary and adjudication processes at the same time the criminal process is proceeding.

**For complaints against other students**, the Student Disciplinary Regulations shall govern the complaint, investigation, and adjudication process through the Office of Student Conduct (OSC). See the following sections of the Student Disciplinary Regulations:

- Section 2.1 - "Student Rights and Responsibilities"
- Section 2.2 - "Complainant Rights and Responsibilities"
- Section 5 - "Process"
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For complaints against faculty, adjudication may ultimately occur through the Office of the Senior Vice President and Provost. For complaints against faculty, the Faculty Handbook will govern the process.

For complaints against staff, the investigation will ultimately occur through the Office of Equal Opportunity. For complaints against staff, the Discrimination and Harassment policy will govern the process.

In addition to supporting individual students affected by sexual misconduct, the university takes all incidents seriously and has a responsibility to address misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement. The Dean of Students Office will assist the student in notifying ISU Police or local law enforcement if the student so requests. An incident can be reported even if the student has not decided whether to take legal action. Nonetheless, students are always free to report and are encouraged to share instances of such behavior with the Dean of Students Office (contact information below) regardless of whether or not they choose to press formal criminal charges with law enforcement.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that their own alcohol or drug use, or other prohibited activity were involved. The Office of Student Conduct (OSC) will not pursue disciplinary violations against a student with a complaint or a witness for their improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

The university can take action only if the university is made aware of the behavior. If a university administrator becomes aware of a complaint or other violation of this policy, the administrator should bring the information to the Title IX Coordinator so that concerns are heard and services can be offered to the affected students.

The university strongly encourages prompt reporting of complaints and information rather than risking any student's wellbeing. Although there is no time limit on the reporting of formal charges with the university, the university may ultimately be unable to adequately investigate if too much time has passed or if the accused student has graduated. Factors that could negatively affect the university's ability to investigate include the loss of physical evidence (e.g., prompt medical examinations are critical to preserving the physical evidence of sexual assault), the potential departure of witnesses, or loss of memory.

In all cases, the Title IX Coordinator strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Typically investigations can take approximately sixty calendar days following receipt of the complaint. Factors that could impair the timing of the inves-
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(Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students)

tigation include the complexity and severity of the conduct, the number and availability of witnesses, or the need to identify and acquire physical or other evidence.

Immediate Actions by the University

The Dean of Students Office and ISU Police may take immediate interim actions to protect the safety of the university community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include interim suspension of the accused student or restricted-contact notices between the individuals involved. The Dean of Students Office and ISU Police may also take additional actions, if requested, including but not limited to:

- Modifying class or work schedules
- Making alternate housing arrangements
- Addressing other academic concerns (e.g., absences, assignments, grades, leaves of absence, withdrawal)
- Safety planning

Retaliation

The university prohibits retaliation against an individual for making a complaint of sexual misconduct (including sexual assault and sexual harassment), for resisting such behavior, or for otherwise using or participating in the complaint resolution process. Prohibited behavior includes any form of intimidation, threats, or harassment by the individual accused of misconduct or friends, family or other persons acting in support of or on behalf of that individual. Acts of retaliation are, by themselves, cause for disciplinary action. Concerns of retaliation can be communicated to the Dean of Students Office or the Student Conduct (OSC) staff directly (1010 Student Services Building, 515-294-1020, dso@iastate.edu).

False Complaints

The university also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct (including sexual assault and sexual harassment). However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct or sexual harassment. Acts of knowingly filing false complaints are, by themselves, cause for disciplinary action.

Resources and Services for Students

There are campus and community services available to students even if university or criminal reports are not made. The university strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling. As students tend to their health, they should keep in mind that medical examinations are time-sensitive, and are critical in preserving evidence of sexual assault so that options can be considered at a later time.
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CONFIDENTIAL ADVOCACY AND SUPPORT

ACCESS (Assault Care Center Extending Shelter and Support): An ACCESS advocate is trained to assist victims of sexual misconduct and can speak with students confidentially as they consider their options. Any communication with an ACCESS advocate is legally protected under Iowa Code Section 915.20, which allows for confidential communications that cannot be disclosed without the student's permission. Although the advocate is not a university employee, the advocate may accompany the student through any university investigation or adjudication process.

Contact information: http://www.assaultcarecenter.org/
Trained advocate: 515-292-5378 (29-ALERT)
Trained advocate 24 hours/day: 800-203-3488
General information: 515-292-0500

SART (Story County Sexual Assault Response Team): SART consists of specially trained professionals who provide a community coordinated response to sexual assaults. Members of SART represent the fields of law enforcement, health care, advocacy/counseling, and prosecution. SART identifies the barriers that keep sexual assault victims/survivors from coming forward and works to overcome those barriers through its sensitive, survivor-centered approach. In individual cases, a three-person team consisting of a police officer, sexual assault nurse examiner, and advocate respond to sexual assault reports, offering their services but leaving all decisions to the victim/survivor. SART strives to provide the first response to all sexual assaults in Story County to ensure a consistent, compassionate, and professional initial contact for victims.

Contact information: http://www.police.iastate.edu/sart to file an online report with SART
515-292-5378 (or 29-ALERT) to discuss more options
Email: sart@iastate.edu

CAMPUS RESOURCES

ISU Student Counseling Services (SCS): Students can meet with a confidential mental health counselor.

Contact information: http://www.public.iastate.edu/~stdtcouns/
3rd Floor, Student Services Building
515-294-5056 - Let the receptionist know you are requesting a same-day crisis appointment.

If a student would like to talk with someone after hours or on a weekend/holiday when Student Counseling Services is not open, the student may call Eyerly Ball (community mental health services) at 515-598-3300.
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Thielen Student Health Center: Students can meet with a confidential health care provider.

Contact information: http://www.health.iastate.edu/about/contact/
Corner of Union Drive and Sheldon Avenue on the ISU campus
515-294-5801

Dean of Students Office: The office staff can assist a student in filing a report or, if the student is not ready to file a report, the staff can work with them to address concerns over housing, class assignments or schedules, leaves of absence, withdrawal or other academic concerns. The office staff can also assist the student in notifying ISU Police or local law enforcement, if the student so requests, or referring the student to resources such as counseling or a confidential advocate.

Contact information: www.dso.iastate.edu/
1010 Student Services Building
515-294-1020

Office of Equal Opportunity: EO staff can discuss concerns over sexual harassment and options for students, and can assist in filing a complaint under university policy.

Contact information: http://www.eoc.iastate.edu/
3410 Beardshear Hall
515-294-7612

Title IX Coordinator: The university has designated Margo Foreman, director of the Office of Equal Opportunity, as the Title IX Coordinator to ensure Title IX compliance for the entire campus. Because sexual assault is considered to be a severe form of sexual harassment, an alleged victim may wish to file a sexual harassment complaint with the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring a non-discriminatory campus environment that is free from harassment. Questions or concerns may be directed to 515-294-7612, or in person at 3410 Beardshear Hall, Ames, IA 50011.

Title IX Coordinator: Margo Foreman, Office of Equal Opportunity, 515-294-7612,
mrforema@iastate.edu

Deputy Title IX Coordinators:
- Dawn Bratsch-Prince, Associate Provost, 515-294-6410
- Sara Kellogg, Dean of Students Office, 515-294-1023
- Calli Sanders, Athletics Department, 515-294-3706
- Judith Strand, Graduate College, 515-294-5285

Contact information: http://www.eoc.iastate.edu/
3350 Beardshear Hall
515-294-7612
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Margaret Sloss Women’s Center (MSWC): The MSWC provides support and information through educational outreach, appropriate referral services and a safe space.

Contact information: http://www.dso.iastate.edu/wc/
Sloss House on the ISU campus
515-294-4154
E-Mail: womenctr@iastate.edu

Lesbian Gay Bisexual Transgender Student Services (LGBTSS): The LGBTSS Center provides programs, services, referrals and resources focused on sexual identity/orientation and gender identity/expressions for students at Iowa State University.

Contact information: http://www.lgbtss.dso.iastate.edu/
1064 Student Services Building
515-294-5433
Email: lgbtsscenter@iastate.edu

ISU Police Division: Contacting ISU Police does not mean a student must pursue criminal charges. ISU Police can advise students of their options, help preserve evidence while they consider options, and assist students in safety planning.

Contact information: http://www.police.iastate.edu/
Room 55 Armory
Emergency phone: 911
Non-emergency phone: 515-294-4428
Safety Escort: 515-294-4444
E-Mail: dpsinfo@iastate.edu

COMMUNITY RESOURCES

Mary Greeley Medical Center
Contact information: http://www.mgmc.org/
1111 Duff Avenue
515-239-2011

Planned Parenthood of Ames
Contact information: http://www.plannedparenthood.org/health-center/centerDetails.asp?f=2385
2530 Chamberlain St.
877-811-7526

Ames Police Department
Contact information: http://www.cityofames.org/index.aspx?page=156
515 Clark Avenue, Ames, IA 50010 (entrance on 6th Street)
Emergency phone: 911
Non-emergency phone: 515-239-5133

Story County Sheriff’s Office
1315 South B Avenue, Nevada, IA 50201
515-382-6566
If outside the Ames area, call local law enforcement or sheriff.
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(Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students)

Story County Attorney’s Office
Main Office: 1315 South B Avenue, Nevada, IA 50201; phone 515-382-7255
Ames Office: 126 S. Kellogg, Ste 203; phone 515-232-4185
See also the Story County Attorney’s Office Victim Witness Assistance Program, which can offer information on the criminal process and also help locate financial assistance for crime victims.

Resource Links

Policies and Guidance
Sexual Misconduct & Sexual Assault Website
Discrimination and Harassment Policy-ISU
Violence-Free Campus Policy - ISU
Non-Retaliation Against Persons Reporting Misconduct Policy - ISU
Annual Security Report (under the Clery Act)
Clery Act Information
Training Information Contact
Student Disciplinary Regulations
Sexual Misconduct Guiding Principles - Board of Regents, State of Iowa [PDF]
Faculty Conduct Policy - Faculty Handbook, Chapter 7
Personal Safety Guidance - ISU Department of Residence

ISU Offices and Services
Dean of Students Office Office of Student Conduct (OSC)
Margaret Sloss Women's Center Office of Equal Opportunity
Senior Vice President and Provost ISU Police
Student Counseling Service Discrimination and Harassment Assistors
Thielen Student Health Center Ombuds Office

Ames and Story County
ACCESS (Assault Care Center Extending Shelter and Support)
SART (Story County Sexual Assault Team)
Mary Greeley Medical Center Planned Parenthood of Ames
Ames Police Department Story County Attorney
Story County Sheriff Story County Victim Witness Assistance Program

Iowa Law
Iowa Code Section 708.7, Harassment
Iowa Code Section 708.11, Stalking
Iowa Code Chapter 709, Sexual Abuse
Iowa Code Section 709.1A, Incapacitation
Iowa Code Section 709.4, Sexual Abuse in the Third Degree
Iowa Code Chapter 729A, Violation of Individual Rights - Hate Crimes
Iowa Code Chapter 915, Victim Rights

Resources
Files
Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students [Policy in PDF with line numbers]
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Discrimination and Harassment Policy

Introduction

Respect is the foundation for the interchange of ideas, for learning and for working toward common goals. Consequently, Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran (disabled, Vietnam, or other), or any other status protected by university policy or local, state, or federal law. Discrimination and harassment impede the realization of the university’s mission of distinction in education, scholarship, and service, and diminish the whole community.

Iowa State University reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication.

For these reasons, the university will not tolerate discrimination or harassment, as defined below, and is committed to preventing it or stopping it whenever it may occur at the university or in its programs. The policy presented here applies to employees, students, visitors, applicants, or program participants at Iowa State University. Students, however, should see the policy on Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students for specific information regarding their unique rights and responsibilities including resources and complaint resolution (see Resources below).

POLICY STATEMENT

1. Discrimination and Harassment Defined

Iowa State University prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. Veteran (disabled, Vietnam, or other), or other protected class that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodations to continue their work or studies.

Iowa State University also prohibits harassment, which can be a form of discrimination if it is unwelcome and is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with a person’s work or education. Harassment may include, but is not limited to, threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or U.S. veteran status. Even if actions are not directed at specific persons, a hostile environment may be created when conduct is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with or limit the ability of an individual to work, study, or otherwise to participate in activities of the university.

It is the university’s goal to prevent the occurrence of discriminatory and harassing activity and to promptly stop such conduct. A determination as to whether discrimination or harassment has occurred
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will be based upon the context in which the alleged conduct occurs. For further discussion, see Section 3.4.

1.1 — Sexual Harassment

Sexual harassment, in its legal definition, includes unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; (2) submission to or rejection of such conduct by an individual is used, or threatened or suggested to be used, as the basis for academic or employment decisions affecting the individual; or (3) such conduct creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with an individual’s academic or professional performance. Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration the totality of the circumstances, including the context in which the alleged incidents occurred.

Under this policy, sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise in salary by submitting to sexual advances. The suggestion or the advance need not be direct or explicit — it can be implied from the conduct, circumstances, and relationships of the persons involved. Sexual harassment can also consist of persistent, unwelcome attempts to change a professional or academic relationship to a romantic or sexual one. It can range from unwelcome sexual expressions directed at individual persons or classes of people to serious physical abuses such as sexual assault. Examples could include, but are not limited to, unwelcome sexual advances; repeated and unwelcome sexually-oriented bullying, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leer- ing, touching, pinching, or brushing against another’s body; or displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work, education, or living environment.

1.1.1 — Consensual Relationships

Sexual, romantic, or intimate relationships between persons in an unequal power relationship that appear to be voluntary and welcome may nonetheless constitute sexual harassment under this definition. Relationships between faculty and subordinate faculty or staff, between a supervisor and those employees who he or she supervises, or between a faculty member or teaching assistant and his or her student may give rise to legal and ethical concerns or to conflict between personal and professional interests. Although such a relationship may be viewed by the parties involved as consensual, that fact alone does not mean that no sexual harassment exists.

In addition, such relationships can result in discrimination or harassment where (1) third parties are adversely affected in academic or employment matters because of a consensual relationship between others; (2) where a consensual relationship creates a hostile and intimidating work or learning environment for third parties; or when a consensual relationship ends, and one of the parties continues behavior which the other party has made clear is now unwelcome.

Supervisors, instructors, or mentors involved in such relationships have the obligation to remove themselves from the supervisory or mentoring relationship (see Faculty Handbook, §7.2.2.1.1.).
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1.2 — Racial and Ethnic Harassment

Harassment that is directed at a person or group of persons because of race, color, ethnicity, or national origin is covered under this policy. Even if actions are not directed at specific persons, a hostile environment can be created when the conduct is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with the person’s work, education, or activities on campus.

1.3 — Harassment Based on Religion, Disability, Pregnancy, Age, Marital Status, Sexual Orientation, U.S. Veteran Status, or Other Protected Status

Harassment that is directed at a person or group of persons because of any characteristic protected by this policy or local, state or federal law is also covered under this policy.

1.4 — Retaliation

Retaliation against an individual for making a complaint of discrimination or harassment, for resisting discrimination or harassment, or for otherwise using or participating in the informal or formal complaint resolution process, is a violation of university policy, and any such action is itself cause for disciplinary action.

2. Complaint Resolution

In an effort to prevent or stop discriminatory or harassing behavior, the university has adopted specific avenues through which an individual can make his or her complaint known. With issues of discrimination and harassment, it is important to identify and remedy the situation as soon as possible. For this reason, the university has adopted two complaint resolution mechanisms that employees may use to raise discrimination and harassment concerns — informal and formal resolution. Claims of discrimination and harassment must be brought either as an informal complaint or a formal complaint to ensure that appropriate action can be taken right away. An informal complaint may, but need not be made before filing a formal complaint; however, once a formal complaint has reached resolution, the same complaint cannot be brought as an informal complaint.

Complaints by or against students, on the other hand, are handled differently. All complaints of discrimination and harassment by or against a student should be brought to the Dean of Students Office. The policy on Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students (see Resources below) contains information on support services for students during any complaint resolution process.

To best remedy a situation, complainants are urged to promptly share concerns or complaints rather than risk their wellbeing or negatively affecting the university’s ability to investigate their case due to the passage of time and potential departure of witnesses. If a formal complaint contains incomplete information, the Office of Equal Opportunity (OEO) will promptly seek to gather the needed information from the complainant. In the event that such information is not furnished to the OEO within 30 days from the date of the request, the case may be closed. Consistent with federal regulations governing the filing of complaints, the OEO may decline to investigate claims in which none of the alleged discrimination or harassing action occurred within the preceding 300 days.

Any employee, student, visitor, applicant, or program participant of Iowa State University may file a complaint alleging discrimination or harassment in violation of the university’s policy prohibiting such
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Conduct. In most cases, complaints against affiliates or contractors of Iowa State University must first proceed through the affiliate or contractor before Iowa State University may intervene. Information about the University’s policy and resolution procedures may be found in several offices, including the Dean of Students Office, the Student Counseling Service, the Women’s Center, the Senior Vice President and Provost, the Employee Assistance Program, and the OEO. As described below, the University has designated and trained certain individuals, called discrimination and harassment assistors, to assist a potentially injured person in deciding if and how to proceed and in carrying out that decision.

2.1 — Informal Resolution

Iowa State University has adopted an informal process through which non-student harassment and discrimination complaints may be resolved promptly and discreetly, often through communication, education, and/or mutual agreement. If informal resolution fails to resolve the matter either party may file a formal complaint with, or seek the assistance of the University’s Office of Equal Opportunity OEO). The implementation of this informal process is the responsibility of all central administrators, deans, directors, department chairs, supervisors, and managers — hereinafter referred to collectively as “supervisors” for purposes of this policy.

Under the informal process, the complainant must bring the complaint, either verbally or in writing, to a supervisor with authority over the person against whom the complaint is directed. Because it is often more efficient to resolve matters locally, bringing the informal complaint to a supervisor with immediate authority over the person is useful, but not required. If a complainant is not comfortable speaking with a supervisor, informal complaints may also be raised with the OEO. To ensure responsiveness and consistent application of this policy, the supervisor must notify the OEO when he or she receives an informal complaint. If the allegations reveal conduct of a severe or repetitive nature, the supervisor or the OEO may deem a formal investigation under section 2.2 to be warranted. The supervisor is expected to review the complaint and explore avenues for resolution with the complainant. With the complainant’s consent, the supervisor may contact the accused person.

Because the OEO can provide assistance through this process, the supervisor is encouraged to consult with the OEO regarding alternatives for resolution. Options for informal resolution may include advising the complainant about methods to resolve the concern, arranging educational programs for individuals or departments, helping modify a work or study situation, mediating between the parties, or intervening or arranging for a third party to intervene. The informal process is not a formal investigation. A supervisor shall not impose discipline against an accused person as a result of the informal process without first consulting with the OEO, or in the case of a complaint against a faculty member, the Office of the Senior Vice President and Provost (SVPP).

Supervisors should attempt to resolve complaints expeditiously, but consistent with the severity or complexity of the matter. As a guideline, supervisors should attempt to complete the informal resolution process within three weeks after receipt of the complaint. To ensure responsiveness and consistent application of this policy, the supervisor must notify the OEO as to the resolution of the complaint.

In cases of complaints against members of the faculty, the Faculty Conduct Policy provides for mediation by a third party to resolve the complaint when all parties agree. For more information, see the Faculty Handbook, Faculty Conduct Policy, Mediated Process (§7.2.4).
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For purposes of annual reporting, the supervisor shall maintain a written record of the complaint and of the informal resolution process undertaken, taking care to preserve the privacy rights of both the complainant and the alleged offender.

2.2 — Formal Resolution

A person who wishes to file a formal complaint must do so in writing as described below. Students should see the policy on *Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students* (see Resources below).

2.2.1 — Complaints Against Faculty Members

When a person chooses to file a formal complaint against a member of the faculty, he or she may file the written complaint with either the SVPP Office or the OEO (see details in 2.2.2. below). In cases where the complainant files a complaint with the OEO, that office will notify the SVPP of the complaint within one business day and coordinate with the Faculty Review Board, as required by the Faculty Conduct Policy. The Faculty Review Board will conduct its own investigation or work in conjunction with an investigator and make recommendations to the SVPP.

2.2.2 — Complaints Against Others

A person who believes that she or he has been subjected to harassment or discrimination may file a formal complaint with the university’s Office of Equal Opportunity (OEO). A formal complaint with the OEO involves completing an intake form and submitting a written, signed statement describing the incident or incidents as completely as possible. Specific guidelines for the submission of a complaint may be obtained from the OEO, and the complainant may visit with a staff member of that office prior to filing a formal complaint.

Once a complaint is filed with the Office of Equal Opportunity, it will be assessed and, if an investigation is warranted, the case will be assigned for investigation to a staff member or designee. A complaint against the President will be referred to the Board of Regents for investigation and disposition. The person against whom the complaint is filed will be notified. Each investigation will necessarily be different depending on the facts, circumstances, and witnesses. Generally an investigation will include interviews with the complainant or complainants, with the person against whom the complaint has been brought, and with anyone else who might have information that would be helpful. Based on this investigation, the Office of Equal Opportunity and/or designated investigator will meet with the supervisor of the accused person to share findings and discuss appropriate action to resolve the complaint.

The supervisor to whom the Office of Equal Opportunity reported must notify that office as to whether he or she accepts the findings as well as what action, if any, has been or will be taken. If the unit administrator does not accept the findings of the Office of Equal Opportunity, then the Office of Equal Opportunity shall submit a written summary of the findings and recommendation to the appropriate vice president or SVPP, who shall in turn take whatever action he or she believes to be necessary to remedy the situation. Any disciplinary action shall be handled under the appropriate employee handbook.

The investigation by the Office of Equal Opportunity or designated investigator will be conducted expeditiously, but in a manner consistent with the complexity and severity of the matter and availability of witnesses. The Office of Equal Opportunity will attempt to complete its investigation and recommendation within forty-five days of initiation of the formal complaint if possible.
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The Office of Equal Opportunity shall notify the complainant in writing of the result of the investigation. Any subsequent complaints or appeals external to the university shall be at the discretion of the complainant in accordance with the rules and timelines of the entity receiving the complaint or appeal (e.g., Board of Regents, Iowa Civil Rights Commission).

2.3 — Office of Equal Opportunity Information Advisors

Because sexual harassment can be difficult to identify and understand, the university has designated persons on campus as information advisors to help anyone who believes she or he may have been subjected to discrimination and harassment including sexual harassment or who wishes to make an inquiry. Office of Equal Opportunity (OEO) information advisors are members of the university community who have received extensive discrimination and harassment training to act as information advisors on topic pertaining to discrimination and harassment, have general knowledge about applicable laws, university policies and procedures, options available for resolution of complaints, confidentiality requirements, act as educators and trainers, and assist students, faculty, and staff with concerns about discrimination and harassment. OEO information advisors are designated by the president, provost, senior vice presidents, deans, and/or other University administrators to serve as OEO information advisors representing their respective areas. Information advisors are a resource for information but are not responsible for investigating or resolving complaints. A list of designated discrimination and harassment assistors are available from the Office of Equal Opportunity.

2.4. Other Internal Grievances

Students and employees may have concerns or complaints about their academic or work settings that may not directly involve discrimination or harassment (e.g., grades, office assignment). As described below, the university has established internal grievance procedures to address concerns other than discrimination and harassment.

For Students

- Academic matters. Complaints related to academic matters may be filed in accordance with the policy on appeal of academic grievances found in the university catalog (see Resources below). Such complaints should be brought to the attention of the instructor or the department chair.
- Complaints against students. Complaints regarding misconduct by a student may be directed to the office of student conduct (OSC) in accordance with the student conduct code, published in the student disciplinary regulations.
- Student employee grievances. Undergraduate student-employees may bring a grievance in accordance with the policy on undergraduate student-employee grievances (see Resources below).
- Student accommodation process. Students with disabilities who have concerns as to academic accommodations may also proceed informally by notifying disability resources.
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For Faculty and Staff

- Merit staff grievances. Complaints regarding terms of employment or working conditions may be brought by merit staff in accordance with the grievance appeal procedure for the merit system.
- Faculty and P&S grievances. Grievances of faculty and P&S employees may be brought in accordance with the provisions of the applicable employee handbook.

2.5. Title IX Coordinator

The university has designated Margo Foreman, director of equal opportunity, as the Title IX coordinator to handle inquiries regarding non-discrimination and harassment policies and complaints. Questions or concerns may be directed to the office of equal opportunity at 515-294-7612, mforema@iastate.edu, or in person at 34100 Beardshear Hall, Ames, IA 50011.

Deputy Title IX coordinators are:
- Dawn Bratsch-Prince, associate provost, 515-294-6410
- Sara Kellogg, dean of students office, 515-294-1023
- Calli Sanders, athletics department, 515-294-3706
- Judith Strand, Graduate College, 515-294-5285

3. Enforcement

3.1 — Responsibilities of the University, Administrators, and Supervisors

Iowa State University—including its officers and its employees—is committed to maintaining a working and learning environment free from discrimination and harassment. The administration will make widely known that discrimination and harassment are prohibited both legally and by this policy, and that appropriate procedures for dealing with allegations of discrimination or harassment are available. Students, staff, faculty, and administrators should know that the university is concerned about such behavior and is prepared to take preventive and corrective action.

University administrators and supervisors who do not respond to discrimination or harassment complaints brought to their attention are in violation of this policy. This policy identifies what an administrator/supervisor should do in the event he or she learns of a discrimination or harassment complaint. In addition, administrators and supervisors are strongly encouraged to seek assistance in the event they feel unequipped to address such a concern by contacting the Office of Equal Opportunity.

3.2 — Confidentiality

Persons seeking general information or guidance about harassment or discrimination may be concerned about whether the information they share with another person will be confidential. Legal obligations may require the university to take some action once it is informed that harassment or discrimination may be occurring. Because of their positions of authority, certain university personnel — i.e., central administrators, deans, directors, department chairs, supervisors, and managers — are particularly obligated to take action when they receive a complaint of harassment or discrimination. Although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be
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Protected to as great an extent as is legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university’s legal obligation to act upon the charge and the right of the charged party to be informed concerning the charge.

3.3 — Sanctions
Employees found to have engaged in discrimination or harassment in violation of this policy are subject to appropriate discipline up to and including termination of employment. Students found to have engaged in discrimination or harassment in violation of this policy are subject to appropriate discipline up to and including dismissal. In cases where complaints are found to be baseless or frivolous, and where the accused individual consents, the university will take affirmative steps to restore the reputation of a person believed to be wrongly accused. Appropriateness of such action shall be based upon the nature of the investigation, the findings, and the reputational damage which may have occurred.

3.4 — Academic Freedom and Freedom of Speech
Enforcement of this policy must respect the principles of academic freedom and the right of free speech. Therefore, in evaluating whether speech has become harassment as defined above, the following factors will be considered:

- Whether the speech is accompanied by gestures or other behavior that would cause a reasonable person to fear for his or her safety or that of another;
- Whether there is conduct or speech which indicates a discriminatory purpose;
- Whether the speech is made in a context where the recipient is in a position to avoid the speaker;
- Whether the speech is germane to an academic exercise and recognized as having pedagogical purpose.
- Whether the speech is made in a public form on a matter of public concern, or otherwise in a context in which free debate is encouraged;
- Whether the speech is directed toward specific individuals or a group of individuals;
- Whether the speech is so severe as to amount to a crime under Iowa law; and
- Whether the speaker did or could anticipate that the speech would interfere with an individual’s ability to continue to participate in university activities.

Findings about any one or more of these factors, however, will not result in a determination that an individual has engaged in “harassment” where the definitions in Section 1 are not otherwise met. When investigating conduct which includes scholarly discourse, the office of equal opportunity will be cognizant of the provisions of the Faculty Handbook on scholarly discourse and germaneness.

3.5 — Direct Institutional Action
Even in the absence of a complaint, if university administrators, including the president, the SVPP, senior vice presidents, vice presidents, deans, department chairs, or directors, become aware of allegations
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of discrimination or harassment, they should inquire into, or seek assistance in inquiring into, allegations or behaviors that may be discriminatory or harassing in order to determine what action(s) are warranted. Appropriate procedures may include initiating an investigation. Supervisors needing assistance should consult with the Office of Equal Opportunity.

4. External Actions

In addition to the university’s channels, a person who believes that she or he has been subjected to discrimination or harassment may file a charge under the various jurisdictions of the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or the U.S. Office of Civil Rights. Information on filing charges with any of these agencies, including deadlines for doing so, may be obtained from each agency’s website.

Resources

Links

- Discrimination and Harassment website
- Religious Accommodation Statement
- Student Disability Resources - Accommodations
- Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students
- Student Disciplinary Regulations §4.2.5 Prohibited Conduct
- Conduct Policy - Faculty (FHB 7)
- University Catalog - Appeal of Academic Grievances
- Grievance Procedures, Faculty (FHB 9)
- Grievance Management, Non-Faculty
- Grievance Policy, Undergraduate Student-Employees
- Non-Retaliation Policy
- Dean of Students Office
- Student Counseling Service
- Office of Equal Opportunity
- Office of Equal Opportunity Information Advisors
- Employee and Family Resources; Employee Assistance Program
- University Human Resources [UHR]
- Women's Center
Appendix 1

Student Disciplinary Regulations (Code of Conduct)

1. Statement of Philosophy

Iowa State University is an institution that encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the university recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas, self-expression, and the challenging of beliefs and customs.

In order to maintain an environment where these goals can be achieved safely and equitably, the university promotes civility, respect and integrity among all members of the community. The university strives to guide the educational community by establishing the Student Disciplinary Regulations including a Student Conduct Code and student judicial system that promotes individual and social responsibility. Choosing to join the Iowa State University community obligates each member to a code of civilized behavior. Individuals, student organizations and campus organizations are expected to observe the policies, rules, and regulations of Iowa State University, the City of Ames, the State of Iowa, and the United States of America. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution.

The purposes of the Student Disciplinary Regulations are to set forth the specific authority and responsibility of the university in maintaining social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline the educational process for determining student and student/campus organization responsibility for alleged violations of university regulations. This judicial process will follow established procedures for ensuring fundamental fairness and an educational experience that facilitates the development of the individual and of the student/campus organization.

2. Rights and Responsibilities

Students have certain rights as members of the university community in addition to those constitutional and statutory rights and privileges inherent from the State of Iowa and the United States of America, and nothing in this document shall be construed so as to limit or abridge students' constitutional rights. Students have the responsibility not to deny these rights to the other members of the university community. Student rights and responsibilities at Iowa State University are listed and explained here.

2.1 Student Rights and Responsibilities

A. All Iowa State University students have the right to:

1. Have access to academic and non-academic university policies.
2. Express themselves through academic work within the guidelines of the university rules and regulations. The right to expression does not affect the responsibility of the university and its faculty to evaluate based upon genuine academic criteria such as relevance, coherence, creativity and quality of academic work.
3. Participate in university-sponsored activities and services without threat of harassment or discrimination.
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4. Join any organization without fear of charges being brought solely on the basis of membership.

5. Expect that the university will not create and keep records that reflect beliefs, political activity, and associations except for information provided by students. The university may maintain counseling, health, law enforcement and disciplinary records which can be released only by expressed consent, a court order or as otherwise permitted by law.

6. Petition for change in academic or non-academic regulations, procedures, or practices.

7. Be protected from ex post facto (after the fact) regulations. An ex post facto rule is a rule created after an act has occurred, in order to be applied to the prior act.

8. Due process in the student judicial process, as required by law and as described in section 5, below.

9. Be informed of and comment during the process of formulating non-academic regulations, procedures, or practices of the university.

B. Subject to the rights indicated above, students and registered student/campus organizations have the responsibility to:

1. Respect the personal and property rights of the university community and all its members.

2. Represent themselves and their organizations truthfully and accurately in their interaction with official university functions.

2.2 Complainant Rights and Responsibilities

A. Complainants are persons who were the target of, or were affected by, the misconduct of the accused student or student/campus organization. In addition to the rights of all students contained in section 2.1, complainants have the following rights:

1. Complainants shall be provided information concerning counseling, mental health or medical services available on campus and in the community.

2. Complainants have the right to decide whether or not to notify law enforcement authorities and/or to file a report of misconduct with the Office of Student Conduct (OSC).

3. To be informed about the status of the disciplinary case pending in the OSC.

4. Complainants may make a statement of how the alleged conduct has affected them at the time of any disciplinary hearing. If the complainant is a member of the university community at the time of a request for reinstatement by a student who committed a violation against the complainant, the complainant has a right to provide a statement for or against reinstatement.

5. Complainants may make a statement of their opinion as to an appropriate sanction if a student or student/campus organization is found responsible for misconduct.

6. To know the final result of the case. The final results include the name of the accused student, whether the accused student was found responsible or not and any sanction that was imposed.
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7. Complainants have the right to participate in the student judicial process as required by law and as described in section 5, below.

8. Complainants have the right to be free of any form of retaliation or harassment due to reporting misconduct on the part of another student.

9. Complainants reporting domestic violence, dating violence, sexual assault and stalking also have the rights provided by law and the university written Explanation of Rights for persons reporting such acts.

B. In addition to the responsibilities of all students contained in section 2.1, complainants have the responsibility to cooperate in providing accurate information regarding the alleged conduct, including providing documents and physical evidence if requested.

2.3 Rights and Responsibilities of Witnesses and Other Persons Reporting Violations
A. In addition to the rights of all students contained in section 2.1, witnesses and other persons who report violations of these Student Disciplinary Regulations have the following rights:
   1. Witnesses and other persons who obtain evidence of misconduct may report it to the OSC.
   2. Witnesses and other persons who report violations have the right to be free of any form of retaliation or harassment due to reporting misconduct on the part of another student.

B. In addition to the responsibilities of all students contained in section 2.1, witnesses and other persons who are students and report violations of these Student Disciplinary Regulations have the responsibility to cooperate in providing accurate information regarding the alleged misconduct, including providing documents and physical evidence if requested.

3. Offices and Their Functions
3.1 Board of Regents, State of Iowa
3.2 President
3.3 Senior Vice President for Student Affairs
3.4 Dean of Students
3.5 Office of Student Conduct (OSC)
3.6 Office of Student Conduct (OSC) Administrator
3.7 Office of Equal Opportunity and Title IX Coordinator
3.8 Residence Student Conduct (RSC) Coordinator
3.9 Residence Area Directors
3.10 Student Conduct Hearing Board (SCHB)
3.11 Greek Judicial Representatives
3.12 Administrative Hearing Officers
3.13 Administrative Law Judges
3.14 Other Judicial Bodies at ISU
3.15 Student Government Supreme Court
3.16 Sports Club Council
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(Student Disciplinary Regulations (Code of Conduct))

3.1 Board of Regents, State of Iowa
The Board of Regents, State of Iowa, governs the Regent universities, including Iowa State University. Persons who have exhausted their appeal rights within Iowa State University may appeal to the Board of Regents. Regent policies and rules govern such appeals.

3.2 President
The Board of Regents has delegated to the President of Iowa State University general authority over the university. Responsibility for student conduct has been delegated to the Senior Vice President for Student Affairs, subject to the discretionary authority of the President to review a case once the Senior Vice President for Student Affairs or Dean of Students has made a decision. Students and student/campus organizations may seek discretionary review by the President prior to appealing to the Board of Regents.

3.3 Senior Vice President for Student Affairs
The Senior Vice President for Student Affairs is the chief officer responsible for the university Student Disciplinary Regulations. The Senior Vice President hears appeals of Student Conduct Hearing Board (SCHB) recommendations once the Dean of Students has made a determination. See section 6, Appeals. The Senior Vice President's action is final, subject only to discretionary review by the President or an appeal to the Board of Regents.

3.4 Dean of Students
The Dean of Students oversees the operation of the OSC and the various hearing bodies. The Dean of Students receives recommendations from the SCHB. The Dean of Students also hears appeals of all administrative hearings. See section 6, Appeals. The Dean of Students' action on an appeal is final, subject only to discretionary review by the President or an appeal to the Board of Regents.

The Dean of Students notifies students and student/campus organizations of the outcome of SCHB cases and appeals from administrative hearings.

3.5 Office of Student Conduct (OSC)
The staff of the OSC is responsible for:
Receiving reports of misconduct.
   A. Receiving reports of misconduct.
   B. Investigating allegations of misconduct, or assigning a case to another unit for investigation.
   C. Determining whether a matter warrants a hearing.
   D. Referring cases to the proper hearing board, or in the cases of Level 2 violations, holding administrative hearings. See section 5.8.
   E. Issuing notices of hearing.
   F. Maintaining records regarding disciplinary actions.
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G. Informing complainants of the outcome of the disciplinary process.
H. Training the members of each of the various conduct boards and administrators of the Student Disciplinary Regulations.

3.6 Office of Student Conduct (OSC) Administrator
The OSC Administrator oversees the activities of the OSC and coordinates with the Residence Student Conduct (RSC) Coordinator, the Greek Judicial representatives, the Office of Equal Opportunity and the various hearing bodies.

The OSC Administrator reviews all reports to assure that they are properly assigned for investigation. The OSC Administrator has the authority to assume responsibility for any case. After investigation, if it is determined that the case should go to a hearing, the OSC determines the proper hearing body to hear the matter. The OSC Administrator is responsible for maintaining all records of disciplinary matters that are created during the process outlined in the university Student Disciplinary Regulations.

3.7 Office of Equal Opportunity and Title IX Coordinator
The university has designated the Director of the Office of Equal Opportunity to handle inquiries regarding non-discrimination and harassment policies. The Director is also the Title IX Coordinator for the university and is charged with the responsibility to complete internal investigations involving violations of the university policies regarding sexual misconduct, sexual assault, and sexual harassment involving students; domestic violence and dating violence; discrimination; harassment and discriminatory harassment; and stalking.

3.8 Residence Student Conduct (RSC) Coordinator
The RSC Coordinator works with the OSC to determine whether the case will be handled in the residence judicial system or by the OSC.

A student charged with misconduct may request that the RSC Coordinator hear the case as an administrative hearing. The RSC Coordinator may delegate authority to Residence Area Directors to hold administrative hearings and hear cases.
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3.9 Residence Area Directors

A. For purposes of the university Student Disciplinary Regulations, Residence Area Directors are those employees within the Department of Residence with responsibility to manage student disciplinary matters within the different university housing areas.

B. Within the residence judicial system, Residence Area Directors are responsible for:
   1. Receiving reports of misconduct, and forwarding them to the RSC Coordinator.
   2. Investigating allegations of misconduct.
   3. Issuing notices of hearing.
   4. Conducting administrative hearings when delegated by the RSC Coordinator.
   5. Filing records regarding disciplinary actions with the RSC Coordinator.
   6. Informing complainants of the outcome of the disciplinary process.

3.10 Student Conduct Hearing Board (SCHB)

The SCHB hears cases in which a serious violation of the Student Conduct Code may result in suspension or expulsion from the university. The SCHB may also hear cases of minor nature which have been referred by the OSC. The SCHB hears cases in boards of five persons each, at least two of whom are students. The SCHB makes its recommendation to the Dean of Students.

The SCHB is composed of ten faculty members nominated by the members of the university community or the Faculty Senate, ten staff members nominated by the Senior Vice President for Student Affairs, ten graduate students nominated by the Graduate and Professional Student Senate, ten students nominated by the Student Government and fifteen students nominated by the Dean of Students. All appointments are subject to the approval of the Senior Vice President of Student Affairs.

All appointments are for a two-year term and may be extended or reappointed if the member is willing to serve, unless the member has been removed by the appointing authority. If a vacancy occurs on the committee, the nominating authority will replace that member with an interim member to complete the term. All chairpersons (individual or joint) are approved by the Senior Vice-President for Student Affairs and are from members of the general faculty or the professional and scientific staff. This appointment shall be for a three-year term and may be extended or reappointed. Two faculty/staff and two students selected from the 45-member SCHB and the hearing board chair will constitute the hearing board for each case.

3.11 Greek Judicial Representatives

The Greek councils (Panhellenic, Interfraternity Council and the National Pan-Hellenic Council) shall designate one or more judicial affairs representatives who will work in concert with the OSC to investigate and present cases involving violations of the Student Conduct Code and other violations of university rules. Greek Judicial representatives may not proceed to hearing without the approval of the OSC Administrator.
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3.12 Administrative Hearing Officers
In cases involving Level 1 violations in which a student waives an SCHB hearing (see section 5.7.1), the OSC Administrator may impose any sanction which could have been imposed in an SCHB hearing. In cases involving Level 2 violations, the staff of the OSC may hold administrative hearings as administrative hearing officers (see section 5.8.3) and can impose any sanction allowed by section 5.8.4.

3.13 Administrative Law Judges
In certain cases, students will be given the option of having their case heard in accordance with the state Administrative Procedure Act (APA). Students who elect an APA hearing will have the case heard by an administrative law judge appointed in accordance with Iowa Code Chapter 17A and Regent rules at 681 Iowa Administrative Code (IAC) §20.4-20.5A.

3.14 Other Student Judicial Bodies at ISU
Other student judicial bodies exist within student or campus organizations with the authority to resolve internal disputes within the organization and between its members. These judicial bodies do not have jurisdiction to resolve alleged violations that are the subject of the university Student Disciplinary Regulations unless the OSC Administrator determines not to pursue the matter as a disciplinary proceeding under the university Student Disciplinary Regulations.

3.15 Student Government Supreme Court
The Student Government Supreme Court is a judicial body created by Student Government to resolve grievances between or among registered student/campus organizations and students and shall extend to all cases arising out of the laws of Student Government.

3.16 Sports Club Council
The Sports Club Council is a judicial body created by the Constitution of the ISU Sports Club Council to resolve grievances between registered sports clubs or a grievance by a member of the Sports Club Council concerning matters involving the Sports Club Council.

4. Student Conduct Code
Students and registered student/campus organizations are entitled to all the rights and protections enjoyed by members of the university community and are subject to obligations by virtue of this membership. Students and registered student/campus organizations also are subject to all civil and criminal laws, the enforcement of which is the responsibility of duly constituted civil and criminal authorities.
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4.1 General Definitions and Standards
The following general definitions and standards apply to violations of the Student Conduct Code.

4.1.1 Members of the University Community
Members of the university community include students, faculty and staff of Iowa State University; the employees of organizations affiliated with ISU and located on or near campus; and visitors to the university and organizations affiliated with ISU.

4.1.2 Campus
For the purposes of the conduct regulations, the campus includes the geographic confines of the university, including its land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the university, such as the Memorial Union, university housing, and university-recognized housing. University housing includes all types of university residence housing such as halls and apartments. University-recognized housing includes fraternity and sorority chapter dwellings.

4.1.3 Off Campus Violations
Conduct off campus in violation of the conduct regulations which affects a clear and distinct interest of the university is subject to disciplinary sanctions. Specifically included within the university's interest are violations that:
   A. Involve conduct directed at other members of the university community;
   B. Disrupt educational or other functions of the university;
   C. Occur during or at university-sponsored events;
   D. Occur during the events of organizations affiliated with the university, including the events of student/campus organizations;
   E. Occur during a Study Abroad Program or other university-related international travel; or
   F. Pose a disruption or threat to the university community.
4.1.4 Seriousness of Infractions
A. A violation of any provision of the conduct regulations will be regarded as more serious if:
1. The conduct involves threatened or actual physical injury to another person, or endangers other persons;
2. The conduct is willful or intentional;
3. The conduct results in, contributes to or enhances the severity of a public disorder, group violence or a mass disturbance that involves conduct in violation of section 4.2.13;
4. The conduct involves interference with safety officials (police, fire and emergency medical responders) in the performance of their work;
5. The conduct involves the use of drugs, alcohol or medicine to incapacitate a student's ability to give consent to participate in an activity;
6. The same or similar conduct is repeated; or
7. The conduct impairs other students' abilities to continue their education.
B. A violation of any provision of the conduct regulations will be regarded as less serious if:
1. Immediately after the conduct, and before being notified that disciplinary action may take place, the violator takes significant measures to correct their conduct or lessen the damage caused;
2. In the case of group violence or mass disturbance, the violator can show that their actions were consistently directed to quelling the riot or mass disturbance; or
3. The violator was encouraged or coerced to act in an uncharacteristic manner.

4.1.5 Aiding and Assisting
Students and student/campus organizations aiding or assisting others in violating university conduct regulations are subject to disciplinary sanction under these regulations.

4.1.6 Attempt
A student or student/campus organization may be disciplined for attempting to violate the Student Conduct Code, even though the attempt is not successful.

4.1.7 Organizational Responsibility
A registered student or campus organization may be held responsible for misconduct when:
A. Its officers or other leadership use or knowingly allow the use of the facilities, resources, membership or name of the student/campus organization for actions that are a violation of the Student Conduct Code;
B. The leadership of the student/campus organization encourages a violation of the Student Conduct Code by its members; or
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C. A significant number of members of the student/campus organization engage in concerted action which violates the Student Conduct Code and the leadership of the student/campus organization knows or should have known of a violation by its members and takes no action to stop the violation.

4.1.8 Persons Subject to Student Disciplinary Regulations
Persons who are students or admitted to ISU at the time of the alleged violation are subject to these university Student Disciplinary Regulations. The term "student" shall include admitted students. Registered student/campus organizations are subject to these regulations.

4.1.9 Effect on Payment of Fees
Disciplinary action shall not affect payment of tuition and fees, nor will refunds of fees be granted. Exceptions may be granted in the case of a delay, not the fault of the student or student/campus organization, that causes the student to incur tuition or fees which could have been avoided.

4.1.10 Simultaneous Criminal Proceedings
A Formal Complaint may be instituted against an accused student charged with conduct that potentially violates both the Student Conduct Code in these Student Disciplinary Regulations and federal, state or local criminal law. In this situation the university reserves the right to move forward with the student disciplinary investigative and adjudication process at the same time the criminal process is proceeding. In cases affecting the safety of campus (including cases involving domestic violence, dating violence, sexual assault and stalking), the university will move forward with investigation and adjudication unless all parties agree to suspension of the university process, or the prosecuting authority handling the criminal matter requests suspension of the university process. The university will suspend its process only if it deems measures to preserve safety are sufficient under the circumstances.

4.2 Prohibited Conduct
The following are violations of the Student Conduct Code and are subject to disciplinary sanctions by the university. Each violation is numbered for ease of reference and may be referred to as "SDR section X."

4.2.1 Academic and Research Misconduct
A. Academic Misconduct. The academic work of all students must comply with all university policies on academic honesty. Examples of academic misconduct are:
   1. Attempting to use unauthorized information in the completion of an exam or assignment;
   2. Submitting as one's own work, themes, reports, drawings, laboratory notes, computer programs or other products prepared by another person;
   3. Knowingly assisting another student in obtaining or using unauthorized information or materials; or,
   4. Plagiarism.

   Academic honesty policies are included in the policy on Academic Dishonesty, policies and procedures on Academic Misconduct Investigations, and the Acceptable Use of Information
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Technology Resources policy. Additional information on academic dishonesty is available in the Iowa State University Catalog (see Resources below). In addition, students are responsible for following ethical standards adopted by the various colleges and departments.

B. Research Misconduct. Students must also comply with the university policy on Research Misconduct. The policy prohibits research misconduct, which is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results.

C. In addition, students are responsible for adhering to expectations in course syllabi and for following directions given by faculty and instructors related to assignments and exams.

4.2.2 Misuse of Alcoholic Beverages and Controlled Substances

A. Policies and Laws. Students and student/campus organizations are subject to ISU’s alcohol policies and federal, state, and local laws. Violations of the policies or laws include, but are not limited to, the illegal possession, use, manufacture, distribution, or sale of alcoholic beverages or controlled substances both on and off campus. 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 only be used in ways that neither harm nor degrade the individual or the university community. Students under the legal age may not use altered or falsified identification to procure alcohol.

B. Supplying Alcohol to Persons Underage. Students and student/campus organizations may not supply alcoholic beverages to persons who are not of legal age to possess or consume alcoholic beverages. This section will apply to persons who intentionally, knowingly, recklessly or negligently supply alcohol to persons underage. For example, a person or organization that holds or sponsors an event/activity and fails to take reasonable measures to assure that persons under the legal age are not receiving and/or drinking alcohol is in violation of this section. This rule will not apply in those cases where alcoholic beverages are consumed in a private residence with the knowledge, consent and presence of the parent or guardian, or where the underage recipient handles alcoholic beverages in the course of employment by a licensed seller of alcoholic beverages, as provided under Iowa Code §123.47.

4.2.3 Assault, Injury and Threat

Assault, injury or threat is an act that:

A. Is intended to cause pain or injury to another;
B. Is intended to result in physical contact which is insulting or offensive to another;
C. Is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting or offensive;
D. Involves pointing any firearm or simulated firearm toward another;
E. Involves the display, in a threatening manner, of any dangerous weapon toward another; or
F. Involves making a threat intended to cause another person to fear for their safety or physical well-being.
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4.2.4 Indecent Exposure
Indecent exposure, defined as intentionally, in a public place where other persons are present, exposing your genitals or other intimate parts of your body under circumstances where the exposure is reasonably likely to offend, annoy or alarm another person is prohibited.

4.2.5 Sexual Misconduct, Sexual Assault, and Sexual Harassment
Sexual misconduct, sexual assault and sexual harassment are prohibited as stated in the university's policy regarding Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students. 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. The term includes sexual assault, sexual exploitation, and sexual harassment as those behaviors are described in the university’s policy regarding Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students.

4.2.6 Domestic Violence and Dating Violence
Domestic violence and dating violence as defined below are prohibited.

A. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction.

B. Dating violence means violence committed by a person – 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

4.2.7 Discrimination
Discrimination, as defined in the university Discrimination and Harassment policy, can include disparate or different treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class, when the treatment has a negative effect on the student's employment or education.
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4.2.8 Harassment and Discriminatory Harassment

A. Any act meeting the definition of harassment under Iowa Code §708.7 is a violation of this rule.
B. Discriminatory Harassment, as defined by the university's Discrimination and Harassment policy, is prohibited. Discriminatory harassment is unwelcome behavior directed at an individual or group of individuals based on race, ethnicity, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran (disabled, Vietnam, or other), or other protected class when the behavior has the purpose or effect of substantially interfering with the student's education or employment by creating an intimidating, hostile, or demeaning environment.
1. Examples can include but are not limited to threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, vandalism, or verbal, graphic, written, or electronic conduct directed at an individual or group of individuals because of a protected class. Even if actions are not directed at specific individuals, a hostile environment may be created when the behavior is sufficiently severe, pervasive, and objectively offensive so as to substantially interfere with or limit the ability of an individual to work, study, or otherwise participate in activities of the university.

4.2.9 Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
A. Fear for his or her safety or the safety of others, or
B. Suffer substantial emotional distress.

4.2.10 Public Urination

Urinating in public is prohibited.

4.2.11 Hazing

Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that:
A. Endangers the health or safety of any individual;
B. Causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual; or
C. Involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership in, any group affiliated with the university, including but not limited to, any student, campus, fraternal, academic, honorary, athletic, or military organization.

It is not a defense to the violation of this section that the hazing participant provided explicit or implied consent. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this section.
4.2.12 Disruption of Rights

Violations involving disruption of a university community member's rights are:

A. Intentional disruption, obstruction or denial of access to university services, facilities or programs;
B. Intentional interference with the rights, privacy, privileges, health and safety of persons on campus;
C. Interference with emergency evacuation procedures;
D. Intentional or knowing interference with academic pursuits;
E. Disorderly conduct;
F. Disturbing the peace; or
G. Inciting others to do acts which are restricted above.

4.2.13 Public Disorder, Group Violence and Mass Disturbance

Misconduct under these regulations includes the following actions related to public disorder, group violence and mass disturbance:

A. Participating in group behavior that involves damage to property, actual violence or threatened damage to property or violence;
B. Inciting a group toward immediate violent behavior;
C. Defying or refusing to obey police orders to disperse a group engaged in violent actions;
D. Inciting or encouraging a group to defy police orders to disperse when the group is engaged in violent actions;
E. Assaulting, throwing objects at, or otherwise endangering police officers or city or university officials and employees engaged in quelling a riot or mass disturbance;
F. Starting, stoking or using fire, creating barricades, or blocking streets and passageways, as part of a riot or mass disturbance;
G. Interfering with police, fire and emergency medical personnel in carrying out their duties during a riot or mass disturbance; or
H. Attempting to circumvent or defeat police crowd-control measures.

Students charged with participating in or encouraging acts of violence during a riot or mass disturbance are subject to immediate interim suspension under section 5.5.2.

4.2.14 Contempt

Contempt is defined as the following:

A. Failure to appear before any university adjudicatory or regulatory body as summoned;
B. Failure to comply with any disciplinary sanctions or interim measures;
C. Failure to comply with the directive of authorized university officials or police officers;
D. Failure to identify oneself or to show an identification card when requested to do so by authorized university officials or police officers; or
E. Providing, procuring, or seeking to procure, false testimony in any university or administrative process.

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4.2.15 Endangerment

The creation of a hazard, endangering the physical safety of self or others by engaging in a dangerous activity or using hazardous materials or chemicals is prohibited.

4.2.16 Fire or Safety Violations

Fire or safety violations are:

A. Arson or attempt at arson;
B. Tampering with, damaging or misusing fire/safety equipment, emergency exits, barriers or signs;
C. Falsely reporting or setting alarms for fire, explosion or other emergencies on campus (for example: bomb threats);
D. Interfering with law enforcement, fire safety officials, or university officials who are engaged in discharging a safety-related duty;
E. Possession or unauthorized use of fireworks, explosive devices, or other flammable materials; or
F. Failure to evacuate a university facility when the fire alarm has been sounded.

4.2.17 Possession or Misuse of Weapons

Possession of weapons, unless authorized by the university, is a violation.

A. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
B. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, Taser or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives having a blade exceeding five inches for cooking purposes.
C. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (for example, wrapping a hand in a towel to create the appearance of a gun).

4.2.18 Unlawful Entry or Trespassing

Unauthorized or attempted unauthorized entry, occupation or use of any university-owned or controlled property, equipment or facilities is a violation. It is a violation to enter restricted areas of the university such as restricted research areas and utility tunnels. Remaining in or on premises after permission to remain has been revoked also is trespassing.
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4.2.19 Theft or Damage to Property or Services
Actual or attempted unauthorized taking, use, misappropriation, or damage to property or services owned or maintained by the university, property owned or controlled by recognized student organizations, by a member of the university or Ames communities, by any person or visitor on campus, or by any person attending a university-sponsored event is a violation. The knowing possession of stolen property is also a violation.

4.2.20 Bribery and Extortion
A. Bribery is the offering, giving, receiving, or soliciting of anything of value to influence action as an official or in discharge of legal or public duty.
B. Extortion is the attempt to obtain property, services or benefits from another induced by wrongful use of actual or threatened force, violence, fear or coercion, or false pretense.

4.2.21 Gambling
As provided by Iowa law, the following are prohibited:
A. Bookmaking; or
B. Placing a bet or accepting wagers for a fee outside licensed gambling locations.

4.2.22 Misuse of Identification and Falsification
Improper actions of identification or falsification are:
A. Providing inaccurate identifying information to authorized officials with reason to request such information;
B. Allowing another person to use identifying information of a different person for the purpose of accessing university services or misleading authorized officials;
C. Knowingly misleading university officials, police officers, faculty, staff and organizations affiliated with the university in the conduct of their official duties;
D. Tampering with official records, documents, identification cards; or
E. Forgery.

4.2.23 Misuse of Keys or Access Cards
This violation is defined as unauthorized possession, duplication or use of keys or cards that permit access to any university or university-related services, vehicles, or premises, including university housing.

4.2.24 Misuse of Technology Resources
Students and student/campus organizations are subject to ISU’s Acceptable Use of Information Technology Resources policy. See Resources below. Examples of technology misuse may include, but are not limited to:
A. Accessing, damaging or altering records, programs or databases without permission;
B. Accessing or disclosing another user's private files without permission;
C. Unlawful copying of, or improperly using or distributing copyrighted material;
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D. Use of university computing facilities for personal financial gain without permission of the university; or
E. Sending or posting obscene, harassing or threatening material.

4.2.25 Unauthorized Sale of Others' Intellectual Works
Course-related presentations are owned by the presenter. Students may take written notes or make other recordings for educational purposes, but specific written permission to sell the notes or recordings must be obtained from the presenter. Failure to secure permission is a violation of these conduct regulations.

4.2.26 Violation of Conditions of Recognition
Registered student and campus organizations may be disciplined for failing to meet conditions of recognition of student/campus organizations as established by the university. In addition to these disciplinary regulations, registered student/campus organizations not in compliance with university regulations relating to student/campus organizations may be denied privileges by the office responsible for administering such conditions until they comply with conditions of recognition.

4.2.27 Violation of Department of Residence Regulations
Members of the university housing community are subject to the following additional rules and regulations:
A. The terms of their residence contract, which are separately enforceable pursuant to the terms of the contract; and
B. Rules and regulations adopted within the living unit in accordance with the bylaws of the student residence governments.

4.2.28 Violation of Study Abroad Regulations
Students who participate in an ISU Study Abroad Program are subject to the following additional rules and regulations:
A. Rules and regulations adopted by the ISU Study Abroad Center and provided to each student in the Study Abroad Code of Conduct (see Resources below);
B. The laws of the host country in which the student is traveling or living; and
C. The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying.

4.2.29 Violation of Regents Uniform Rules of Personal Conduct
The Board of Regents, State of Iowa, has adopted Uniform Rules of Personal Conduct applicable to the public universities under their jurisdiction. See 681 IAC §9.1. A violation of the Uniform Rules of Personal Conduct is also a violation of this Student Conduct Code.

4.2.30 Violation of ISU Non-Retaliation Against Persons Reporting Misconduct Policy
Retaliation against a person who makes a good faith report of activity believed to be unlawful, unethical or in violation of university policy is prohibited. “Retaliation” is a materially (not trivial) adverse action
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taken against a person because of the person’s report, or participation in the investigation of a report of misconduct, or objecting to or resisting such misconduct.

4.2.31 Violation of Any Local, State, or Federal Law
Students and student/campus organizations are expected to abide by the laws and regulations applicable to other citizens. Any action or conduct that meets the definition of a crime under any local, state, or federal law is prohibited. A violation of this section may be shown by preponderance of the evidence, or by documentation of a final determination or formal admission of guilt.

5. Process

5.1 Reports of Disciplinary Misconduct
The student disciplinary process normally begins with the filing of a report by a complainant or a person who has observed or is aware of alleged student misconduct, whether the conduct was directed at the reporter or another person. Misconduct reports should be submitted as soon as possible after the misconduct event occurs. Although there is no time limit on the reporting of misconduct, the university may ultimately be unable to adequately investigate if too much time has passed or if the students involved have graduated. For reporting sexual misconduct, please refer to the university’s policy regarding Sexual Misconduct, Sexual Assault, and Sexual Harassment involving Students.

Misconduct reports may be filed by providing a written statement of the nature of the alleged violation to the following offices:

A. For all matters: the OSC
B. For sexual misconduct, sexual assault, sexual harassment and discrimination: the Office of Equal Opportunity
C. For university housing matters: the RSC Coordinator or Residence Area Directors

The person who receives a misconduct report shall provide a copy of the report to the OSC Administrator within a reasonable time after receipt.

For allegations of academic dishonesty against students, consult the Academic Regulations of the Iowa State University Catalog for information relating to procedures prior to referral for disciplinary action. In the case of allegations of violation of the College of Veterinary Medicine Interclass Honor Code, cases may be brought under these procedures, or under the separate procedures of the College of Veterinary Medicine. Consult the College of Veterinary Medicine Student Handbooks. For allegations of research misconduct, consult the university's Research Misconduct policy for information relating to the procedures for handling such allegations.
5.2 Investigation of Disciplinary Misconduct
When the OSC or the RSC Coordinator receives a report, a copy shall be filed centrally in the OSC. The OSC Administrator will determine who will investigate the alleged violation except for matters involving SDR 4.2.5 Sexual Misconduct, Sexual Assault and Sexual Harassment; SDR 4.2.6 Domestic Violence and Dating Violence; SDR 4.2.7 Discrimination; SDR 4.2.8 Harassment and Discriminatory Harassment; and SDR 4.2.9 Stalking. Investigations of these matters will be determined by the Office of Equal Opportunity.

The OSC Administrator and the Office of Equal Opportunity has the authority to initiate an investigation in the absence of a report, if they become aware of possible misconduct by a student or student/campus organization.

If it appears an investigation is warranted, the OSC or the Office of Equal Opportunity may schedule initial meetings with the complainant or with the accused student or student/campus organization to provide information as to 1) the allegations; 2) the possible hearing processes; 3) the student's or student/campus organization's rights; and 4) possible outcomes of the process. The complainant's initial meeting shall be separate from the initial meeting with the accused student. Failure of an accused student or the officers of an accused student/campus organization to appear for the initial meeting may result in placement of a hold on registration or records as provided under section 5.5.1. Failure to respond to a request for an initial meeting, or failure to appear for an initial meeting, will not prevent an investigation from proceeding.

Upon completing the investigation, the OSC Administrator will consult with the investigating office and determine if there is cause to believe a violation has occurred and whether the violation is classified as a Level 1 or Level 2 violation.

5.3 Classification and Formal Complaints
The OSC will review all reports to determine whether there is sufficient evidence for charges and whether those charges are at the Level 1 or Level 2 classification.

5.3.1 Formal Complaint in Level 1 Cases
A Level 1 case is defined as any violation of the Student Disciplinary Regulations which may result in a sanction up to and including suspension or expulsion. In a Level 1 case, a formal complaint will be provided to a student or student/campus organization and will include:

A. Any provision of the Student Conduct Code which appears to have been violated;
B. A summary of grounds for the alleged violation;
C. A specific date by which the student or student/campus organization must schedule an appointment and review the evidence contained in the student's disciplinary file; and
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D. A description of the hearing options available to the student or student/campus organization. The options include a hearing before the SCHB under section 5.7.1, waiving an SCHB hearing and requesting an administrative hearing before the OSC under section 5.7.1, or electing an administrative hearing under the Iowa Administrative Procedure Act (APA) pursuant to section 5.7.12.

In a Level 1 case, a notice of hearing will be provided to a student or student/campus organization at least seven business days before the hearing is held. The complainant shall be provided a copy of the formal complaint and notice of hearing at the same time as the accused student.

5.3.2 Formal Complaint in Level 2 Cases
A Level 2 case is defined as any violation of the Student Disciplinary Regulations which may result in a sanction up to and including Deferred Suspension. Level 2 cases cannot result in a student being suspended or expelled from the institution. In a Level 2 case, a Formal Complaint will be provided to a student or student/campus organization and will include:

A. Any provision of the Student Conduct Code which appears to have been violated;
B. A summary of grounds for the alleged violation; and
C. A specific date by which the student and/or organization must schedule a hearing with the office responsible for hearing the formal complaint.

In a Level 2 case, a notice of hearing will be provided to a student or student/campus organization at least four business days before the hearing is held. The complainant shall be informed of the formal complaint and notice of hearing at the same time as the accused student.

5.4 Giving Notice: How to Count Business Days
Notice is given to students via email which is the primary means the university has for contacting students. Additionally, notice may also be given to students living on campus by hand delivery to the student's residence hall or apartment mailbox, or to students living on or off campus by United States mail to the student's last known address. Notice may also be sent to a student's home town address. Student/campus organizations may be given notice by hand delivery or United States mail to an officer of the organization as listed in the organization's last registration or request for recognition.

For the purpose of these procedures, "business days" are those days the university is open for regular business during the fall, spring or summer terms. Weekends and university-wide holidays are excluded. When the day by which some action must be taken falls between terms, or within the weeks of Thanksgiving or spring break, the action will normally be postponed to the first business day after the break or the beginning of the next term. However, the university may require, upon prior notification of the student, that extenuating circumstances warrant counting of days during such breaks.
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5.5 Interim Measures
The following interim measures may be taken prior to the final adjudication of a case after an allegation of misconduct has been reported.

5.5.1 Hold on Registration and Records
A. The OSC Administrator or Dean of Students may place a hold on the accused student's registration, transcripts, new awards of financial aid and/or other university records until the case is adjudicated when the following circumstances occur:
   1. The student has failed to respond promptly to requests for information from the investigating office;
   2. The student has failed to appear for the initial meeting with the OSC Administrator or for any hearing;
   3. The alleged conduct is such that, if true, may pose a threat of harm to persons or property; or
   4. The student is scheduled to graduate prior to the adjudication of the case.
B. When a student has pre-registered for a term after the one in which the hold is placed, the OSC Administrator or Dean of Students may also revoke the registration of a student.
C. If there are allegations of misconduct relating to the qualifications of a student to graduate, such as allegations of academic fraud or serious allegations of misconduct, the OSC Administrator or Dean of Students may delay graduation until the charges are determined.
D. The decision to place a hold on registration, to revoke registration, or to delay graduation may be appealed to the Dean of Students or the Senior Vice President for Student Affairs. The OSC Administrator or Dean of Students may impose reasonable conditions on release of the hold.

5.5.2 Interim Suspension
The OSC Administrator or Dean of Students may order that a student be immediately excluded from classes, university facilities (including university housing), and/or denied privileges and ability to participate in activities when the student's continued presence may constitute a significant danger to safety or property. The student will receive a written notice stating the reasons for the interim suspension and the time and place of the hearing to be held within two business days. The hearing will be before the Dean of Students.

At the time of the hearing, the university shall show probable cause why interim suspension is warranted, and the student shall have the opportunity to show why interim suspension is not warranted. If it appears that the student's behavior indicates medical withdrawal is warranted, the OSC Administrator or Dean of Students may initiate medical withdrawal as provided in the Iowa State University Catalog under "Interim or Medical Withdrawal." Hearings regarding continued suspension and medical withdrawal will be held under that policy (see Resources below).

5.5.3 Interim Suspension of Organizational Privileges
The OSC Administrator or Dean of Students may order that a student/campus organization be immediately denied university privileges and be excluded from activities on the campus when the student/
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campus organization’s continued activity on the campus may constitute a significant danger to safety, property or campus welfare. The student/campus organization will receive a written notice stating the reasons for the interim suspension and the time and place of the hearing to be held within five business days. The hearing will be before the Dean of Students. At the time of the hearing, the university shall show probable cause why interim suspension is warranted, and the organization shall have the opportunity to show why interim suspension is not warranted.

5.5.4 Restricted Contact Notice
In cases involving allegations of assault, injury, sexual abuse, harassment or where there is reason to believe continued contact between the accused and specific persons, including complainants and witnesses, may interfere with those persons’ security, safety or ability to participate effectively in work or studies, the OSC Administrator, the Director of Residence or Director of Public Safety may require that the accused student be subject to restrictions on contact with specific persons. The student will receive a written notice of, and reasons for, the Restricted Contact Notice.

In addition to this internal university Restricted Contact Notice, complainants are advised that other similar options exist under Iowa law pursuant to civil and criminal proceedings. If criminal domestic abuse charges are filed against the accused the court will automatically impose a criminal No Contact Order pursuant to Iowa Code Chapter 664A. For other crimes, the court has the ability to impose a No Contact Order as well. If no criminal charges are filed, but the complainant is involved in a domestic relationship with the accused, the complainant may apply to the court for a Civil Protective Order under Iowa Code Chapter 236.

5.5.5 Interim Removal from University Housing
The OSC Administrator or Dean of Students may order that a student be immediately removed from university housing when the student's continued presence constitutes an ongoing risk to property and / or to the safety and well-being of other students in the community. The student will receive a written notice stating the reasons for the interim removal and the time and place of the hearing to be held within two business days. The hearing will be before the Dean of Students.

At the time of the hearing, the university shall show probable cause why interim removal from university housing is warranted, and the student shall have the opportunity to show why interim removal from university housing is not warranted.

5.5.6 Other Interim Measures
Other Interim Measures are available for implementation prior to the final outcome of a disciplinary hearing to assist in ensuring the safety and well-being of university students in our educational setting. Implementation will depend on the specific facts and circumstances of each case but may include such measures as referrals for support services, changing on-campus living and dining arrangements, and/or adjusting academic courses, schedules and assignments or on-campus employment obligations for the
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involved students. When imposing interim measures, the OSC must work closely with the involved university departments and should minimize the burden on the complainant with the goal of ensuring the complainant’s continuing educational needs while also respecting the accused student’s rights.

5.6 Agreed Resolutions
At any time before the hearing, if the OSC Administrator and the accused student or student/campus organization reach agreement upon a reasonable sanction for conduct, the parties may enter into an agreed resolution which shall be binding upon approval by the Dean of Students. Discussions regarding agreed resolutions shall not be introduced against the accused as evidence of responsibility in disciplinary hearings.

5.7 Procedures and Sanctions in Level 1 Cases

5.7.1 Jurisdiction of the SCHB; Waiver of SCHB Hearing
If the OSC determines that the case is Level 1 (see section 5.3.1), the case will be heard by the SCHB hearing board. The accused student or student/campus organization may waive hearing and request an administrative hearing. The OSC may grant the request, or continue to an SCHB hearing. When an administrative hearing is held, the OSC will hear the case under the informal rules for administrative hearings and, if the student is found responsible, will recommend a sanction to the Dean of Students. When an SCHB hearing is waived, the OSC and the Dean of Students may impose any sanction which could have been imposed in an SCHB hearing.

5.7.2 Conflicts of Interest and Challenging Hearing Board Members for Bias
In order to provide an impartial hearing, each panel member selected for an SCHB Hearing will be queried for conflicts of interest or potential bias. Based upon the disclosure, the OSC Administrator may reject the panel member and select a new one. If a panel member discloses a conflict of interest or potential bias, and the individual is not rejected, the disclosure will be made available to the accused student and the complainant or student/campus organization.

Whether there is a disclosure or not, the accused student, complainant or student/campus organization may request removal of members of the hearing board for reasons of bias. Such requests, including the reasons for it, should be made as early as possible to the OSC Administrator, but no later than 5:00 p.m. of the business day prior to the hearing. If there is a change in the composition of the hearing board after issuance of the notice of the hearing, the student or student/campus organization may request removal of the new board members at the opening of the hearing. The chair of the hearing board will make decisions regarding removal, unless the student is requesting removal of the chair. Where there is a request to remove the chair, and the chair does not voluntarily remove themselves, the Dean of Students will decide whether removal is warranted.
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5.7.3 Time for Hearing
The SCHB hearing will be held within 20 business days of issuance of formal complaint, unless the OSC or the hearing board chair grants additional time upon the written request of the accused student, the accused student/campus organization or the Student Conduct representative presenting the case. The accused student or student/campus organization and the complainant shall have at least seven business days' notice of the charges and hearing.

5.7.4 Review of Documents and Case Summary
After issuance of a formal complaint or notice of the SCHB hearing, the accused and the complainant may review the documents to be presented at the hearing (in the OSC only) and the case summary evidence prepared by the OSC. The accused and the complainant may suggest the names of witnesses to be called during the hearing. The case summary will indicate the following information:

A. Persons expected to testify
B. Documents expected to be used
C. A short summary of the information to be presented to the SCHB.

5.7.5 Opening of Hearings
All hearings are closed to the public; however, the accused has the right to submit a written request for an open hearing at least three business days prior to the hearing. The hearing board chair also has the discretion to close a hearing or a portion of the hearing when:

A. Charges involve alleged personal misconduct that might be embarrassing to the party, the complainant or witnesses;
B. The complainant does not agree to an open hearing.
C. A witness might be harmed if the case were disclosed;
D. A witness does not agree to give open testimony;
E. Private student records, as defined under the Family Educational and Privacy Rights Act (FERPA), would be disclosed; or
F. There is another compelling reason.

5.7.6 Right to Presence of Advisors
Any two persons from within the university community (faculty, staff, student) or outside the university community may advise the accused student or student/campus organization. Complainants and witnesses at a proceeding also have the same right to the presence of advisors. The SCHB is not a court proceeding.
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A. The advisor may:
   1. Advise the students on the preparation and presentation of the case;
   2. Accompany students to all judicial hearings; and
   3. Advise the students in preparation and presentation of any appeal.

B. The advisor may not:
   1. Present any part of the case for the students or student/campus organization. However, a student with a disability affecting communication or a student who cannot effectively communicate in the English language may seek a reasonable accommodation from the chair of the assigned SCHB hearing board to allow an advisor or interpreter to present or translate the case for the student;
   2. Directly examine or cross examine witnesses; or
   3. Disrupt or delay the proceedings.

C. Advisors not complying with university hearing procedures may be removed from the judicial proceedings by the chairperson of the SCHB hearing board.

5.7.7 Right to be Present/Failure to Attend
The accused student, complainant or officers of an accused student/campus organization have the right to be present at the hearing. If the student or student/campus organization fails to attend the hearing after having been given proper notice of the hearing, the hearing board chair may find the student or student/campus organization responsible and recommend an appropriate sanction. The hearing board chair must require the OSC Administrator to present a summary of the evidence prior to making a finding and recommendation.

5.7.8 The Hearing
The hearing board chair will have general authority to control the proceedings and to call conferences of the SCHB. The hearing board chair may permit testimony to be taken by telephone, remote video or otherwise, keeping in mind fairness to the accused and the complainant. The accused student and the complainant shall have substantially the same opportunity to present to the SCHB. Upon request, the complainant shall be separated from the accused student during the hearing. The chair may impose measures to prevent witnesses from being harassed by any party.

A. The chair will ask the accused to state whether they are responsible or not responsible for the alleged violation. The accused may remain silent or refuse to answer any questions. The accused may admit responsibility and make a statement regarding suggested sanctions.
B. The OSC representative and the accused will be asked to give a summary of the case.
C. A representative of the OSC will present the case to the SCHB. The OSC representative will be asked to present the evidence supporting disciplinary action.
D. The complainant will be asked to present a statement and evidence supporting their view of the case.
E. The accused will be asked to present a statement and evidence supporting their view of the case.
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E. The accused will be asked to present a statement and evidence supporting their view of the case.

F. Witnesses may be questioned by members of the SCHB. All questions to witnesses and parties will be directed through the SCHB. There will be no direct questioning between the accused and complainant. At the request of either party, witnesses (other than the accused and the complainant) will be excluded from the hearing room until such time as they have testified. The hearing board and the accused may call witnesses as deemed necessary.

G. Formal rules of evidence do not apply. The SCHB will consider both witness testimony and documentary evidence and give it appropriate weight under the circumstances. Past unrelated behavior of the accused or the complainant shall not be admitted in evidence by the SCHB chair.

H. The hearing board will make its decision based on the evidence presented at the hearing.

I. A video recording will be made in SCHB hearings. All other recording devices and/or cameras are prohibited in hearings.

J. After hearing the evidence, the hearing board will deliberate in private and decide by a vote of at least three of its five members whether the accused student or student/campus organization is responsible for the alleged violation. The hearing board shall base its decision that the alleged violation occurred or not on a standard of preponderance of the evidence (i.e., whether it is more likely than not that an alleged violation occurred). The hearing board shall forward a written statement that explains the reasons for their recommendation to the Dean of Students.

K. If the accused is found responsible, the hearing board shall request a pre-sanction report from the OSC to determine if the accused may have had previous violations. Additionally, the complainant may make a statement in person or in writing about how the alleged conduct has affected them and may also provide a recommendation as to an appropriate sanction. The SCHB will then recommend sanctions to the Dean of Students.

L. Dissenting members may present a dissenting opinion or recommended sanction to the Dean of Students.

5.7.9 Sanctions permissible in Level 1 Cases

A. **Individuals:** In addition to the sanctions permissible in a Level 2 case (see section 5.8.4), the following sanctions may be imposed upon an individual student in a Level 1 case:

1. **Restitution:** A requirement to pay the cost of property damage or medical expenses to another student or student/campus organization incurred during conduct violation or make other appropriate restitution, where the costs are up to or exceeding $1000;

2. **Long-Term Limitation on Activity or Access:** A requirement that the student be limited in or excluded from participation in an extracurricular activity, club or organization for a period of more than seven months. Access to university facilities and premises may be limited or denied.

3. **Revocation of Admission:** If a student violates the Student Conduct Code after admission, but before attendance at the university, admission may be revoked and fees may be refunded.
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4. **Defined Length Suspension**: The student is dropped from the university for a specific length of time. This suspension may not be less than one semester or more than two years. Reinstatement may be contingent upon meeting the written requirements of the SCHB at the time the sanction was imposed. A hold will be placed on reentry until reinstatement is granted under the procedure provided in section 7 below.

5. **Indefinite Suspension**: The student is dropped from the university indefinitely. Reinstatement may be contingent upon meeting the written requirements of the SCHB specified at the time the sanction was imposed. Normally, a student who is suspended indefinitely may not be reinstated for a minimum of two years. A hold will be placed on reentry until reinstatement is granted under the procedure provided in section 7 below.

6. **Expulsion**: The student is permanently deprived of their opportunity to continue at the university in any status.

7. **Transcript Notation**: When a student is sanctioned with an expulsion, suspension or revocation of admission, a written notation will be placed on the student's official transcript.

B. **Student/Campus Organizations**: In addition to the sanctions permissible in a Level 2 case (see section 5.8.4), the following sanctions may be imposed upon a registered student/campus organization in a Level 1 case:

1. **Term Suspension**: A student/campus organization may be suspended from recognition and university privileges for a specific amount of time. This suspension may not be less than one semester or more than four years.

2. **Indefinite Suspension**: A student/campus organization may be indefinitely suspended from recognition and university privileges. The suspension may indicate that the student/campus organization shall not be considered for reinstatement for a specified period of time. To achieve recognition again, the student/campus organization may apply for recognition, and the nature of the conduct giving rise to the indefinite suspension may be considered in deciding to recognize the student/campus organization. See section 7.

3. **Long Term Limitation on Activity or Access**: A requirement that the student/campus organization be limited in or excluded from participation in an extracurricular activity, club or organization for a period of more than seven months. Access to university facilities and premises may be limited or denied.

4. **Officer or Member Sanctions**: As a condition of any sanction imposed on a student/campus organization, the organization may be required to: remove or suspend from office any officer, prohibit identified members from becoming officers and/or remove or suspend identified members.

5.7.10 Actions of Dean of Students

In reaching a final decision, the Dean of Students may:

A. Consult with the SCHB in determining whether to accept or reject its recommendation;

B. Ask the SCHB to reopen the case and consider additional matters;
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C. Accept the recommendation;
D. Reject the recommendation and find the student or student/campus organization responsible or not responsible; or
E. If there is a finding that the student or student/campus organization has violated the Student Conduct Code or rules governing a student/campus organization, modify the recommended sanction.

Before the Dean of Students chooses not to follow an SCHB recommendation, the Dean must consult with the SCHB chair regarding the change, and provide an explanation in the final decision with reasons supporting the modification of the SCHB recommendation.

5.7.11 Notification of Final Results
The Dean of Students will notify in writing the accused, the SCHB, the OSC and appropriate university administrators of the result within seven business days of the final decision. The Dean of Students Office will notify any complainant of the final result at the same time as the accused student is notified.

5.7.12 Option for Administrative Procedure Act (APA) Hearing

A. In order to assure compliance with the Iowa Administrative Procedure Act (Iowa Code Chapter ), in Level 1 cases when the OSC is seeking a sanction of Expulsion or Suspension, ISU provides the option for students or student/campus organizations to have their case heard by an administrative law judge under the procedures of Iowa Code §17A.11-16 and 681 IAC §20. Students will be advised of this right in the Formal Complaint. Students or student/campus organizations must make the election within five business days of receiving the formal complaint. Otherwise, they are deemed to have waived their right to an APA hearing.
B. In APA hearings, the university may elect to have a member of its legal staff present the case to the administrative law judge. A complainant in a matter involving a violation of the Sexual Misconduct policy shall have the same rights as an accused student during the presentation of the case before an administrative law judge.

5.8 Procedures and Sanctions in Level 2 Cases

5.8.1 Assignment of Level 2 Cases
If the OSC Administrator determines the case is of Level 2 classification, it will be referred to the RSC Coordinator, if it involves a university housing issue; or to an OSC administrative hearing. For all cases the OSC Administrator has the discretion to refer the case to the SCHB for adjudication. The formal complaint will be sent to the student or student/campus organization at least four business days before the date of the hearing.

5.8.2 Right to Presence of Advisors
Any two persons from within the university community (faculty, staff, student) or outside the university community may advise the accused student or student/campus organization. Complainants/witnesses to
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a proceeding also have the same right to the presence of advisors. University hearings are not court proceedings.

A. The advisor may:
   1. Advise the students on the preparation and presentation of the case;
   2. Accompany the students to all judicial hearings; and
   3. Advise the students in preparation and presentation of any appeal.

B. The advisor may not:
   1. Present any part of the case for the students or student/campus organization. However, a student with a disability affecting communication or a student who cannot effectively communicate in the English language may seek a reasonable accommodation from the chair of the assigned SCHB hearing board to allow an advisor or interpreter to present or translate the case for the student;
   2. Directly examine or cross examine witnesses; or
   3. Disrupt or delay the proceedings.

C. Advisors not complying with university hearing procedures may be removed from the judicial proceedings.

5.8.3 Administrative Hearings

An administrative hearing is a meeting for the accused student or student/campus organization to meet with a representative of the OSC for the purpose of determining whether the accused student or student/campus organization is responsible or not responsible for violations contained in the formal complaint. At an administrative hearing involving Level 2 charges, the student or student/campus organization is informed of the evidence supporting the charges. The student or student/campus organization has a reasonable opportunity to make a statement and respond on their behalf to the charges. Upon request, the complainant shall have the right to be present and have substantially the same opportunity to present at the administrative hearing. The complainant may also participate by remote method such as telephone conference, or participate solely by providing a written statement.

If the student or student/campus organization does not take responsibility for an alleged conduct violation, the administrative hearing officer, or the SCHB will make a determination whether the student or student/campus organization has committed a violation and, if so, may impose or recommend the sanctions indicated below. The case shall be dismissed or recommended for dismissal if the administrative hearing officer or hearing board determines, after considering the information presented, that the evidence available does not indicate by a preponderance of the evidence that the alleged violation occurred.

If no response to the notice is made, or if a meeting has not been requested within three business days, the RSC Coordinator or the OSC Administrator may take the proposed action.
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5.8.4 Sanctions in Administrative Hearings

A. **All Level 2 cases**: The following sanctions may be imposed in all Level 2 cases.
   1. **Disciplinary Reprimand**: An official warning followed by the written notice to the student or student organization that their conduct is in violation of university rules and regulations.
   2. **Conduct Probation/Conditions**: A more severe sanction than a disciplinary reprimand. It is a period of review during which the student or student organization must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. While under conduct probation, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a university committee or council. The OSC Administrator or the RSC Coordinator may impose reasonable conditions upon probation which may include limitations on activity or access to university facilities for a period of seven months or less.
   3. **Education**: A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
   4. **Restitution**: A requirement to pay the cost of property damage or medical expenses to another student or student organization incurred during conduct violation, or to make other appropriate restitution, so long as costs do not exceed $1000.

B. **Administrative Hearings before the OSC and the SCHB**: In addition to sanctions that may be imposed in all Level 2 cases, in an OSC administrative hearing, or a referral case to the SCHB, the following sanction may be imposed:
   1. **Deferred Suspension**: A suspension, but which is deferred subject to a definite or indefinite period of observation and review. If a student or campus organization is found responsible for further violation of the Student Conduct Code or an order of a judiciary body, suspension may be recommended to the Dean of Students Office. While under deferred suspension, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a university committee or council. The OSC Administrator may impose reasonable conditions upon deferral, which may include limitations on activity or access to university facilities for a period of the deferred suspension.

C. **Residence Cases**: In addition to sanctions which may be imposed in all Level 2 cases, in a residence case by RSC administrative hearing, the following sanctions may be imposed:
   1. **Removal from university housing**: A resident may be removed from a residence hall or apartment. The student shall have a maximum of ten days to move. The student's access to specific living or dining areas may be restricted as part of the sanction. If the decision is appealed, the Dean of Students shall have power to waive or enforce removal while the appeal is pending. The student's original room or apartment will not be reassigned until the completion of the appeals to the Dean of Students.
   2. **Sanctions provided under the Residence Contract**: Sanctions outlined in the Department of Residence Contract may be levied in a residence case, including sanctions for violation of disciplinary regulations duly adopted by the applicable residence government.
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D. Greek Cases: In addition to sanctions which may be imposed in all Level 2 cases, in a case before the OSC administrative hearing, the administrative hearing officer may impose sanctions permitted by the duly adopted rules of the governing Greek council.

5.8.5 Notification of the Result of Administrative Hearings
The OSC Administrator or the RSC Coordinator will send notice confirming the decision to the accused within five business days of the hearing and will also inform the appropriate university officials and the complainant (if any) of the decision.

5.9 Procedures during a Study Abroad Program
A Study Abroad Program is an academic program providing the student involved with an opportunity to pursue academic study for credit outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program. The Study Abroad Center has developed rules and regulations that all participants are required to follow while studying in a foreign country. Students who fail to abide by the rules and regulations of the Study Abroad Center may be withdrawn from the Study Abroad Program and sent back to the United States at their own expense pursuant to procedures developed by the Study Abroad Center. In addition, if the student's conduct is also in violation of the university Student Conduct Code, disciplinary action may be undertaken by the OSC.

6. Appeals

Failure to appeal or comply with appeal procedures will render the original decision final and conclusive. In the event of special circumstances, an extension in time may be requested by submitting a written request to the Appellate Officer stating good reasons for the request for additional time. Normally, such requests will be granted if the request is filed before the deadline.

All evidence is to be presented to the administrative hearing officer or specific hearing board assigned to hear the case. Evidence may not be presented during an appeal without special permission of the person hearing the appeal. See section 6.8.

6.1 Who May Appeal
A student or student/campus organization found responsible with having violated the Student Conduct Code has a right to appeal that decision. The complainant in a case involving a violation of the Sexual Misconduct policy shall also have the right to appeal a decision that concludes a matter such as a determination of no responsibility or that a Formal Charge should not be filed by OSC. Neither the accused student nor the complainant shall have the right to appeal the findings and conclusions contained in the investigative report of the Office of Equal Opportunity separate from the student disciplinary case itself. The party filing an appeal shall be identified as the appellant.
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6.2 Time for Filing an Appeal
An appeal must be filed within five business days after notification of the student, the student/campus organization, or the complainant of the decision from which the appeal is taken.

6.3 Notice of Appeal
A notice of appeal must be filed with the person responsible for hearing the appeal. The appellant may appeal the lower judiciary decision based on one or more of the following reasons:

A. The student's or student/campus organization's rights were substantially violated in the hearing process;
B. The procedures used or the decision reached is contrary to law or university policy;
C. There was not substantial evidence to support the conclusions reached;
D. There is new material evidence that could not have been discovered at the time of the hearing;
E. The sanctions imposed were not supported by the evidence or not appropriate for the violation;
F. The decision by the OSC to not file a formal complaint in a matter alleging a violation of the Sexual Misconduct policy is not supported by the evidence.

The notice of appeal must state the grounds for appeal from the list identified above. In addition, the appellant must also provide the written statement as described in section 6.4.

6.4 Written Statement
Within five business days after filing the notice of appeal, if the appellant has not included the written statement in the notice of appeal, the appellant must present a written statement supporting the reasons for the appeal. A copy of the written statement must be filed with the OSC at the same time. The OSC shall provide a copy of the appellant's written statement to the party who has not appealed the decision.

It is recommended that the written statement contain the following information: grounds for appeal, arguments and references to evidence presented during the hearing. In case the appeal is based upon new evidence, the written statement should contain a statement of the new evidence, together with a statement as to why the information could not have been discovered at the time of the hearing.

6.5 Access to Record
For purposes of appeal, the appellant and, in the event of an appeal, the party who has not appealed may review at the OSC a copy of the official recording and documents used during the hearing. Reviewing parties will be granted an ample opportunity to review the recording and the documents, but will not be permitted to take copies of them.
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6.6 OSC Statement: Transmittal of the Record
The OSC will provide a written statement in response to the appellant's written statement within seven business days of its filing. A copy of the OSC statement must be sent to the appellant and the party who has not appealed at the same time it is filed.

The OSC will transmit the record of the hearing to the person hearing the appeal at the same time it files the response.

6.7 Supplemental Statement
The appellant or party who has not appealed may provide a supplemental statement within three business days of filing of the OSC Response.

6.8 Person to Hear Appeals
The following chart identifies the Appellate Officer assigned to hear appeals from the various administrative decisions or hearings under the university Student Disciplinary Regulations.

<table>
<thead>
<tr>
<th>Decision made by</th>
<th>May be appealed to</th>
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</thead>
<tbody>
<tr>
<td>Administrative hearing officer</td>
<td>Dean of Students</td>
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<tr>
<td>(OSC representative or RSC Coordinator)</td>
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<tr>
<td>RSC Coordinator</td>
<td>Dean of Students</td>
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<tr>
<td>(after Residence Area Directors)</td>
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<tr>
<td>OSC Administrator</td>
<td>Dean of Students</td>
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<tr>
<td>(after decision not to file a formal complaint as indicated in section 6.3F)</td>
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<tr>
<td>Dean of Students</td>
<td>Senior Vice President for Student Affairs</td>
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<tr>
<td>(after SCHB hearing, Interim Suspension or the above Appeals)</td>
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</table>

6.9 Status during Appeal
Any sanction imposed as a result of a hearing with a lower board will remain in effect during the process of appeal. The Dean of Students and the Senior Vice President for Student Affairs have the authority, under extenuating circumstances, to defer the imposed sanction while an appeal is in process. Granting of deferral may be conditioned upon agreement to reasonable conditions.
Appendix 1
(Student Disciplinary Regulations (Code of Conduct))

6.10 Procedure: Decision
After receiving all written statements, the Appellate Officer may rule, or may ask for the parties to present short oral arguments. The Appellate Officer may do one of the following:

A. Affirm the decision below.
B. Reverse the decision below by finding that no violation of the Student Conduct Code occurred.
C. Remand the case for a new hearing.
D. Remand the case for consideration of new evidence.
E. Change the sanction(s).

The decision of the Appellate Officer will be based upon the record and the materials submitted by the parties. The decision and the reasons for the decision will be sent to the accused student or student/campus organization, the complainant, the OSC, the hearing board chair, and the Dean of Students. The decision of the Appellate Officer shall be the final decision of the university, subject to review as provided in section 6.11.

6.11 Review of Final Decision

6.11.1 President's Discretionary Review
A student, student/campus organization, or the complainant may request that the President review the final decision of the Appellate Officer. The President has discretionary authority to grant or deny the request. See section 3.2. When the President decides to review the decision of the Appellate Officer, the President's decision becomes the final decision of the university.

6.11.2 Board of Regents
The Board of Regents may review the final decision of the university. See section 3.1. Any review by the Board of Regents will be determined under the rules and procedures established by that agency.

6.11.3 Judicial Review
A final decision by the Board of Regents may be reviewed by an Iowa District Court as provided in the Iowa Administrative Procedure Act. See Iowa Code Chapter 17A.

7. Reinstatement
Students or student/campus organizations who are suspended for a defined period with conditions on return, or who are suspended indefinitely, must apply for reinstatement. See sections 5.7.9.A.4-5 and 5.7.9.B.1-2, above. Applications for reinstatement must be filed on a form provided by the Dean of Students Office. To assure sufficient time for review, the application should be filed at least two months in advance of the requested date of return.
Appendix 1

(Student Disciplinary Regulations (Code of Conduct))

A. In order to be reinstated, the student must:
   1. Follow university procedures for reentry, if the student has been absent for a period of twelve months or more, (See Iowa State University Catalog, "Returning/Reentry");
   2. File a petition for reinstatement with the Dean of Students indicating the basis for the request, including evidence of compliance with any conditions for reinstatement, if any;
   3. Supply evidence of good behavior and ability to make academic progress, such as statements from employers, educational institutions and/or counselors; and
   4. Supply documentation as requested by the Dean of Students supporting reinstatement.

B. In order to be reinstated, the student/campus organization must:
   1. File a petition for reinstatement with the Dean of Students indicating the basis for the request, including evidence of compliance with any conditions for reinstatement, if any; and
   2. Supply documentation as requested by the Dean of Students supporting reinstatement.

C. The Dean of Students will:
   1. Review the information provided by the student or student/campus organization;
   2. Review the student's or student/campus organization's disciplinary and academic records;
   3. Request a statement from any person who filed the complaint leading to suspension, if that person is still a member of the university community, and consider any such statement; and
   4. Issue a determination as to whether the student or student/campus organization will be reinstated. The determination of the Dean of Students may be appealed to the Senior Vice President for Student Affairs.

8. Records of Disciplinary Actions

Student disciplinary case records will be filed in the student's or student organization's disciplinary file in the OSC consisting of a statement of charges, summary of the information presented at the hearing, findings and sanctions of the administrative hearing officer or hearing body, records of appeals and rationale for the decisions. Student disciplinary case records also include the correspondence, evidence and testimony presented, including those of the complainant and witnesses. Records will be preserved during the pendency of any related legal proceedings.

Student disciplinary case records are normally maintained in the Dean of Students Office for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of the university except that the recording of any hearings may be destroyed one semester following the exhaustion of all appeals.

Student disciplinary case records are confidential. However, when the student is expelled, suspended, or their admission is revoked, a notation will appear on the academic transcript that the student has been dropped due to disciplinary action and is not eligible to enroll. Student disciplinary case records may be required to be transmitted to the Board of Regents for purposes of appeal, or, in the case of legal action, to the courts or to the parties in litigation. When confidential information is transmitted to the courts or
Appendix 1

(Student Disciplinary Regulations (Code of Conduct))

Parties in litigation, the university will request that all sensitive information of witnesses and complainants be kept confidential under a protective order unless any individual has explicitly or implicitly waived confidentiality.

Persons desiring access to student disciplinary case records must secure a written authorization from the student whose record is requested. Because student disciplinary case records may contain records of persons other than the individual authorizing access, records relating to such other persons will be denied or redacted in a manner sufficient to prevent identification of the other person.

Records of violations by student/campus organizations may be transmitted for inclusion in the organization's file in the Campus Organizations Office.

9. Amendment
The university Student Disciplinary Regulations may be amended through the routine decision-making process of the university and appropriate notification to the university community through the Iowa State Daily.

Any organizations or members of the university community may propose amendments by providing a written proposal to the Dean of Students.

At least every five years, and sooner when the Dean of Students determines it is necessary, a committee shall be established by the Senior Vice President of Student Affairs to review the current Student Disciplinary Regulations and recommend any amendments to the university community. Amendments to the university Student Disciplinary Regulations will not be effective until approved by the President and published in the Iowa State Daily.

This amendment procedure shall not be construed to supersede the Board of Regents policy that places authority in the President to declare a state of emergency and sanction any person who is found to have violated a presidential order concerning a declared state of emergency.
Appendix 1
(Student Disciplinary Regulations (Code of Conduct))

Resources

Links
- Academic Dishonesty – Iowa State University Catalog
- Acceptable Use of Information Technology Resources
- Alcohol Use – Students and Student Organizations
- Alcohol, Drugs, and Other Intoxicants
- Appeals to the Board of Regents (Regents Policy Manual, Chapter 10)
- Department of Residence
- Discrimination and Harassment Policy
- Explanation of Rights, Resources, and Procedures for Victims and Survivors [PDF]
- Interim or Medical Withdrawal - Iowa State University Catalog
- Iowa Administrative Code (IAC)
- Iowa Code (Iowa Law)
- Iowa State University Catalog
- Research Misconduct Policy
- Returning/Reentry - Iowa State University Catalog
- Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students
- Study Abroad – Outgoing Students (See “Must Reads”)
- Study Abroad – Code of Conduct [PDF]

Files
- Student Disciplinary Regulations [Policy in PDF with line numbers]
Appendix 1

Video Camera, Administrative Uses

Introduction

Iowa State University’s administrative use of video cameras enhances the efficiency of operations and the safety of the university community. However, administrative use of video cameras is permitted on university property only where privacy and legal standards are met. This policy regulates the university’s administrative use of video cameras for reasons of safety, security, or enhancement of business services that may capture human behavior and interaction without the subjects’ consent.

Exclusions

The following uses are not governed by this policy:

- Standard academic uses in teaching, research and extension;
- ISU Police usage when consistent with standard police practices, the ISU Police Operations Manual, and as provided by law;
- Uses of cameras that are not intended to capture human behavior or interaction, such as video monitoring of equipment;
- Uses for intercollegiate athletics, recording of public events, musical, theatrical and similar performances;
- Training programs and presentations;
- Journalistic uses by affiliated student publications and news outlets, as well as university news and marketing uses;
- Construction web cameras; and
- Uses for other than university purposes.

Excluded uses may be subject to other regulations. For example, use in the classroom may be subject to student privacy policies, and research uses may be subject to human subjects requirements.

Policy Statement

Iowa State University permits units to place video cameras on university property subject to meeting the requirements of this policy and the related Guidelines on Administrative Uses of Video Cameras (see Resources below).

Standards Applicable to all Video Cameras Permitted Under this Policy

- Video camera equipment may not record conversations unless the system is set up and operated to obtain the consent of the persons being monitored.
- Retention of recordings will be limited to 30 days, unless preservation is requested and approved under the Electronic Privacy policy (see Resources below).
- Video cameras will be placed so as to avoid invasion of privacy; video cameras will not be placed in, or to primarily monitor, private areas such as private work areas, medical treatment areas, rest rooms, dressing rooms, locker rooms or similar areas.
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(Video Camera, Administrative Uses)

- Video cameras may not be permanently affixed to buildings without authorization from the Office of the University Architect.

**Crime Prevention and Response Uses**

When a university administrator desires to use video cameras in substantial part for purposes of crime prevention, the administrator/requestor must complete the Administrative Video Camera Request (see Guidelines), and the video camera(s) must meet standards established by Facilities Planning and Management (FP&M) Building Security Services (see Resources below). Crime prevention encompasses personal safety and property protection.

Systems installed to monitor the areas such as the following are deemed to involve crime prevention even if the primary rationale is customer service:

- Entryways to secure facilities
- Cash-handling areas such as cashiers, point of sale operations and the like
- Equipment and inventory storage areas
- Chemicals and hazardous materials storage areas
- Pharmaceutical dispensaries and storage areas
- Computer laboratories
- Restricted laboratories

Systems installed for crime prevention are required to meet the following standards:

- Other than release to the Department of Public Safety, video recordings shall be released upon approval pursuant to the Electronic Privacy policy (see Resources below); and
- The unit shall require individuals within the unit who have access to the video feed to acknowledge responsibility to adhere to FP&M requirements and agree to maintain confidentiality of video data.

See Resources below for Guidelines on Administrative Uses of Video Cameras established by Building Security Services.

**Public Spaces and Events**

University administrators may install video cameras to transmit images of outdoor areas for public relations purposes. Typical uses include web cameras transmitting live or near live images, but which are not set to record. Public areas are outdoor areas freely available to the public and common areas in buildings where individuals have a minimal expectation of privacy. Video cameras must be set up and used so as to avoid invasion of privacy.

**Customer Service and Other Uses**

Administrators desiring to use video cameras for purposes not indicated above, such as for improvement of customer service, or monitoring safety in closed spaces, must operate the video system in compliance with the following requirements:
Appendix 1

(Video Camera, Administrative Uses)

- The unit shall require individuals within the unit who have access to the video feed to acknowledge responsibility to adhere to the requirements of this policy and agree to maintenance of confidentiality of video data;
- Video recordings shall be released upon approval pursuant to the Electronic Privacy policy;
- Approval from the Office of University Human Resources is required in cases where the actions of university personnel will be monitored on a regular basis and not in a public location; and
- Guidelines on Administrative Uses of Video Cameras (see Resources below)

Resources

Links

- Guidelines on Administrative Uses of Video Cameras [PDF]
- Building Security Services, Facilities Planning and Management
- Office of the University Architect
- Electronic Privacy policy
- Acceptable Use of Information Technology Resources
- Data Classification policy and related guidance
- Catalog: Recording and Transmission of Classes
- Student Disciplinary Regulations 4.2.25, Unauthorized Sale of Others' intellectual Works
- Faculty Handbook 8.3.6.4, Ownership of Course-related Presentations
- Faculty Handbook 10.6.2, Distant Sites (notification of recordings)
- Video Cameras, Administrative Uses [Policy in PDF with line numbers]
Appendix 1

Violence-Free University
Effective: December 4, 2007
Updated/Revised: November 1, 2012
Contact: ISU Police

Introduction
The safety and security of the Iowa State University campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. Unfortunately, violence can occur.

Policy Statement

Violence and Abuse Not Tolerated

Violence, threats or implied threats of violence, and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment and will not be tolerated.

In addition, abuse of children or dependent adults, or any other vulnerable population is specifically prohibited by this policy.

All students, employees, and visitors are covered by this policy as well as the policies referenced below. This policy applies to conduct on "campus," which by definition is not limited to central campus but includes all property owned or used by the university.

Weapons

Weapons are governed by the university’s policy on Firearms and Other Weapons.

Reporting
As part of the university community, all students, employees, and visitors are responsible for reporting violence or abuse they experience or witness.

Students, employees, and visitors should address emergencies by calling 911, whether they are on central campus or on other university property.

For all other non-emergency concerns of violence and abuse, the students, employees, and visitors should notify the Iowa State University Police Division at 294-4428. The Iowa State University Police Division is the central location for tracking concerns of violence and abuse. It is important that the Police Division is made aware of concerns of violence even if they occur on property outside of central campus.

Consistent with Iowa Code §262.9(36), university employees who in the course of employment receive information related to suspected physical or sexual abuse of children must immediately report such
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(Violence-Free University)

information to the Iowa State University Police. University employees who are mandatory reporters of all forms of child abuse (not just physical or sexual abuse) under state law also must fulfill their statutory obligation to report to the Department of Human Services as provided by Iowa Code §232.67-70. University employees, students and visitors who are not mandatory reporters are also strongly encouraged to report all forms of child abuse directly to the Department of Human Services as provided under Iowa Code §232.67-70.

Scope
All employees have the obligation to report under this policy except for professions which retain obligations of confidentiality under accepted codes of ethics. Such professions include:

- Employees of the Office of the Ombuds, as required by accepted Ombuds codes of ethics;
- Clergy, including any chaplains, as required by accepted standards of ethics; and
- Attorneys as required by the rules of professional responsibility, and specifically applicable to attorneys employed to provide legal assistance to students.

Enforcement
The university will pursue disciplinary, student judicial, civil or criminal action as appropriate under the circumstances against any person who violates this policy by engaging in such violence, threats of violence, or intimidation.

Failure to report known or suspected violence or abuse is itself a breach of university ethical standards and can lead to discipline of employees and students, up to and including separation from the university.

Threat Management
The Critical Incident Response Team (CIRT) is an administrative group formed to promote awareness and responsiveness across the university to avoid or address situations that may involve violence, threats, intimidation, or property damage. In addition, a Threat Management Team, which is part of CIRT, may assist the Iowa State University Police Division and departments to assess situations involving the potential for violence. The Threat Management Team is staffed through the Iowa State University Police Division.

Resources and Preparedness
Iowa State University, as part of its annual communication on safety, will inform individuals of this policy and its related procedures and resources.

Confidentiality
Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the university may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.
Appendix 1

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Non-Retaliation
The university’s policy on Non-Retaliation Against Persons Reporting Misconduct (see Resources below) applies to persons reporting under this policy.

Resources
Supporting a Violence-Free University
Reporting Responsibility policy
Non-Retaliation Against Persons Reporting Misconduct policy
Police Division, Iowa State University
University Human Resources
Dean of Students Office
Employee Assistance Program

Other Links Regarding Violence
Student Counseling Service
Faculty Conduct Policy--Criminal Acts or Violence (FHB 7.2.2.4)
Student Disciplinary Regulations (Code of Conduct)
--SDR 4.2.3 Assault, Injury and Threat
--SDR 4.2.5 Sexual Misconduct, Sexual Assault and Sexual Harassment
--SDR 4.2.10 Public Disorder, Group Violence and Mass Disturbance
Uniform Rules of Personal Conduct, Iowa Administrative Code, Section 681-9.1
General Rules on Use of Grounds and Facilities, Iowa Administrative Code, Section 681-13.14
Conduct at Public Events, Iowa Administrative Code, Section 681-13.16
Iowa Criminal Code (beginning with Chapter 701)

Other Links Regarding Abuse
Child Abuse Reporting: Iowa Code Sections 232.67 through 70
Iowa Sex Offender Registry: Iowa Code Chapter 692A
Dependent Adult Abuse: Iowa Code Chapter 235B
Reporting Physical and Sexual Child Abuse by Regents Employees: Iowa Code §262.9(36)

Other Links Regarding Weapons
Firearms and Other Weapons policy
Facilities and Grounds Use, Activities policy
Student Disciplinary Regulations (Code of Conduct), 4.2.14 Possession or Misuse of Weapons
Appendix 1

Smoke-Free Campus

Introduction
The Smokefree Air Act, effective July 1, 2008, applies to Iowa State University. The purpose of this legislation is “to reduce the level of exposure by the general public and employees to environmental tobacco smoke” and is designed to “regulate smoking in public places, places of employment, and outdoor areas” and “to improve the public health of Iowans.”

Included in this policy statement are the applicable sections of the Smokefree Air Act, Iowa Code Chapter 142D, and the rules and regulations of the Iowa Department of Public Health found at Iowa Administrative Code Section 641, Chapter 153, that relate to the campus community.

To protect the health and environment of the campus community, Iowa State University has extended this policy to include electronic smoking devices.

Scope
This policy applies to all university employees, students and visitors. This policy covers all university owned, leased or operated buildings, property and grounds under the control of the university.

Definitions
For the purpose of this policy:

- The university is a “school” and “public educational facility” governed by the Board of Regents, State of Iowa, pursuant to Iowa Code section 262.7.
- The grounds of the university include parking lots, athletic fields, playgrounds, tennis courts, and any other outdoor areas under the control of the university, including inside any vehicle located on university grounds.
- Smoking materials include lighted cigars, cigarettes, pipes, or other tobacco products in any manner or form including ash, cigarette butts or filters, or cigar stubs. Smoking materials also include electronic smoking devices.
- Electronic smoking device means any product containing or delivering nicotine (e.g., Electronic Nicotine Delivery System or ENDS) or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Policy Statement
It is the policy of Iowa State University to comply with the Smokefree Air Act by declaring the entire university grounds and properties as a Smoke-Free Campus. Therefore, smoking is prohibited in “public buildings and vehicles owned, leased, or operated by or under the control of” the university as well as on the entire “grounds of the university.”
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(Smoke-Free Campus)

Smoking is prohibited and a person shall not smoke in any of the following enclosed areas:

- Enclosed areas within places of employment including but not limited to work areas, private offices, conference and meeting rooms, classrooms, auditoriums, employee lounges and cafeterias, hallways, medical facilities, restrooms, elevators, stairs and stairwells
- Vehicles owned, leased or provided by the university
- Privately owned vehicles when operated or parked on the grounds of the university

Smoking is prohibited and a person shall not smoke in or on any of the following outdoor areas:

- The entire grounds of the university
- The seating and parking areas of outdoor sports arenas, stadiums, amphitheaters and other entertainment venues where members of the general public assemble to witness entertainment events
- The ISU Farms
- Veenker Golf Course

When a university employee, student, or visitor enters the grounds of the university any smoking material shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the grounds of the university.

The sale, sampling or advertisement of all tobacco products is prohibited on university property or at university sponsored events in accordance with university Trademark Management policy.

Exception
Smoking will be allowed in an enclosed area within the university that conducts a medical or scientific research or therapy program, if smoking is an integral part of the program.

Responsibilities and Enforcement
All members of the ISU community are responsible for observing the provisions of this policy and share responsibility for compliance.

The Smokefree Air Act designates the Iowa Department of Public Health as responsible for enforcement with respect to tobacco products. ISU Department of Public Safety will coordinate compliance with the law on campus.

ISU Department of Public Safety is responsible for enforcement of this policy and the Smokefree Air Act on the grounds of the university.

Complaints
Concerns or complaints regarding this policy that involve ISU property should be directed to the ISU Department of Public Safety by calling 515-294-4428 or by visiting their website www.police.iastate.edu
Appendix 1

(Smoke-Free Campus)

Any person may also register a complaint regarding a violation of the Smokefree Air Act with the Iowa Department of Public Health by:
- Calling the toll-free number, 1-888-944-2247, or
- Registering a complaint on the department’s website, www.IowaSmokefreeAir.gov, or
- Downloading a complaint form from the department’s website and mailing it to the department at:
  Department of Public Health
  Division of Tobacco Use Prevention and Control
  Lucas State Office Building
  321 East 12th Street
  Des Moines, IA 50319

Resources

Links
ISU Police Division, Department of Public Safety
Iowa Department of Public Health (IDPH)
Smokefree Air Act website
Smoke-Free Campus website - ISU Police
Smoking Cessation - ISU (see Other Benefits)
Quit Line Iowa
CDC Electronic Nicotine Delivery Systems Key Facts [PDF]
Smoke-Free Campus, Jan. 1, 2016 [Policy in PDF with line numbers]

Files
Smoke-Free Campus, Nov. 10, 2008-Dec. 31, 2015 [Policy in PDF with line numbers]
Appendix 1

2017-2018 Policy Handbook for Residence Halls and University
Owned / Operated Apartments

A. ABANDONED PROPERTY

1. Iowa State University, the Department of Residence (DOR), and its agents assume no liability for items that are left in DOR facilities.

2. The placement of personal items, including DOR-provided student room/apartment furnishings, is prohibited in hallways, house dens, computer labs, lobbies, lounges, stairwells, elevators, Schilletter Village basements, etc.

3. Personal property left in common areas or in rooms/apartments following check-out will be removed from the premises. Perishable items or items that are moldy, wet, or in poor condition will be discarded. All other items will be kept for 30 days from the date of move-out. At the end of 30 days, unclaimed items will be discarded, donated or sent to ISU Asset Recovery (http://www.public.iastate.edu/~centrals/isusurplus.htm). Determination of item condition and method of disposal are at the discretion of University staff. You will be charged the actual cost of removal, storage and disposal of personal property, with a minimum charge of $50.

4. Unclaimed clothing items left in DOR laundry facilities will be placed in a marked container in the laundry room and will remain there until claimed or the completion of the semester. At the end of each semester, DOR staff will collect unclaimed items from the marked containers, with the exception of underwear, socks and pillows, and will send them to be sent to ISU Asset Recovery. Underwear, socks and pillows will be disposed of. ISU Asset Recovery will retain the items for 90 days. After the 90 days has expired the items will be disposed of or made available for public sale.

B. ALCOHOL AND CONTROLLED SUBSTANCES

1. All state, federal, and local laws and University policies pertaining to alcohol, tobacco and other drugs, including controlled substances, apply to on-campus residents and their guests.

2. Alcohol

   a. Residents and their guests are responsible for providing verification of age upon request by a staff member. Any individual who refuses to provide age verification will be assumed to be under 21 years of age.

   b. Residents and their guest will be responsible for behavior as a result of alcohol consumption.

   c. Residents 21 years of age and older

      i. Only residents and their guests who are 21 years of age or older may possess and consume alcoholic beverages in their rooms/apartments.

      ii. Alcohol in open containers may not be consumed or possessed anywhere outside a student room/apartment, including hallways, courtyards, public areas, community centers, and other University grounds. Balconies and patios are considered to be inside the apartment.

      iii. Residents 21 years of age and older may possess and consume alcohol in their room/apartment regardless of the age of their roommates.
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(2017-2018 Policy Handbook for Residence Halls and University Owned / Operated Apartments)

iv. Alcoholic beverages must be in their original, unopened containers when transported within the residential facilities. Containers of alcohol larger than one gallon (including, but not limited to kegs) are not permitted.

d. Residents under 21 years of age

i. Residents under 21 years of age may not possess, transport, or consume alcoholic beverages.

ii. Residents under 21 years of age may not have a guest (regardless of their age) who consumes alcoholic beverages in their room/apartment.

iii. Residents under 21 years of age may not possess alcoholic beverage containers (empty or full) in their rooms/apartments including containers being used as decoration.

3. Drugs – The unlawful use, possession, sale, delivery or distribution of marijuana or any narcotic drug, medicine, chemical compound or any other controlled substance is subject to University judicial action and may result in removal of the resident from on-campus housing.

C. ALLERGY ALERT AND AWARENESS HOUSE — Coov-Lace House in Martin Hall is an allergen restricted location intended for those students who experience life-limiting or anaphylaxis-inducing allergic reactions. Allergen triggers, including animals, some chemicals, scented bath and body products, various foods, etc. are prohibited on this house. A complete list of prohibited items is available at the Martin Hall desk and online at http://housing.iastate.edu/places/rlc-th/th?id=27.

1. Residents or their guests, found responsible for bringing prohibited items onto Coov-Lace may be removed from the community depending upon the severity of the violation. If there is no space available for relocation, or if the individual responsible is not a Coov-Lace resident, an alternate sanction will be determined.

D. ANIMALS IN RESIDENCE

1. Animals, including visiting animals, are prohibited in on-campus housing with the following exceptions:

2. Fish: A gill-bearing aquatic craniate animal that lacks limbs with digits.

   a. Documentation and prior approval are not required for fish.

   b. Fish are permitted in all residence halls and apartments, limited to one aquarium with appropriate equipment, per contracted resident.

   c. The maximum aquarium capacity allowed is 30 gallons per room.


   a. Documentation and prior approval are required for all pets.

   b. Pets are permitted ONLY in University Village buildings 121 – 125 and 145 – 163 and Schilletter Village buildings 11 – 16.
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c. Residents are permitted a MAXIMUM of two (2) pets per APARTMENT.

4. Service Animal: A dog or miniature horse that is trained, or in the process of being trained under the auspices of a recognized training facility, to do specific work or perform tasks for the benefit of a person with a disability.

a. Documentation and prior approval are required for all Service Animals.

b. Service animals are generally permitted to accompany people with disabilities in all university buildings/facilities where students, faculty, staff, and visitors are allowed.

c. A service animal’s access to certain areas on campus may need to be limited should the service animal’s presence create an undue hardship to the university.

d. Only one Service Animal will be permitted per resident and generally only one Service Animal will be assigned per university housing unit.

5. Emotional Support Animals: Any animal providing well-being or comfort that eases one or more identified symptoms or effects of a disability.

a. Documentation and prior approval are required for all Emotional Support Animals.

b. Emotional Support Animals are restricted to residential areas and are not otherwise permitted inside other university buildings.

c. Emotional Support Animals may accompany their owner to any location within the owner’s assigned residence to which the owner has access.

d. Only one emotional support animal will be permitted per resident and generally only one emotional support animal will be assigned per university housing unit.

6. Documentation Requirements

a. All animals are considered pets unless/until determined to be Service or Emotional Support animals by Student Disability Resources (https://www.sdr.dso.iastate.edu/).

b. Documentation and approval are required for all animals before the animal can be brought to campus.

i. To allow time for documentation review and roommate notification (if needed) all documentation must be submitted 60 days prior to the time the resident intends to bring the animal to campus.

ii. Residents found with an animal on-campus prior to receiving approval will be required to immediately remove the animal from campus and may face disciplinary action.

c. Residents in Schilletter Village or University Village pet housing planning to bring a pet to their on-campus assignment must submit:

i. A completed Animals in Residence form (http://housing.iastate.edu/policy/animal);
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(2017-2018 Policy Handbook for Residence Halls and University Owned / Operated Apartments)

ii. A clear and recent photograph of the animal; and

iii. Written verification from a veterinarian that the animal is in good health and has received all necessary vaccinations.

d. Residents requesting to bring a Service or Emotional Support Animal into their on-campus assignment must

i. Register with the office of Student Disability Resources, meeting the documentation guidelines outlined here: http://www.sdr.dso.iastate.edu/assistance-animals-;

ii. Submit a Housing Accommodation form (http://housing.iastate.edu/contracts/requests);

iii. Submit a completed Animals in Residence form: (http://housing.iastate.edu/policy/animal).

iv. Submit a clear and recent photograph of the animal; and

v. Submit written verification from a veterinarian that the animal is in good health, has received all necessary vaccinations required in the state of Iowa, and (cats/dogs only) is at least one year old.

7. Prohibited Animals


i. Any wolf-mix dog is considered a wolf and is therefore prohibited as a non-domestic animal.

b. All animals are prohibited in the Allergen Alert and Aware House, located in Martin Coov-Lace (section I.C.).

8. Owner Responsibility

a. Owners must abide by current Ames city, Story county, and Iowa state laws and/or regulations pertaining to licensing, vaccination, and other requirements for animals.

i. Animals must display CURRENT identification and vaccination tags at all times.

b. Owners must abide by all policies and regulations in this document, the current Housing Contract Terms and Conditions, and the University Policy library.

c. It is encouraged that all dogs go through obedience training.

d. Owners must maintain control of their animal at all times.

i. All animals must be restrained, on a leash or in a carrier/crate, and in the presence of the owner whenever the animal is outside of the owner’s on-campus assigned room or apartment.
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ii. Loose animals are subject to capture and confinement (by ISU Police, Ames Police, or Ames Animal Control Services) and immediate removal from university housing.

e. Owners are required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the animal and/or disciplinary action for the owner.

i. Roommates are not responsible for the care or maintenance of their roommate’s animal.

f. Animals may not be left in housing overnight to be cared for someone other than the owner. If the owner is absent from their residence overnight or longer, the owner must take the animal with them.

i. When absent from their assignment for short periods, such as class, the animal must be restricted to the owner’s assigned bedroom. If the owner is in a shared bedroom, the animal must be restrained in a carrier/crate so as to protect the belongings of any roommate(s).

g. Owners are responsible for ensuring that the volume of their animals is not disruptive to other residents. This includes barking, whining, meowing, squeaking, squawking, talking, etc. Animals deemed disruptive to other residents are subject to removal from university housing.

h. Owners are responsible for ensuring their animals are house trained prior to bringing the animal into residence.

i. Cats must be litter trained and dogs are to be taken outdoors, to a grassy area, for urination/defecation.

ii. Animal feces must be disposed of properly. Owners must remove feces from University property/grounds, dispose of it in a plastic bag, and then place that bag in outside garbage dumpsters. Cleanup must occur IMMEDIATELY.

iii. Cat litter, small animal bedding, etc. must be bagged and disposed of in outside garbage dumpsters.

i. The owner will take all reasonable precautions to protect the property of the University and the residents. All liability for actions of the animal (bites, scratches, damages to property, nuisance barking, etc.) is the responsibility of the owner.

i. If a pet attacks/bites anyone or is determined by University Staff to be dangerous, abandoned, neglected, or a nuisance the animal is subject to immediate removal from the community.

j. Residential laundry rooms are not to be used for cleaning animal bedding or clothing. Owners wishing to wash these items should visit a commercial laundry facility off-campus or take the items home.
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k. DOR maintains the right to conduct inspections for fleas, ticks, or other pests. If any are found, the space will be treated — at the owner’s expense — using approved fumigation services by a university-approved pest control service.

i. The owner will be required to remove the animal from residence and will not be permitted to bring the animal back until such time that they have submitted written verification that the animal has been treated and is pest free.

l. The owner will be responsible for any damage caused by the animal to university property. Any charges related to damage by the animal will be applied to the owner’s university bill.

E. APPEALS PROCESS FOR CHARGES NOT ASSESSED AS A RESULT OF A CONDUCT HEARING—Residents may contest cleaning, damage, and check-out charges (section l. K.) they have been assessed according to the following process:

1. Appeals must be submitted within 30 days of notification of the charge.

   a. In the Residence Halls, the Memorial Union (MU), Legacy, and ISU West residents receive an itemized notification to their ISU email account.

   b. In Frederiksen Court (Frederiksen) and Schilletter Village (SUV), appearance on the U-Bill constitutes notification.

2. Appeals must be submitted in writing, e-mail preferred, to housing@iastate.edu

   a. Appeals should contain the resident’s full name, ISU ID number, room address, e-mail address, and rationale as to why the resident is not responsible for the charge(s). Any supporting materials must also be submitted at this time.

3. Charge will remain on the resident’s U-Bill during the appeal process. Only in the event of a successful appeal will a charge be removed or reduced.

   a. Any late fee or penalty accrued due to late or non-payment is the responsibility of the resident.

F. BATHROOMS/RESTROOMS

1. Residents and their guests are not permitted to enter a bathroom/restroom labeled for use by persons not of their gender.

   a. In Maple Hall, bathrooms on the Spectrum Theme House may be used by any member of the Spectrum community and their guests, regardless of gender.

2. In the Halls, communal bathrooms will remain locked at all times. Charges will be assessed for repair costs related to a lock tampering/disabling (sections l.J. and l. K.).

G. BICYCLES — In all areas, bicycles may not be parked on lawns, sidewalks or disability access ramps; chained to trees, light poles, fences, benches, etc. The DOR provides bicycle racks for resident use near all residence halls and Frederiksen, and SUV.
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a. Bicycle Removal - Bicycles / bicycle parts that are considered abandoned or improperly parked will be removed. This includes all bicycles / bicycle parts left parked in DOR racks following check-out at the end of the spring semester. If necessary to remove the bicycles / bicycle parts, locking devices will be cut.
   i. Once removed, the bicycles / bicycle parts will be sent to Asset Recovery for sale/disposal.

H. BUILDING ACCESS AND SECURITY SYSTEM

1. Interfering with the security system is prohibited. Violations include but are not limited to tampering with locks and security cameras, disabling any lock or door; propping open doors that are to be locked and/or closed; exiting through doors marked “emergency exit only”; jamming a door to prevent it from opening or closing, tying doors shut; taping open locks or altering, loaning, or duplicating University keys/access cards.

2. Access to any closed residence hall during a scheduled vacation period, including summer, is allowed only through special arrangement with on-call staff. Access will result in a minimum $20 charge for each instance.

3. Building exterior entrances, elevators, and some computer labs are monitored by security cameras. Footage will be used in University conduct cases and will be provided to authorities for use in criminal cases.

I. CHECK-IN, CHECK-OUT, AND ASSIGNMENT CHANGES – You are responsible for following all check-in, check-out and assignment change procedures. These procedures are posted on the DOR web site: http://housing.iastate.edu/.

1. Check-In – Failure to follow check-in procedures will result in a $50 administrative charge.

2. Check-Out – Failure to follow check-out procedures and/or failure to check-out by the assigned deadline will result in continued accrual of housing and dining fees, a $50 improper check-out charge, lock change charges and/or cleaning and maintenance charges.
   a. Lock Change and Key Replacement Costs - All keys issued to you must be returned to a DOR staff member at the time of check-out. Failure to do so will result in charges for lock change and replacement keys. A detailed list of costs is available on the DOR web site.

3. Assignment Changes
   a. Occupying more than one room/apartment, except while in the process of conducting an assignment change is prohibited.
   b. Under no circumstances will the DOR move one resident based on the request of another.
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c. For changes initiated during the semester, once a new assignment has been selected, the resident must wait until 12:00 noon the following business day before they are able to obtain keys to the new space. This provides an adequate amount of time for new roommates to be notified (via email) of the pending change.

   i. Residents will have 72 hours to complete the change. Failure to complete an assignment change within 72 hours will result in release of the reservation.

d. For changes initiated for a future semester, check-in/out information and deadlines will be communicated via email and/or AccessPlus (A+), https://accessplus.iastate.edu/, by the DOR. Failure to follow these instructions may result in release of the reservation and administrative charges.

e. Within suites or apartments, bedroom changes must be initiated using A+. You must maintain possession of the keys to your assignment.

4. Check out at end of the fall 2017 semester
   a. Residents WITH a spring 2018 contract are not required to check out.
   b. Residents who will graduate at the end of fall must cancel their contract in A+ or submit a Housing Contract Cancellation Form.
   c. Non-graduating residents WHO HAVE CANCELLED the spring portion of their contract must check out by 12:00 noon on Saturday, December 16, 2017.
   d. Graduating residents WHO HAVE CANCELLED the spring portion of their contract must check out by 6:00 p.m. Saturday, December 16, 2017.

5. Check out during Winter Break
   a. Following the end of the fall 2017 semester, check-out is to be completed by the dates indicated in section I.G.4.
      i. Beginning Sunday, December 17, 2017, access and/or check out will be regulated by the availability of staff. Contact the CA on duty for assistance.
      ii. In Frederiksen and SUV, check-out remains available according to normal procedures.

6. Check out at end of the spring 2018 semester
   a. Residents WITH a summer 2018 contract will be emailed information from the DOR Administrative Office regarding checking out of your current location and checking into your assigned summer location.
   b. Non-graduating residents WITHOUT a summer 2018 contract must check out by 12:00 noon on Saturday, May 5, 2018.
   c. Graduating residents WITHOUT a summer 2018 contract must check out by 6:00 p.m. Saturday, May 5, 2018.
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7. Check out at end of the summer 2018 semester
   a. Residents WITHOUT a fall 2018 contract must check out by 12:00 noon on Saturday, August 4, 2018.
   b. Residents WITH a fall 2018 contract will be emailed information from the DOR Administrative Office regarding checking out of your current location and checking into your assigned summer location.

8. You will be charged for any damages and for cleaning necessary to return the room/apartment to the condition in which it was upon check in. This will be deducted from any refund to be paid to you.

J. CLEANING AND UPKEEP

1. In the Halls and MU you are responsible for maintaining cleanliness, sanitary conditions, and safety conditions of your room/suite, including microfridges in Wallace and Wilson, common living areas and private bathrooms. You may be charged a fee for areas kept in poor physical condition and requiring non-routine service from maintenance and custodial staffs at any time of year.

2. In Frederiksen, Legacy, ISU West and SUV, you are responsible for maintaining cleanliness, sanitary conditions, and safety conditions of your apartments, including appliances, kitchens, bathrooms, common living areas and private bathrooms. Information on how to clean is available on the DOR web site and in your apartment community office. You may be charged at any time for areas kept in poor physical condition and requiring non-routine service from maintenance and custodial staffs.

K. DAMAGE, VANDALISM AND NEGLECT

1. Residents are collectively responsible for the conditions of common areas, a house/hall/apartment building may be charged for non-routine service from maintenance and custodial staffs. This includes removal of personal trash, vomit and debris in hallways, dens and bathrooms; and moving furniture back to its original location.

2. You are encouraged to report vandalism and any information that could help identify the responsible persons.

3. You will be held responsible for damages to DOR property that is caused by you or your guest(s). Willful destruction or defacing of University, private, or public property is prohibited. If you are found responsible for damage to property, you may receive sanctions, as well as charges for replacement or repair of damaged property. A list of common damages and associated charges is available on the DOR web site.

4. In the event of damages to any part of a building, including furnishings, the DOR reserves the right to assess students’ U-Bills for replacement/repair costs. Prior to billing, the DOR will notify residents of its intent to assess charges and will make reasonable attempts to identify the person(s) responsible for the damage.
   a. If the responsible person(s) is identified, only those individuals will be assessed the cost of the damages to their U-Bills.
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b. In the **Halls** and **MU**, if the responsible person(s) cannot be identified, charges will be assessed as follows:
   i. If the damage is limited to a particular House and the cost of the damage is less than the balance of the House account, the charge will be assessed to the House account.
   ii. If the damage is limited to a particular House and the cost of the damage exceeds the balance of the House account the charge will be split and assessed to the UBills of individual House members.
   iii. If the damage is in the common area of a building not associated with a particular House, the charge will be split and assessed to the UBills of all building residents.

c. In **Frederiksen, Legacy, ISU West**, and **SUV**, if the responsible person(s) cannot be identified, charges will be assessed to the UBills of residents in the impacted apartment/building.

L. DISPOSAL OF SHARP OBJECTS – Due to the potential injury to employees handling trash, you must place objects such as razor blades, broken glass, and needles (hypodermic, sewing, etc.) in the provided sharps containers. Do not place any of these items in trash. In the **Halls**, these are located in house bathrooms and/or kitchen. Residents can request a sharps container for their room or apartments via the on-line Service Request system (http://www.resservice.iastate.edu/).

M. DISRUPTIVE BEHAVIOR – Disruptive behavior in or around the residence halls/University apartments is not permitted. Disruptive behavior includes any of the following:

1. Conducting oneself in a manner so as to disturb or threaten others;
2. Threatening, intimidating, or endangering the health, safety, or welfare of yourself or a member of the University community;
3. Engaging in inappropriate behavior that necessitates an additional response from campus or city personnel;
4. Allowing a pet, Service Animal, or Emotional Support animal to make noise (section 1.B.8.g.).

N. DUES – Some residents are assessed, via the U-Bill, mandatory government dues each year. These dues contribute to programming, upkeep of community owned equipment and other community needs.

1. In the **Halls** and the **MU** residents are assessed $34 in dues each year. The breakdown is as follows:
   a. Inter-Residence Hall Association (IRHA) = $14.00
   b. House Cabinet = $10.00
   c. Hall Council = $10.00
2. In **Frederiksen** and **Legacy** residents are assessed $7.00 in dues.
3. In **ISU West** and **SUV** residents are not assessed dues.
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O. FAILURE TO COMPLY – You are expected to comply with the directives of DOR staff/University officials in the performance and scope of their duties. Failure to comply includes, but is not limited to: failure to show identification when requested to do so by an authorized DOR staff/University official, falsely identifying yourself or your guests, providing false information or obstructing an investigation. Failure to comply will result in disciplinary sanctions.

P. FIRE ALARMS AND EQUIPMENT ABUSE

1. Tampering with alarms or fire equipment is prohibited. Violation of this policy includes, but is not limited to: removing of batteries from smoke alarms/detectors, covering smoke alarms/detectors, removing glass box hammers, removing a fire extinguisher from its prescribed location, discharging a fire extinguisher for any purpose other than putting out a fire, activating an alarm absent an emergency situation, tampering with smoke door or Knox boxes (small boxes attached to the exterior of the buildings), hitting sprinkler heads, hanging items from sprinkler heads, etc. Violations of this policy may lead to immediate removal from the residence facilities.

2. Students shall not attach any item
   a. Should a sprinkler be set off, whether accidentally or intentionally, the resident will be responsible for all costs associated with the incident, including any damage caused as a result.

3. You and your guests are required to evacuate the building when a fire alarm sounds. You may reenter the building only when fire department staff gives permission to do so.

4. Violations of this policy may lead to immediate removal from the residence facilities and cancellation of the housing contract. Students found responsible for the violation of the policy will be held responsible for repair or replacement costs.

Q. FLAMMABLE FLUIDS AND TOXIC CHEMICALS – Because of the safety hazards they represent, the use or storage of flammable/toxic fluids, chemicals, gases and/or dry ice is prohibited.

R. GARDENING – In SUV, inside the fenced-in patio area of UV, small flower and vegetable plants are allowed. Plants may not extend outside the fenced-in patio area. Outside planting is not allowed in Schilletter Village (SV). Residents wanting to plant a garden are encouraged to rent a garden plot from the SUV Council.

S. GRILLS – In the apartment areas, gas grills, charcoal grills, and smokers are permitted on patios only. These items are prohibited within the apartment, on the balconies, and in garages.

T. GUEST/VISITATION

1. Only those residents contracted and assigned to a specific room/apartment are permitted to live there.
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2. A guest must abide by all policies of Iowa State University (ISU), the DOR, and the Halls / Houses (if specified). You are responsible for informing your guest of all policies. The guest and host are mutually responsible for the conduct of the guest. You will be held financially responsible for damages caused by your guests.

3. All guests must be respectful of all roommate and community member rights.

4. The guest/visitation policy is gender-neutral.

5. Overnight guests may stay with the approval of the roommate(s) for a maximum of three (3) consecutive nights.

6. Overnight guests are not allowed during semester breaks.

7. In the Halls and the MU:
   a. Roommates can agree to record the guest/visitation decisions made for their room by completing a Roommate Agreement. The Roommate Agreement must be completed, signed and filed with the CA before it goes into effect. The Roommate Agreement can be re-negotiated as necessary. Violation of the Roommate Agreement may be handled through the conduct system.
   b. Accompanied guests are welcome at any time in designated common spaces such as house dens, kitchenettes, computer labs and study areas. Houses can agree on a more restrictive visitation policy by following the process outlined in House Policies (section I.V.).

U. HALL/HOUSE NAMES – In the Halls, no use of the hall/house name is permitted without prior approval of DOR staff. Designs for hall/house signs, elevators, murals, and T-shirts must be submitted to the hall director for approval.

V. HOUSE POLICIES – In the Halls, each house has the responsibility to establish policies for Quiet/Study/Courtesy hours, Guest/Visitation and use of Incense. Students and guests will be held responsible for following these house policies as they are established. Failure to adhere to house policies may result in disciplinary action.

1. Policy Guidelines – Policies established by individual houses must follow these guidelines:
   a. The policies will be written and voted on within the first 30 days of fall semester.
   b. The policies will be established by a secret ballot vote. Each policy must have the approval of an 80 percent majority of all residents assigned to the house at the time of each vote.
   c. A new vote on house policies will be taken at the request of any house member.
   d. Each policy must be approved and signed by the hall director.
   e. Copies of currently approved house policies must be posted on the house bulletin board at all times throughout the year.
   f. Copies must be filed with the CA, Hall Director and House Cabinet.
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g. Any house not following the above guidelines will not have house policy privileges until the guidelines have been met.

h. Special interest housing (Learning Communities, theme houses) may have policies that are unique to the living option. In order for members of the house/hall to fully benefit from the experience of living in a special interest housing/hall, you and your guests must follow the house/hall policies.

W. INCENSE

1. Marijuana-scented incense is not permitted.

2. In the Halls, houses can agree on a more restrictive incense policy by following the process outlined in House Policies (section I.V).

X. KEYS, BUILDING ACCESS, AND LOCKS

1. All residence halls, Frederiksen Court, and Legacy, have hours where building exterior doors are locked. During these times, residents may only enter using the card access or key fob issued to them. A listing of locations and hours locked is available on the DOR website.

2. You are responsible for all keys, fobs, and access cards issued to you. You may not give your keys/fob/access card to another individual to use. You may not have duplicate keys/fobs/access cards made.

3. If you damage or misplace your keys/fob/access card, notify your CA or Hall desk/apartment community office immediately.

   a. You may use A+ to deactivate your access card at any time. To obtain a new access card, you must visit the ISUCard office, located in Beardshear Hall for a replacement.

4. You may visit your Hall desk/apartment community office at any time to request a lock change. Depending on the circumstances, if you request a lock change when the maintenance staff is not working there will be overtime charge, in addition to the lock and key charges.

5. Only the DOR has authority to change or install locks in University operated/owned housing.

Y. LIABILITY FOR PERSONAL PROPERTY OR INJURY – Although ISU will make all reasonable efforts to protect student property, neither the University nor the DOR is in any way liable for the loss or theft of, or damage to, any property belonging to you or for injuries sustained by you, your roommate(s), or your guests.

1. The University is not responsible for damage or injury that may be sustained by you caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the University.

2. ISU does not carry insurance on you or your property. You are encouraged to review any existing homeowner’s insurance policies for coverage or to carry your own Renters Insurance. If you are found responsible for damages, you will be held liable, financially or otherwise, for all or any portion of the loss.
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Z. LOCKOUTS

1. In the Halls, residents locked out of their rooms can contact a CA for their building or visit the Hall desk to receive a loaner key.

2. In the MU, residents locked out of their rooms can visit the hotel desk to receive a loaner key.

3. In Frederiksen, ISU West, Legacy, and SUV, during regular office hours, residents locked out of their building, apartment or bedroom may visit their apartment community office for assistance. There are no charges for lock outs occurring during office hours.
   a. In ISU West, Legacy, and SUV, when the office is closed residents may contact the CA on call for assistance.
   b. In Frederiksen, when the office is closed residents may contact the CA on call for assistance. A record of lockouts will be kept by the Frederiksen Office. You will be permitted one (1) free after-hours lockout during a contract period. After the first lockout, you are charged $25 for all after-hours building, apartment or bedroom lockouts.

4. All loaner keys must be returned within seven days or a lock change will be ordered.

AA. MISSING PERSONS

1. If University staff has sufficient cause to believe a student is missing they will notify the ISU Police. For the purpose of this policy a student is considered missing when the student’s whereabouts are unknown (and unexplained) for a period of time that would be unusual, suspicious or of concern by people familiar with the students plans, habits or routines.
   a. After investigating, if it is determined the student has been missing for more than 24 hours the University Police will contact the student’s emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing.
   b. If the student is under the age of 18 the custodial parent will be notified.

2. At the time that a student initially registers for classes or is accepted as a resident in University housing, the student will be given an opportunity to designate an emergency contact in the event the student is missing. This information can be updated at any time by the student.
   a. Students will be provided confidential means to designate such individuals and to update their designations using the Emergency Contact Information page in A+ which contains a special section for students to provide missing person contact information. This confidential contact information will be accessible to authorized campus officials and law enforcement and will not be disclosed outside of the missing person investigation.
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BB. QUIET/STUDY/COURTESY HOURS

1. Courtesy hours are in effect 24 hours per day to help create an environment in which students can successfully pursue their academic studies. Noise from audio systems, TVs, musical instruments, animals, and conversations should be kept to levels that will not interfere with other residents.

2. In the Halls and MU, quiet/study hours are designated times when noise should be kept to a minimum. These hours are maintained to help provide an environment in which students can succeed personally and academically. The minimum acceptable quiet/study hours are Sunday–Thursday 11 p.m.–8 a.m. and Friday–Saturday 2 a.m.–9 a.m.
   a. Houses can agree on additional quiet/study hours that are enforced by residents and staff by following the process outlined in House Policies (section I.T.)
   b. Extended quiet/study hours will be in effect during the last two weeks of each semester. A study break, not to exceed one hour, may occur between 9 p.m. and 10 p.m. daily during those weeks, except for the Saturday right before finals week in which the house may allot a 4-hour block of time ending before 10 p.m. for a study break. Each hall will determine, within these limits, when its study break will be. During the study break, all policies will be enforced; noise should not exceed levels deemed acceptable during courtesy hours. Each house will post its approved quiet/study hours policy.
   c. You are responsible for helping to enforce quiet/study hours. If noise is problematic for you, ask the individual involved to be quieter. Students who are asked to make less noise are expected to do so. If the problem persists, contact your CA or the CA on duty. Anyone may document policy violations. For information on the documentation process, talk to your CA or hall director.

CC. RETRIEVAL OF ITEMS FROM ELEVATOR SHAFTS — Removal of items dropped into an elevator shaft requires the services of a contracted, licensed elevator technician. If you drop items into an elevator shaft, you should contact your hall desk or apartment community office to report the issue. Options for receiving your items are as follows:
   1. During the next elevator service, typically once each semester, all items retrieved from the elevator shaft will be given to the associated hall desk/apartment community office. If your items are retrieved, you will be notified and your items will be returned to you at no charge.
   2. You can request a technician be called in specifically to retrieve your items. In this instance, you will be responsible for the full cost of the service call.

DD. ROOM/APARTMENT ENTRY

1. The DOR respects your desire for privacy. This policy defines the conditions under which the DOR may exercise the reasonable, restrained contractual right of entry by authorized staff members without violating your fundamental privacy rights.
   a. Authorized staff members or their agents who may enter your room/apartment include all DOR staff and ISU Police. Unauthorized individuals will not be permitted to enter your room/apartment unless you are present and/or give your consent.
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2. Rooms/Apartments may be entered under the following conditions:
   a. To provide service or conduct inspection for the purposes of cleaning, maintenance, pest treatment, etc.
   b. To conduct safety inspections or to ensure that proper closing procedures have been followed in buildings that close during break periods.
   c. To aid in the evacuation of a building during a fire alarm or drill.
   d. To manage an emergency in which imminent danger to life, safety, health, or property is reasonably feared. The DOR retains the authority to determine what constitutes an emergency.
   e. To maintain an environment that facilitates the scholarship of other residents, including, but not limited to: turning off an alarm, audio system, television or any other unattended item or animal that is causing a disturbance.
   f. To assess instances in which a resident may have permanently vacated or abandoned their space.
   g. When notified of the presence of an unauthorized animal or where an authorized animal is present, to review facility conditions, to verify the number of animals present, and to assess the welfare/living conditions of the animal(s).

3. Room/Apartment Entry
   a. In the event of emergency, entry in to your room/apartment may be made without prior notification.
   b. For all other situations, you will be given at least 24 hours prior notification that staff will enter your room/apartment. The reason for entry will be listed in the notification.
      i. Notification types include, but are not limited to: e-mails, newsletters, postings on room/apartment doors or bulletin boards.
      ii. If you submit a service request, your request is considered notification and entry may occur at any time following the request.
   c. Discretion will be used by all staff conducting entry. Before entering using a key, staff will make reasonable efforts to locate the occupant(s). They will knock, announce themselves and provide sufficient opportunity for you to open the door. If no response is received, your room/apartment may still be entered.
   d. The contents of closed wardrobes, closets, desks or dresser drawers, trunks, luggage, etc., will not be inspected. If noticed during entry, the presence of any illegal materials (e.g., drugs) or items that pose an immediate danger to the health or safety of residents will be communicated to appropriate staff to arrange for removal. You will receive written notification of this action.
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e. You will receive summary notification regarding the entry of your room/apartment in the following situations:
   i. Following any unannounced entry by DOR staff.
   ii. Following maintenance visits, a note will be left detailing who entered the room/apartment, the reason for entry, the work performed and the status of the job.

4. Search Warrants – A University official may not consent to the search of your room/apartment by the police or other government officials unless he or she has a legal search warrant. This policy is intended to serve as a basis for management operation in an area that requires a delicate balance between constitutional rights and group welfare. This policy will serve as a guide, but effective implementation depends upon the good judgment of all parties involved.

EE. ROOM/APARTMENT PERSONALIZATION

1. Candles and Open Flames — For safety reasons, candles with wicks and other open flame devices are not permitted. Wickless candles/warmers are permitted.

2. Clotheslines — Clotheslines are not permitted in student rooms/apartments or in common areas.

3. Electrical Cords — The use of extension cords as permanent wiring is not permitted. Surge protectors should be used in rooms/apartments. If your electrical use within a room/apartment causes electrical malfunctions, you may be asked to rearrange or remove items.

4. Furnishings
   a. In the Halls and the MU, each resident is provided a bed, mattress, desk, chair, clothing unit (typically a dresser and/or wardrobe), and waste basket. It is recommended that you use only the bed provided by the University. Beds provided are of two types: lofted or unlofted. In rooms where a loft is provided, you are not permitted to substitute your own personal loft.

   b. In Frederiksen, apartments include a sofa, chair, end table, coffee table, table lamp, floor lamp, and barstools in the apartment’s common space. Provided appliances include: dishwasher, microwave, refrigerator, stove/range, garbage disposal, and washer/dryer. Additionally, each resident is provided with a bed, mattress, desk, chair, file caddy, dresser (or equivalent), and a wardrobe in their bedroom. In the 2-bedroom shared apartments, bed are lofted and include bed rails and ladders. Private bedrooms are equipped with captain’s beds (beds with drawers in the base). You are not permitted to substitute your own personal loft for the bed provided.

   c. In Legacy, apartments include a sofa, chair, end table, coffee table, dining table, and dining chairs in the apartment’s common space. Provided appliances include: dishwasher, microwave, refrigerator, stove/range, and garbage disposal. Additional, each resident is provided with a bed, mattress, desk, chair, and dresser in their bedroom.
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d. In ISU West, apartments include a sofa, chair, end table, coffee table, dining table, and dining chairs in the apartment’s common space. Provided appliances include: dishwasher, microwave, refrigerator, stove/range, garbage disposal, and washer/dryer. Additionally, each resident is provided with a loftable bed, bed rails and ladder, mattress, desk, chair, file caddy, and dresser in their bedroom. You are not permitted to substitute your own personal loft for the bed provided.

In SUV, with the exception of 30 single student apartments in the UV area, all SUV units are non-furnished. Furnished apartments include a kitchen table and chairs, sofa and armchair, coffee table, end table/nightstand, and TV cabinet/stand. Provided appliances include: refrigerator and stove/range. Each resident is provided with a captain’s bed, mattress, desk, and desk chair. You are not permitted to substitute your own personal loft for the bed provided.

f. Outdoor Furnishings

i. Only outdoor equipment/furniture that is weather-resistant and commonly sold as lawn/patio furniture may be used on balconies/patios.

ii. In ISU West and SUV, resident-owned swing sets are not allowed. You are responsible for keeping the yard areas free of garden hoses, children’s toys, wading pools, and other items that would interfere with the upkeep or mowing of lawns. The DOR is not responsible for items damaged by mowing or snow removal.

g. With the exception of mattresses in appropriately constructed lofts (section I.CC.5.i.), the feet/legs/bottoms of all furniture must remain on the floor at all times and may not be stacked or raised onto platforms.

h. Generally, storage is not available for residents who wish to use their own, rather than the University provided, furniture.

i. In the Halls, residents may contact their CAs to see if any house storage is available. Residents opting to use storage will be required to sign a Storage Policy and Agreement form.

ii. All resident house storage locations are shared space and storage of items is at your own risk. Furniture not present in a resident room at check-out remains the financial responsibility of the resident even if that furniture went missing from house storage.

i. Empty and/or filled kegs are not allowed as furniture. Waterbeds and hot tubs are not permitted, nor are traffic/street signs without proof of purchase.

j. University-owned furniture may not be removed from common areas to be used in resident rooms/apartments.

k. University-owned furniture may not be relocated from one resident room/apartment to another.

l. Upon check-out all University provided furniture must be returned to its original location and condition. The cost of missing or broken furniture will be charged at the full replacement rate.
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m. Lofts/Bunks – If you live in a location where personal lofts are permitted (section I.CC.5.) and you choose to provide your own bunked/lofted bed, the University assumes no liability and you are fully responsible for any injury or damages that may occur. You will be required to sign a waiver of liability agreement if you have a bunk bed or a loft bed, whether it is your own or provided by the University. Please note: some metal bed frames cannot be bunked. If you choose to provide your loft, the structure must follow these minimum standards:

i. Be 36 inches from the bed platform to the lowest part of the ceiling;
ii. Be 24 inches from any smoke detector or sprinkler head;
iii. Be freestanding;
iv. Not be attached to any wall, ceiling, or furniture;
v. Have an installed ladder made of metal or wood construction (other furniture may not be used as a step stool);
vi. Have an installed side rail designed to prevent you from rolling out of the bed. The top of the safety rail must be 5 inches above the top of the mattress;
vii. Not be wider than the size of one student mattress;
viii. Be constructed of metal or wood. Fabric cannot be suspended from or around the loft;
ix. Not restrict exit from any portion of the room or be a safety hazard to persons walking around the room;
x. Allow the door to open perpendicular to the door opening, and at least 22 inches must be allowed for exiting from any interior room arrangement.
xi. Be used solely for holding one extra-long twin-sized mattress.

5. Material on Doors – The display of material on the exterior of room/apartment doors is subject to the conditions of community leadership.

a. In the Halls, copies of this policy may be obtained from the Inter-Residence Hall Association (IRHA) Website: http://www.irha.iastate.edu/.
b. In Frederiksen, ISU West, Legacy, and SUV, contact your apartment community offices for guidelines.

6. Painting, Wall Papering and Decals

a. Wall papering is not permitted in any room/apartment.
b. Wall murals are not permitted in any rooms/apartments.

i. In the Halls, Houses who wish to paint community murals may obtain a copy of the House Personalization Policy for painting elevators and hallways from their CA or Hall Director.
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c. In the Halls, you may paint your room walls (except in new or recently renovated buildings) if it was not painted the summer prior to the current academic year. Only paint provided (free of charge) by the DOR may be used. Contact the Service Center (294-3322) for details. Woodwork may not be painted.

d. In Frederiksen, Legacy, and ISU West, you may not paint your apartment walls. If you believe your apartment needs painted, you may submit an on-line Service Request.

7. Prohibited Appliances

   i. Personal space heaters, halogen torchiere lamps, and sun lamps may not be used in resident rooms/apartments/

   ii. Light fixtures, ceiling fans, or other electrical appliances may not be hung/installed on ceilings or walls.

   iii. Smoke and fog machines may not be used in any resident rooms/apartments/

   iv. Air Conditioners — You are not permitted to sue or install your own window air conditioner units. You are permitted to use a freestanding, evaporation type, room cooler if the unit does not require ventilation to the outdoors and does not draw more than 3.5 amps.

   v. In SUV, you may not install any type of clothes dryer in UV apartments. Only 110– or 220– volt electric dryers are permitted in SV basements.

   vi. In SUV, for fire safety reasons, you are not permitted to cover the burners or air vents at the rear of the stove or any other parts with aluminum foil or any other material. You must also keep your stove/range clean and free of grease build-up.

8. Refrigerators

   i. In the Halls and the MU, refrigerators with the following specifications are allowed: maximum capacity of 4.5 cubic feet, 115 volt, 60 cycle AC, 230 watts, 2 amps (when running). Only one refrigerator per student is allowed.

   ii. In Frederiksen, Legacy, ISU West and SUV, a full-size refrigerator is supplied in each kitchen. Additional refrigerators, freezers or other large appliances with the following specifications are allowed: maximum capacity of 4.5 cubic feet, 115 volt, 60 cycles AC, 230 watts, 2 amps (when running). Only one refrigerator or freezer per student is allowed.

9. Satellite Dishes and Antennas

   a. In the Halls, Frederiksen Court, and SUV, digital cable television service is provided, at no additional charge to residents, through Mediacom.
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i. Digital Services and Premium Channels are available for residents at an additional cost. Visit the Ames Mediacom office on 225 S. Dayton Avenue for more information.

ii. TVs that do not have a built-in digital tuner will need a Digital Adapter to receive digital service.

b. In Legacy and ISU West, cable television is provided, at no additional charge to residents. For more information on providers and additional channels/packages, please visit your apartment community office.

c. Satellite dishes and antennas are not permitted.

10. Trees – Cut trees (e.g., Christmas trees) are not permitted.

11. Wall and Ceiling Hangings

a. In Wallace and Wilson Halls, there are small amounts (less than 5%) of safely encapsulated asbestos in the ceiling. ISU Environmental Health and Safety inspects all rooms twice per year, typically during breaks. Rooms can also be inspected at student request.

i. To ensure the ceilings are not damaged and that asbestos remains safety encapsulated:

- All lofts must be free standing.
- Do not puncture or attach anything to the ceiling.

ii. Report any damage to the Department of Residence Service Center at 515-294-3322.

- Ceiling damage requires repair by a contractor specializing in asbestos repair. You will be assessed all costs for repair which are likely to exceed $1000 (section 1.CC.10.).

b. In the Halls, Legacy, and ISU West, you may put up wall hangings, using an adhesive such as 3M Command Strips, Sticky Tack or poster putty as long as it does not damage the surface of the wall or leave a residue. To prevent damage to the room and its furnishings, nails, screws, and tacks are not to be used.

c. In Frederiksen and SUV, pictures and mirrors may be hung on the painted walls with nail-type picture hangers available in your apartment community office. You may also use 3M Command Strips, Sticky Tack or poster putty as long as it does not damage the surface of the wall or leave a residue. Other adhesive picture hangers, tacks, or screws are not to be used. You may not insert hooks in the ceiling nor attach anything to doors, cupboards, or wood trim.

d. Televisions may not be mounted to the wall in any area.
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12. Window Coverings

   a. In the Halls, Legacy, ISU West, and Frederiksen, window covering (curtains or blinds) are provided in all student rooms and apartments. You may install additional window coverings using tension rods only.

   b. In SUV, vertical blinds are provided for UV patio door windows. You may furnish mini-blinds, vertical blinds and spring tension rods for other windows in SV and UV apartments. Installation of hardware for blinds must be done by DOR staff. Call the Service Center (294-3322) to request the installation. Staff does not repair broken or damaged blinds that are not provided by the DOR.

FF. ROOM/APARTMENT USE

1. Only you and your assigned roommate(s) are permitted to live in your room.

   a. Residents may have infants, minor children, and relatives live with them only in those SUV apartments specifically designated as Family housing.

2. You are not permitted to sublet or assign your room/apartment to any other person.

3. You may not use your room/apartment, ISU email, or campus mailbox for any business/commercial reason.

GG. ROOMMATES

1. Respect is the foundation for interchange of ideas, for learning and for working toward common goals. Consequently, ISU is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation (including gender identity), status as a U.S. veteran (disabled, Vietnam or other), or any other status protected by University policy or local, state, or federal law. Discrimination and harassment impede the realization of the University's mission of distinction in education, scholarship, and service, and diminish the whole community.

2. Living in the on-campus is a community living experience where all members have certain rights and responsibilities. Since the members of a residence hall/apartment community are unique individuals with different perceptions and values, the interpretation of these rights and responsibilities can sometimes conflict. When conflict between members of a residence hall community occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is not easy, it can lead to understanding, respect among community members, and help build a positive living environment. In order to encourage resolution of conflict by the individuals involved, the Resident Consideration Policy was established.

3. Resident Consideration Policy

   a. A resident is expected to be the first person to handle the situation when their or the community's rights are being violated.

   b. If, after addressing the inappropriate behavior of another individual, that individual does not attempt to alter their behavior then the resident should take steps to visit with their CA and work out alternatives.
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4. Accommodating a Roommate
   a. Residents assigned to rooms, suites and apartments that are not filled to capacity, and who have not been given permission to have their assignment as a Double as Single, Triple as Double, or Private Apartment, are required to keep the vacant space ready for a new roommate at all times. A clean, clear and equitable amount of space must be available, including bed, closet, desk, and floor space. In locations with bathrooms and/or kitchens, this includes shelves, cupboards, counters and appliances.
   b. Residents who do not maintain the vacant space in their room/suite/apartment clean and available and/or who refuse to accept a new roommate when one is assigned will face the following consequences:
      i. The vacant spaces will be converted to a Double as Single, Triple as Double or Private Apartment retroactive to the start of the contract or the date the vacancy occurred, whichever came first. The remaining resident(s) will be responsible for paying the additional fees associated with that assignment status. This status will remain effective until such time that the resident finds their own roommate.
      ii. The DOR, based upon occupancy levels, may opt to terminate the contract of the resident, in which case the resident will be responsible for all applicable penalties according to the date of termination.

5. New Roommate Notification – When a new resident has selected or is assigned to a partially-occupied room/apartment, when possible, the DOR will make best efforts to notify current residents of this new roommate in advance of their arrival. Notification is done via your ISU email account.

6. Vacant Space – Residents with vacant space should expect to have new roommate(s) and should check their ISU e-mail and A+ for new roommate information (if available). Residents may not use space they have not contracted for and must ensure that equitable common area space is available for all roommates.

HH. SALES, SOLICITATION, AND DELIVERY

1. In the Halls, the MU, and Legacy, direct to room-door delivery is not permitted at any time.
2. In Frederiksen, ISU West and SUV, during times that building doors (where applicable) are unlocked, direct to apartment-door delivery is permitted. When building doors are locked, direct to apartment-door delivery is not permitted.
3. Sales or solicitation are not permitted in any on-campus location including going door-to-door.
   a. Solicitation shall be defined as any commercial, profit-making, campaigning, or fund-raising activity. You may not use your room/apartment, campus telephone number, or campus mailbox for any commercial reason. Student organizations wishing to solicit in the halls or apartment communities must be registered with and have the prior approval of the Student Activities Office and the DOR Residence Life Office.
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4. Due to the large amount of information disseminated by various groups to students living in the halls, guidelines have been established for the use of student and house mailboxes. Individuals or groups wishing to use these mailboxes must follow the procedures and guidelines outlined by the DOR. These guidelines are available at the hall desks and on the DOR’s Web site.

5. Special interest activities, such as political or religious activities, or recruitment for organizations, which involve petitioning, canvassing, registration, campaigning, and/or other similar activities, shall be permitted only upon authorization from the Student Activities Office and the Residence Life Office and only in non-student room/apartment areas of the halls and apartment communities. When conducting such activities, individual(s) or group(s) may not impede traffic through the area or approach students in dining service lines. Individual(s) or group(s) will not be permitted to campaign door-to-door, nor will they be permitted to use the residence hall mailboxes for campaign literature (unless individually addressed). Through registration with the appropriate offices, the sponsoring organization agrees to abide by the established procedures of the building or neighborhood. Members should have a copy of the approval form with them at all times. Organization members not adhering to the guidelines will be asked to leave the area immediately. If a house extends an invitation to a candidate, or any other individual, that person may visit the house to which they were invited and no other house.

II. SMOKING

1. In accordance with Iowa law, smoking is prohibited on all University grounds and in all University-owned or operated buildings, residence halls, apartments, including apartment balconies and patios. This policy includes the use of electronic smoking devices.

JJ. SPORTING ACTIVITIES AND PLAYGROUNDS

1. Due to safety and facility concerns, water fights and throwing Frisbees, balls, or other objects is prohibited in or around the halls and apartments.

2. Roller skates, roller blades, and skateboards are permitted on campus sidewalks. Roller skates, roller blades and skateboards are not permitted on or in University structures or buildings, on stairways, sub-walks, elevated sidewalks, access ramps, steps, retaining walls, handrails or other architectural elements, on or in planting, grass or seeded areas, or where otherwise prohibited by sign, peace officer or other authorized traffic director. Any person on roller skates, roller blades or a skateboard must yield the right-of-way to any wheelchair or other mobility assistance device for the disabled, pedestrian or bicycle.

3. In SUV, inappropriate use of playground equipment, such as standing on swings or climbing on top of structures not designed for such purpose is strictly prohibited. Persons causing any breakage or damage resulting from misuse of equipment on SUV playgrounds shall be charged for its replacement or repair.

KK. SUBSTANCE FREE HOUSING

1. Maple and Eaton Halls, an Lincoln, Palmer, Pennell, Lowe, and Stange Houses in Friley Hall are substance-free areas. Use of substances, including alcohol, tobacco, and illegal drugs, are prohibited to all students in these areas, regardless of age.
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2. Residents found responsible for violating the university alcohol policy, including first offenses will be removed from the substance-free living environment depending upon the severity of the violation. If there is no space available for relocation, an alternate sanction will be determined.

LL. TECHNOLOGY USE

1. Excessive Usage — To ensure equitable internet access/availability for all residents, the DOR monitors bandwidth usage on Residential Networks. If you bandwidth usage exceeds reasonable limits, you will be contacted and asked to reduce your usage.

2. Wireless Routers
   a. In the Halls, the MU, and Frederiksen, due to Residential Network signal interference, you are not permitted to set up your own wireless router. If a wireless router is tracked to your IP address, you will be contacted and asked to disable your wireless radio. If you already own a wireless router and prefer to keep your router for Ethernet networking, disable your wireless radio. Consult the manufacturer of your router for directions.
   b. In Legacy and ISU West, wireless routers are permitted.

3. Suspension of Service
   a. Failure to comply with requests to lower usage or disable a wireless radio will result in suspension of your access to Residential Networks. You will be charged a $50 reconnect fee to reestablish your access.
   b. In the event a resident is suspected/found to be in violation of federal copyright law due to illegal downloads, network service will be indefinitely suspended. Service will be reinstated at the discretion of the DOR Administrative Services office.

MM. TRASH AND RECYCLING

1. Trash — You are responsible for removing trash from your room/apartment. Trash should be disposed of in the trash chutes (where applicable) or in the garbage dumpsters provided outside of the buildings. Disposal of items that are too large to fit into the dumpsters is the responsibility of the resident. Hot charcoals may not be placed in the trash.

2. Recycling — You are encouraged to participate in your community’s recycling program, following that community’s procedures which include using the appropriate containers, not contaminating those containers, and keeping the recycling area clean and safe.

NN. WEAPONS

1. Anyone who uses, threatens to use, or is found in possession of a weapon or potential weapon may be removed from on-campus housing immediately. This removal could be temporary, or may result in a permanent cancellation of your contract, depending on the severity of the situation and the outcome of an administrative investigation and/or conduct hearing.

2. Weapons include, but are not limited to: pistol, revolver, shotgun, assault rifle, rifle or other firearm; BB or pellet gun (including Airsoft), paintball, Taser or stun-gun; bomb, grenade, mine, or other explosive or incendiary device; ammunition, archery equipment; or dagger, knife having a blade exceeding five inches in length, stiletto, switchblade knife, or sword.
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3. A “weapon also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon, or a look-a-like gun that is reasonably capable of being mistaken for a real weapon) or an object used in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).

4. You may possess knives, designed for cooking purposes, which have blades exceeding five inches.

O0. WINDOWS, WINDOW SCREENS, BALCONIES AND LEDGES

1. Screens must be left on windows, and there must be a screen covering all open windows. You may not lean or reach out of windows where screens are not in place.

2. Windows must be closed when you leave during breaks.

3. You are prohibited from:
   a. Standing on, sitting on, or leaning over window ledges and balconies.
   b. Entering or exiting a building through a window.
   c. Using window ledges or balconies as storage.
   d. Throwing items out of windows or off balconies.

4. You will be held liable for property damage and personal injury resulting from items being thrown/falling from windows, ledges or balconies.

5. You are not permitted to access the roof of any residential building at any time.

II. DISCIPLINARY PROCEDURES

As a resident of University housing, you are under the jurisdiction of the DOR and guidelines published in the Student Disciplinary Regulations. Sanctions imposed by DOR staff or the Office of Student Conduct (OSC) are binding.

If you are found responsible for violations of the rules and regulations of the DOR set forth in the Terms and Conditions document, this Policy Handbook, or the Student Disciplinary Regulations, you may receive a disciplinary sanction resulting from a conduct hearing, including possible termination of your Housing and Dining contract and/or suspension or expulsion from the university.

A. Sanctions — The following sanctions may be imposed in all Level 2 cases.

1. Warning: A written notice indicating that a violation occurred and a more severe sanction will occur if the behavior does not change.

2. Disciplinary Reprimand: A written rebuke telling the student that his/her conduct is in violation of Residence rules and regulations.
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3. Probation: A more severe sanction than a disciplinary reprimand. Probation is a period of review during which the student or student organization must demonstrate the ability to comply with Residence rules, regulations, and other requirements stipulated for the probation period.

4. Education: A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.

5. Restitution: A requirement to pay the cost of cleaning, repair and/or replacement of property damage incurred during conduct violation, to another student or DOR.

6. Deferred Removal: A more severe sanction than Probation. Deferred removal is a period of review during which the occurrence of another violation will result in cancellation of the student’s residence contract.

7. Termination of Housing Contract: A student may be removed from a residence hall or apartment. The student’s access to specific living or dining areas may be restricted as part of the sanction.

B. If you receive a disciplinary sanction of removal from on-campus housing, you must leave within the time frame stated in the conduct sanction letter following formal acceptance of that decision by the DOR. If you appeal the decision, you may be reassigned to another living space on campus, pending the outcome of the appeal. Your original space will not be reassigned until the completion of the appeal process.

C. The OSC Administrator or Dean of Students may order that a student be immediately removed from university housing when the student's continued presence constitutes an ongoing risk to property and/or to the safety and well-being of other students in the community. The student will receive a written notice stating the reasons for the interim removal and the time and place of the hearing to be held within two business days. The hearing will be before the Dean of Students. At the time of the hearing, the university shall show probable cause why interim removal from university housing is warranted, and the student shall have the opportunity to show why interim removal from university housing is not warranted.

1. The following are considered risks to the safety and well-being of other students in the community:
   a. Harassment, including verbal or physical assault/abuse. Conduct that threatens or endangers the health and safety of others
   b. Possession of firearms
   c. Arson, tampering with the fire alarm system
   d. Possession/selling/ manufacturing of drugs

D. If your Housing and Dining contract is terminated due to disciplinary action, your prepayment will be forfeited; you will be charged the cancellation penalty for housing and for dining if you opt not to retain your meal plan. You will also be charged the daily rate until you officially check-out. Charges for damages, cleaning, and improper check-out may be imposed.
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E. Student Rights

1. Right to due process in the student judicial process;
2. Right to receive a written notice of the alleged student conduct violation;
3. Right to a student conduct hearing;
4. Right to be present at the hearing;
5. Right to present documentary, testimonial, or physical evidence at the hearing;
6. Right to remain silent during the hearing;
7. Right to have an advisor(s) present at the hearing;
8. Right to receive a written notice of the conduct decision within five (5) business days after a final decision has been determined;
9. Right to appeal a final decision;
10. Right to review student disciplinary file maintained in the Office of Student Conduct.
Appendix 2

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Appendix 2

Legal Definitions and Code

236.2 DOMESTIC ABUSE

2. “Domestic abuse” means committing assault as defined in section 708.1 under any of the following circumstances;

a. The assault is between family or household members who resided together at the time of the assault.

b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.

c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.

d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.

e. (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors:

   (a) The duration of the relationship.

   (b) The frequency of the interaction.

   (c) Whether the relationship has been terminated.

   (d) The nature of the relationship, characterized by either party’s expectation of sexual or romantic involvement.

   (2) A person may be involved in an intimate relationship with more than one person at a time.

   (3) “Emergency shelter services” include but are not limited to secure crisis shelters or housing for victims of domestic abuse.

   (4) a. “Family or household members” means spouses, persons cohabiting, parents, or other persons related by consanguinity or affinity.

      b. “Family or household members” does not include children under age eighteen of persons listed in paragraph “a”.

   (5) “Intimate relationship” means a significant romantic involvement that need not include sexual involvement. An intimate relationship does not include casual social relationships or associations in a business or professional capacity.
Appendix 2

Legal Definitions and Code

708.2A Domestic abuse assault — mandatory minimums, penalties enhanced — extension of no-contact order.

1. For the purposes of this chapter, “domestic abuse assault” means an assault, as defined in section 708.1, which is domestic abuse as defined in section 236.2, subsection 2, paragraph “a”, “b”, “c”, or “d”.

2. On a first offense of domestic abuse assault, the person commits:
   a. A simple misdemeanor for a domestic abuse assault, except as otherwise provided.
   b. A serious misdemeanor, if the domestic abuse assault causes bodily injury or mental illness.
   c. An aggravated misdemeanor, if the domestic abuse assault is committed with the intent to inflict a serious injury upon another, or if the person uses or displays a dangerous weapon in connection with the assault. This paragraph does not apply if section 708.6 or 708.8 applies.
   d. An aggravated misdemeanor, if the domestic abuse assault is committed by knowingly impeding the normal breathing or circulation of the blood of another by applying pressure to the throat or neck of the other person or by obstructing the nose or mouth of the other person.

3. Except as otherwise provided in subsection 2, on a second domestic abuse assault, a person commits:
   a. A serious misdemeanor, if the first offense was classified as a simple misdemeanor, and the second offense would otherwise be classified as a simple misdemeanor.
   b. An aggravated misdemeanor, if the first offense was classified as a simple or aggravated misdemeanor, and the second offense would otherwise be classified as a serious misdemeanor, or the first offense was classified as a serious or aggravated misdemeanor, and the second offense would otherwise be classified as a simple or serious misdemeanor.

4. On a third or subsequent offense of domestic abuse assault, a person commits a class “D” felony.

5. For a domestic abuse assault committed by knowingly impeding the normal breathing or circulation of the blood of another by applying pressure to the throat or neck of the other person or by obstructing the nose or mouth of the other person, and causing bodily injury, the person commits a class “D” felony.

6. a. A conviction for, deferred judgment for, or plea of guilty to, a violation of this section which occurred more than twelve years prior to the date of the violation charged shall not be considered in determining that the violation charged is a second or subsequent offense.
Appendix 2

Legal Definitions and Code

b. For the purpose of determining if a violation charged is a second or subsequent offense, deferred judgments issued pursuant to section 907.3 for violations of section 708.2 or this section, which were issued on domestic abuse assaults, and convictions or the equivalent of deferred judgments for violations in any other states under statutes substantially corresponding to this section shall be counted as previous offenses. The courts shall judicially notice the statutes of other states which define offenses substantially equivalent to the offenses defined in this section and can therefore be considered corresponding statutes. Each previous violation on which conviction or deferral of judgment was entered prior to the date of the offense charged shall be considered and counted as a separate previous offense.

c. An offense shall be considered a prior offense regardless of whether it was committed upon the same victim.

7. a. A person convicted of violating subsection 2 or 3 shall serve a minimum term of two days of the sentence imposed by law, and shall not be eligible for suspension of the minimum sentence. The minimum term shall be served on consecutive days. The court shall not impose a fine in lieu of the minimum sentence, although a fine may be imposed in addition to the minimum sentence. This section does not prohibit the court from sentencing and the person from serving the maximum term of confinement or from paying the maximum fine permitted pursuant to chapters 902 and 903, and does not prohibit the court from entering a deferred judgment or sentence pursuant to section 907.3, if the person has not previously received a deferred sentence or judgment for a violation of section 708.2 or this section which was issued on a domestic abuse assault.

b. A person convicted of violating subsection 4 shall be sentenced as provided under section 902.9, subsection 1, paragraph “e”, and shall be denied parole or work release until the person has served a minimum of one year of the person’s sentence. Notwithstanding section Thu May 19 10:27:31 2016 Iowa Code 2016, Section 708.2A (19, 3) §708.2A, 2 901.5, subsections 1, 3, and 5, and section 907.3, the person cannot receive a suspended or deferred sentence or a deferred judgment; however, the person sentenced shall receive credit for any time the person was confined in a jail or detention facility following arrest.

8. If a person is convicted for, receives a deferred judgment for, or pleads guilty to a violation of this section, the court shall modify the no-contact order issued upon initial appearance in the manner provided in section 664A.5, regardless of whether the person is placed on probation.

9. The clerk of the district court shall provide notice and copies of a judgment entered under this section to the applicable law enforcement agencies and the twenty-four hour dispatcher for the law enforcement agencies, in the manner provided for protective orders under section 236.5. The clerk shall provide notice and copies of modifications of the judgment in the same manner.

10. In addition to the mandatory minimum term of confinement imposed by subsection 7, paragraph “a”, the court shall order a person convicted under subsection 2 or 3 to participate in a
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batterers’ treatment program as required under section 708.2B. In addition, as a condition of de-
erring judgment or sentence pursuant to section 907.3, the court shall order the person to partic-
ipate in a batterers’ treatment program. The clerk of the district court shall send a copy of the
judgment or deferred judgment to the judicial district department of correctional services.

709.1 SEXUAL ABUSE DEFINED.

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the
other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the
other is procured by threats of violence toward any person or if the act is done while the other is
under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act
is done against the will of the other.
2. Such other person is suffering from a mental defect or incapacity which precludes giving
consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other person is a child.

709.1A INCAPACITATION.

As used in this chapter, "incapacitated" means a person is disabled or deprived of ability, as follows:

1. "Mentally incapacitated" means that a person is temporarily incapable of apprising or
controlling the person's own conduct due to the influence of a narcotic, anesthetic, or
intoxicating substance.
2. "Physically helpless" means that a person is unable to communicate an unwillingness to act
because the person is unconscious, asleep, or is otherwise physically limited.
3. "Physically incapacitated" means that a person has a bodily impairment or handicap that
substantially limits the person's ability to resist or flee.

709.2 SEXUAL ABUSE IN THE FIRST DEGREE.

A person commits sexual abuse in the first degree when in the course of committing sexual abuse the
person causes another serious injury.
Sexual abuse in the first degree is a class "A" felony.

709.3 SEXUAL ABUSE IN THE SECOND DEGREE.

A person commits sexual abuse in the second degree when the person commits sexual abuse under any
of the following circumstances:

1. During the commission of sexual abuse the person displays in a threatening manner a
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dangerous weapon, or uses or threatens to use force creating a substantial risk of death or serious injury to any person.
2. The other person is under the age of twelve.
3. The person is aided or abetted by one or more persons and the sex act is committed by force or against the will of the other person against whom the sex act is committed.

Sexual abuse in the second degree is a class "B" felony.

709.4 SEXUAL ABUSE IN THE THIRD DEGREE.
A person commits sexual abuse in the third degree when the person performs a sex act under any of the following circumstances:

1. The act is done by force or against the will of the other person, whether or not the other person is the person's spouse or is cohabiting with the person.
2. The act is between persons who are not at the time cohabiting as husband and wife and if any of the following are true:
   a. The other person is suffering from a mental defect or incapacity which precludes giving consent.
   b. The other person is twelve or thirteen years of age.
   c. The other person is fourteen or fifteen years of age and any of the following are true:
      (1) The person is a member of the same household as the other person.
      (2) The person is related to the other person by blood or affinity to the fourth degree.
      (3) The person is in a position of authority over the other person and uses that authority to coerce the other person to submit.
      (4) The person is four or more years older than the other person.
3. The act is performed while the other person is under the influence of a controlled substance, which may include but is not limited to flunitrazepam, and all of the following are true:
   a. The controlled substance, which may include but is not limited to flunitrazepam, prevents the other person from consenting to the act.
   b. The person performing the act knows or reasonably should have known that the other person was under the influence of the controlled substance, which may include but is not limited to flunitrazepam.
4. The act is performed while the other person is mentally incapacitated, physically incapacitated, or physically helpless.

Sexual abuse in the third degree is a class "C" felony.
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708.11 STALKING: engaging in a course of conduct directed at a specific person that would cause a reasonable person to — a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. Iowa Code 708.11 states:

1. As used in this section, unless the context otherwise requires:
   a. “Accompanying offense” means any public offense committed as part of the course of conduct engaged in while committing the offense of stalking.
   b. “Course of conduct” means repeatedly maintaining a visual or physical proximity to a person without legitimate purpose or repeatedly conveying oral or written threats, threats implied by conduct, or a combination thereof, directed at or toward a person.
   c. “Immediate family member” means a spouse, parent, child, sibling, or any other person who regularly resided in the household of a specific person.
   d. “Repeatedly” means on two or more occasions.

2. A person commits stalking when all of the following occur:
   a. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family.
   b. The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct.
   c. The person’s course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person’s immediate family.

3. a. A person who commits stalking in violation of this section commits a class “C” felony for a third or subsequent offense.
   b. A person who commits stalking in violation of this section commits a class “D” felony if any of the following apply:
      (01) The person commits stalking while subject to restrictions contained in a criminal or civil protective order or injunction, or any other court order which prohibits contact between the person and the victim, or while subject to restrictions contained in a criminal or civil protective order or injunction or other court order which prohibits contact between the person and another person against whom the person has committed a public offense.
      (02) The person commits stalking while in possession of a dangerous weapon, as defined in section 702.7.
      (03) The person commits stalking by directing a course of conduct at a specific person who is under eighteen years of age.
      (04) The offense is a second offense.
   c. A person who commits stalking in violation of this section commits an aggravated misdemeanor if the offense is a first offense which is not included in paragraph “b”.

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4. Violations of this section and accompanying offenses shall be considered prior offenses for the purpose of determining whether an offense is a second or subsequent offense. A conviction for, deferred judgment for, or plea of guilty to a violation of this section or an accompanying offense which occurred at any time prior to the date of the violation charged shall be considered in determining that the violation charged is a second or subsequent offense. Deferred judgments pursuant to section 907.3 for violations of this section or accompanying offenses and convictions or the equivalent of deferred judgments for violations in any other states under statutes substantially corresponding to this section or accompanying offenses shall be counted as previous offenses. The courts shall judicially notice the statutes of other states which define offenses substantially equivalent to the offenses defined in this section and its accompanying offenses and can therefore be considered corresponding statutes. Each previous violation of this section or an accompanying offense on which conviction or deferral of judgment was entered prior to the date of the violation charged shall be considered and counted as a separate previous offense. In addition, however, accompanying offenses committed as part of the course of conduct engaged in while committing the violation of stalking charged shall be considered prior offenses for the purpose of that violation, even though the accompanying offenses occurred at approximately the same time. An offense shall be considered a second or subsequent offense regardless of whether it was committed upon the same person who was the victim of any other previous offense.

5. Notwithstanding section 804.1, rule of criminal procedure 2.7, Iowa court rules, or any other provision of law to the contrary, upon the filing of a complaint and a finding of probable cause to believe an offense has been committed in violation of this section, or after the filing of an indictment or information alleging a violation of this section, the court shall issue an arrest warrant, rather than a citation or summons. A peace officer shall not issue a citation in lieu of arrest for a violation of this section. Notwithstanding section 804.21 or any other provision of law to the contrary, a person arrested for stalking shall be immediately taken into custody and shall not be released pursuant to pretrial release guidelines, a bond schedule, or any similar device, until after the initial appearance before a magistrate. In establishing the conditions of release, the magistrate may consider the defendant’s prior criminal history, in addition to the other factors provided in section 811.2.

6. For purposes of determining whether or not the person should register as a sex offender pursuant to the provisions of chapter 692A, the fact finder shall make a determination as provided in section 692A.126.
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123.47 PERSONS UNDER LEGAL AGE -- PENALTY.

1. A person shall not sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age.

2. A person or persons under legal age shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine, or beer in their possession or control; except in the case of liquor, wine, or beer given or dispensed to a person under legal age within a private home and with the knowledge, presence, and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages, wine, and beer during the regular course of the person’s employment by a liquor control licensee, or wine or beer permittee under this chapter.

3. a. A person who is under legal age, other than a licensee or permittee, who violates this section regarding the purchase of or attempt to purchase alcoholic liquor, wine, or beer, or possessing or having control of alcohol liquor, wine, or beer, commits the following:
   (1) A simple misdemeanor punishable as a scheduled violation under section 805.8C, subsection 7.
   (2) A second offense shall be a simple misdemeanor punishable by a fine of five hundred dollars. In addition to any other applicable penalty, the person in violation of this section shall choose between either completing a substance abuse evaluation or the suspension of the person’s motor vehicle operating privileges for a period not to exceed one year.
   (3) A third or subsequent offense shall be a simple misdemeanor punishable by a fine of five hundred dollars and the suspension of the person’s motor vehicle operating privileges not to exceed one year.

   b. The court may, in its discretion, order the person who is under legal age to perform community service work under section 909.3A, of an equivalent value to the fine imposed under this section.

   c. If the person who commits a violation of this section is under the age of eighteen, the matter shall be disposed of in the manner provided in chapter 232.

4. Except as otherwise provided in subsections 5 and 6, a person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section commits a serious misdemeanor punishable by a minimum fine of five hundred dollars.

5. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in serious injury to any person commits an aggravated misdemeanor.

6. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in the death of any person commits a class “D” felony.
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CONSUMPTION OR INTOXICATION IN PUBLIC PLACES — NOTIFICATIONS — CHEMICAL TESTS—EXONERATION.

1. As used in this section unless the context otherwise requires:
   a. “Arrest” means the same as defined in section 804.5 and includes taking into custody pursuant to section 232.19.
   b. “Chemical test” means a test of a person’s blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices or methods approved by the commissioner of public safety.
   c. “Peace officer” means the same as defined in section 801.4.
   d. “School” means a public or private school or that portion of a public or private school which provides teaching for any grade from kindergarten through grade twelve.

2. A person shall not use or consume alcoholic liquor, wine, or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place except premises covered by a liquor control license. A person shall not possess or consume alcoholic liquors, wine, or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

3. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person’s own expense. If a device approved by the commissioner of public safety for testing a sample of a person’s breath to determine the person’s blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person’s blood, breath, or urine established by the results of a chemical test performed within two hours after the person’s arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest.

4. a. A peace officer shall make a reasonable effort to identify a person under the age of eighteen who violates this section and, if the person is not referred to juvenile court, the law enforcement agency of which the peace officer is an employee shall make a reasonable attempt to notify the person’s custodial parent or legal guardian of the violation, whether or not the person is taken into custody, unless the officer has reasonable grounds to believe that notification is not in the best interests of the person or will endanger that person.
   b. The peace officer shall also make a reasonable effort to identify the elementary or secondary school which the person attends if the person is enrolled in elementary or secondary school and to notify the superintendent or the superintendent’s designee of the school which the person attends, or the authorities in charge of the nonpublic school which the person attends, of the violation. If the person is taken into custody, the peace officer shall notify a juvenile court officer who shall make
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a reasonable effort to identify the elementary or secondary school the person attends, if any, and to notify superintendent of the school district or the superintendent’s designee, or the authorities in charge of the nonpublic school, of the violation. A reasonable attempt to notify the person includes, but is not limited to, a telephone call or notice by first-class mail.

5. Upon the expiration of two years following a conviction for a violation of this section, a person may petition the court to exonerate the person of the conviction, and if the person has had no other criminal convictions, other than simple misdemeanor violations of chapter 321 during the two year period, the person shall be deemed exonerated of the offense as a matter of law. The court shall enter an order exonerating the person of the conviction, and ordering that the record of the conviction be expunged by the clerk of the district court.

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124.401 PROHIBITED ACTS — MANUFACTURERS — POSSESSORS — COUNTERFEIT SUBSTANCES — SIMULATED CONTROLLED SUBSTANCES — PENALTIES.

1. Except as authorized by this chapter, it is unlawful for any person to manufacture, deliver, or possess with the intent to manufacture or deliver, a controlled substance, a counterfeit substance, or a simulated controlled substance, or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with the intent to manufacture or deliver a controlled substance, a counterfeit substance, or a simulated controlled substance.

a. Violation of this subsection, with respect to the following controlled substances, counterfeit substances, or simulated controlled substances is a class “B” felony, and notwithstanding section 902.9, subsection 2, shall be punished by confinement for no more than fifty years and a fine of not more than one million dollars:

(1) More than one kilogram of a mixture or substance containing a detectable amount of heroin.

(2) More than five hundred grams of a mixture or substance containing a detectable amount of any of the following:

(a) Coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine and their salts have been removed.

(b) Cocaine, its salts, optical and geometric isomers, or salts of isomers.

(c) Ecgonine, its derivatives, their salts, isomers, or salts of isomers,

(d) Any compound, mixture, or preparation which contains any quantity of any of the substances referred to in subparagraph divisions (a) through (c).

(3) More than fifty grams of a mixture or substance described in subparagraph (2) which contains cocaine base.
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(4) More than one hundred grams of phencyclidine (PCP) or one kilogram or more of a mixture or substance containing a detectable amount of phencyclidine (PCP).

(5) More than ten grams of a mixture or substance containing a detectable amount of lysergic acid diethylamide (LSD).

(6) More than one thousand kilograms of a mixture or substance containing a detectable amount of marijuana.

(7) More than five kilograms of a mixture or substance containing a detectable amount of any of the following:
   (a) Methamphetamine, its salts, isomers, or salts of isomers.
   (b) Amphetamine, its salts, isomers, and salts of isomers.
   (c) Any compound, mixture, or preparation which contains any quantity of any of the substances referred to in subparagraph divisions (a) and (b).

b. Violation of this subsection with respect to the following controlled substances, counterfeit substances, or simulated controlled substances is a class “B” felony, and in addition to the provisions of section 902.9, subsection 2, shall be punished by a fine of not less than five thousand dollars nor more than one hundred thousand dollars:

(1) More than one hundred grams but not more than one kilogram of a mixture or substance containing a detectable amount of heroin.

(2) More than one hundred grams but not more than five hundred grams of any of the following:
   (3) Coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine and their salts have been removed.
   (4) Cocaine, its salts, optical and geometric isomers, or salts of isomers.
   (5) Ecgonine, its derivatives, their salts, isomers, or salts of isomers.
   (6) Any compound, mixture, or preparation which contains any quantity of any of the substances referred to in subparagraph divisions (a) through (c).

(3) More than ten grams but not more than fifty grams of a mixture or substance described in subparagraph (2) which contains cocaine base.

(4) More than ten grams but not more than one hundred grams of phencyclidine (PCP) or more than one hundred grams but not more than one kilogram of a mixture or substance containing a detectable amount of phencyclidine (PCP).

(5) Not more than ten grams of a mixture or substance containing a detectable amount of lysergic acid diethylamide (LSD).

(6) More than one hundred kilograms but not more than one thousand kilograms of marijuana.

(7) More than five grams but not more than five kilograms of methamphetamine, its salts, isomers, or salts of isomers, or analogs of methamphetamine, or any compound mixture, or preparation which contains any quantity or detectable amount of methamphetamine, its salts, isomers, or salts of isomers, or analogs of methamphetamine.
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(8) More than five grams but not more than five kilograms of amphetamine, its salts, isomers, or salts of isomers, or any compound, mixture, or preparation which contains any quantity or detectable amount of amphetamine, its salts, isomers, or salts of isomers.

c. Violation of this subsection with respect to the following controlled substances, counterfeit substances, or simulated controlled substances is a class “C” felony, and in addition to the provisions of section 902.9, subsection 4, shall be punished by a fine of not less than one thousand dollars nor more than fifty thousand dollars:

(1) One hundred grams or less of a mixture or substance containing a detectable amount of heroin.

(2) One hundred grams or less of any of the following:
   (a) Coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine and their salts have been removed.
   (b) Cocaine, its salts, optical and geometric isomers, or salts of isomers,
   (c) Ecgonine, its derivatives, their salts, isomers, or salts of isomers.
   (d) Any compound, mixture, or preparation which contains any quantity of any of the substances referred to in subparagraph divisions (a) through (c).

(3) Ten grams or less of a mixture or substance described in subparagraph (2) which contains cocaine base.

(4) Ten grams or less of phencyclidine (PCP) or one hundred grams or less of a mixture or substance containing a detectable amount of phencyclidine (PCP).

(5) More than fifty kilograms but not more than one hundred kilograms of marijuana.

(6) Five grams or less of methamphetamine, its salts, isomers, or salts of isomers, or analogs of methamphetamine, or any compound mixture, or preparation which contains any quantity or detectable amount of methamphetamine, its salts, isomers, or salts of isomers, or analogs of methamphetamine.

(7) Five grams or less of amphetamine, its salts, isomers, or salts of isomers, or any compound, mixture, or preparation which contains any quantity or detectable amount of amphetamine, its salts, isomers, or salts of isomers.

(8) Any other controlled substance, counterfeit substance, or simulated controlled substance classified in schedule I, II, or III.

d. Violation of this subsection with respect to any other controlled substances, counterfeit substances, or simulated controlled substances classified in schedule IV or V is an aggravated misdemeanor. However, violation of this subsection involving fifty kilograms or less of marijuana or involving flunitrazepam is a class “D” felony.
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e. A person in the immediate possession or control of a firearm while participating in a violation of this subsection shall be sentenced to two times the term otherwise imposed by law, and no such judgment, sentence, or part thereof shall be deferred or suspended.

f. A person in the immediate possession or control of an offensive weapon, as defined in section 724.1, while participating in a violation of this subsection, shall be sentenced to three times the term otherwise imposed by law, and no such judgment, sentence, or part thereof shall be deferred or suspended.

2. If the same person commits two or more acts which are in violation of subsection 1 and the acts occur in approximately the same location or time period so that the acts can be attributed to a single scheme, plan or conspiracy, the acts may be considered a single violation and the weight of the controlled substances, counterfeit substances, or simulated controlled substances involved may be combined for purposes of charging the offender.

3. It is unlawful for any person to sell, distribute, or make available any product containing ephedrine, its salts, optical isomers, salts of optical isomers, or analogs of ephedrine, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, or analogs of pseudoephedrine, if the person knows, or should know, that the product may be used as a precursor to any illegal substance or in intermediary to any controlled substance. A person who violates this subsection commits a serious misdemeanor.

4. A person who possesses any product containing any of the following commits a class “D” felony, if the person possesses with the intent that the product be used to manufacture an controlled substance:
   a. Ephedrine, its salts, optical isomers, salts of optical isomers, or analogs of ephedrine.
   b. Pseudoephedrine, its salts, optical isomers, salts of optical isomers, or analogs of pseudoephedrine.
   c. Ethyl ether.
   d. Anhydrous ammonia.
   e. Red phosphorous.
   f. Lithium.
   g. Iodine.
   h. Thionyl chloride.
   i. Chloroform.
   j. Palladium.
   k. Perchloric acid.
   l. Tetrahydrofuran.
   m. Ammonium chloride.
   n. Magnesium sulfate.

5. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner’s professional practice, or except as otherwise
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authorized by this chapter. Any person who violates this subsection is guilty of a serious misdemeanor for a first offense. A person who commits a violation of this subsection and who has previously been convicted of violating this chapter or chapter 124A, 124B, or 453B is guilty of an aggravated misdemeanor. A person who commits a violation of this subsection and has previously been convict two or more times of violating this chapter or chapter 124A, 124B, or 453B is guilty of a class “D” felony.

If the controlled substance is marijuana, the punishment shall be by imprisonment in the county jail for not more than six months or by a fine of not more than one thousand dollars, or by both such fine and imprisonment for a first offense. If the controlled substance is marijuana and the person has been previously convicted of a violation of this subsection in which the controlled substance was marijuana, the punishment shall be as provided in section 903.1, subsection 1, paragraph “b”. If the controlled substance is marijuana and the person has been previously convicted two or more times of a violation of this subsection in which the controlled substance was marijuana, the person is guilty of an aggravated misdemeanor.

All or any part of a sentence imposed pursuant to this subsection may be suspended and the person placed upon probation upon such terms and conditions as the court may impose including the active participation by such person in a drug treatment, rehabilitation or education program approved by the court.

If a person commits a violation of this subsection, the court shall order the person to serve a term of imprisonment of not less than forty-eight hours. Any sentence imposed may be suspended, and the court shall place the person on probation upon such terms and conditions as the court may impose. If the person is not sentenced to confinement under the custody of the director of the department of corrections, the terms and conditions of probation shall require submission to random drug testing. If the person fails a drug test, the court may transfer the person’s placement to any appropriate placement permissible under the court order.

If the controlled substance is amphetamine, its salts, isomers, or salts of its isomers, or methamphetamine, its salts, isomers, or salts of its isomers, the court shall order the person to serve a term of imprisonment of not less than forty-eight hours. Any sentence imposed may be suspended, and the court shall place the person on probation upon such terms and conditions as the court may impose. The court may place the person in intensive probation. However, the terms and conditions of probation shall require submission to random drug testing. If the person fails a drug test, the court may transfer the person’s placement to any appropriate placement permissible under the court order.
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<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
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<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
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<td>Cocaine Base 280 grams or more mixture</td>
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<tr>
<td>II</td>
<td>Fentanyl 40-399 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Fentanyl 400 grams or more mixture</td>
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<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $40 million if not an individual.</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
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<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
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<td>Heroin 1 kilogram or more mixture</td>
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<td>I</td>
<td>LSD 1-9 grams mixture</td>
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<td>LSD 10 grams or more mixture</td>
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<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
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<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
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<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
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<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
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<th>Substance/Quantity</th>
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<tr>
<td>Any Amount Of Other Schedule</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
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<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
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<tr>
<td>Flunitrazepam (Schedule IV)</td>
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</thead>
</table>
| Any Amount Of Other Schedule III Drugs                  | **First Offense**: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.  
**Second Offense**: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual. |
| Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam) | **First Offense**: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.  
**Second Offense**: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual. |
| Any Amount Of All Schedule V Drugs                      | **First Offense**: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.  
**Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual. |
## Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<table>
<thead>
<tr>
<th>Substance</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td><strong>First Offense:</strong> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. <strong>Second Offense:</strong> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Less than 50 kilograms</td>
<td></td>
<td></td>
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<tr>
<td>1 to 49 marijuana plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 100 kilograms</td>
<td></td>
<td></td>
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<tr>
<td>Marijuana Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 1 kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td><strong>First Offense:</strong> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. <strong>Second Offense:</strong> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>More than 10 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 1 kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td><strong>First Offense:</strong> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. <strong>Second Offense:</strong> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Less than 50 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 to 49 marijuana plants</td>
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