
POLICIES & PRACTICES

I. Nondiscrimination and Equal Opportunity and Diversity

Iowa State University complies with all federal and state laws, regulations, and orders, and the policies of the Board of Regents, State of Iowa which pertain to nondiscrimination and Equal Opportunity and Diversity.

All administrators and personnel providing input into administrative decisions are directed to ensure that all decisions relative to employment, conditions of employment and access to programs and services will be made without regard to race, color, age, religion, national origin, sexual orientation, sex, marital status, disability, or status as a U.S. Vietnam Era Veteran. Exceptions to this directive may be made in matters involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce underutilization, and/or where this policy conflicts with federal and state laws, rules, regulations, or orders.

No otherwise qualified person will be denied access to, or participation in, any program, activity, service, or the use of facilities on the basis of factors previously enumerated. Reasonable accommodations will be made to facilitate the participation of persons with disabilities in all such activities consistent with applicable federal and state laws, orders, and policies.

Further, all supervisory personnel will be responsible for maintaining an environment, work or otherwise, that is free of racial or sexual overtones. Acts by anyone that adversely affect another person's employment, conditions of employment, academic standing, receipt of services, and/or participation in, or enjoyment of, any other activity, will be regarded as a violation of university policy and thereby subject to appropriate disciplinary action.

Iowa State University's commitment to nondiscrimination and Equal Opportunity and Diversity is of the highest priority and is to be adhered to as such. It applies to all university-sponsored programs and activities as well as those that are conducted in cooperation with the university. Retaliation against persons filing complaints for the redress of a grievance, or for assisting in an investigation pursuant to a filed complaint, is prohibited.

Any complaint or grievance concerning alleged discrimination should be made to the Equal Opportunity and Diversity Office or the Dean of Students Office.

II. Prohibition Against Harassment, Sexual Harassment, Racial & Ethnic Harassment, and Hazing

(Refer to Student Disciplinary Regulations 4.2.9)

Harassment

Harassment is defined as any act or acts done without legitimate purpose and with the intent to intimidate, annoy or alarm another. This policy shall specifically apply to, but not be limited to, harassment on account of disability, sexual orientation, religious affiliation, or any other basis for non-discrimination as stated in the University's non-discrimination statement. Any act meeting the definition of harassment under Iowa Code §708.7, or the definition of stalking under Iowa Code §708.11, is a violation of this rule. Engaging in First Amendment protected speech activities shall be considered acts done with a legitimate purpose.

A. Policy on Sexual Harassment

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. Sexual harassment threatens this environment in that it compromises institutional integrity and corrupts traditional academic values. Equally important, sexual harassment inhibits the individual's ability to function effectively as a student or employee and violates acceptable standards of interrelationships. For these reasons, the university will not tolerate sexual harassment and will make every effort to eliminate it if it appears.

The primary goal of the university's policy prohibiting sexual harassment is to prevent the objectionable behavior or stop it whenever it occurs. The policy is consistent with federal statutes that prohibit sex discrimination against employees and that require equal and fair treatment of students. Thus, the policy presented here applies to students as well as to employees. All employees, including faculty, staff, graduate assistants, and administrators are expected to comply with this policy.

University Responsibilities

POLICIES & PRACTICES

Iowa State University—including its officers and its employees—is responsible for maintaining a working and learning environment free from sexual harassment. The administration is responsible for making widely known that sexual harassment is prohibited both legally and by this policy, and that appropriate procedures for dealing with allegations of sexual 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, and also that individuals who engage in such misconduct are subject to appropriate disciplinary action, which may range from reprimand to suspension or dismissal. The severity of the action depends on the severity, frequency, or repetition of the violation.*

University administrators who do not respond to sexual harassment complaints brought to their attention are in violation of this policy.

Reprisal or retaliation against an individual for making a complaint of sexual harassment, or for using or participating in the informal or formal complaint process, is a violation of university policy, and any such action is cause for disciplinary action.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Iowa law. Retaliation against an individual for making a complaint of sexual harassment is also considered to be sex discrimination and is therefore likewise illegal.

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 has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or academic environment. 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.

Consistent with the university's intent to provide an atmosphere conducive to education and professional activities, this policy covers those activities which, although they do not in and of themselves meet the legal definition of sexual harassment, are inappropriate in professional settings or circumstances. Interpretation of this policy will give due consideration to the principles of academic freedom and freedom of speech.

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 personal one. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault. Examples include, but are not limited to, unwelcome sexual advances; repeated sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women or men in general, whether sexual or not; leering, touching, pinching, or brushing against another's body; or displaying objects or pictures which are sexual in nature and which create a hostile or offensive work or living environment.

Sexual 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 whom he or she supervises, or between a faculty member or teaching assistant and a 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.

Although consensual relationships *per se* do not necessarily constitute sexual harassment, such relationships may give rise to claims of sexual 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

POLICIES & PRACTICES

intimidating work or learning environment for third parties; or (3) when a consensual relationship ends, and one of the parties continues behavior which the other party has made clear is now unwelcome.

Complaint Resolution Procedures

Iowa State University has established both formal and informal procedures to resolve sexual harassment complaints. Anyone who believes that he or she has been subjected to sexual harassment should make this known to appropriate university personnel (described below) so that the behavior can be evaluated and appropriate action taken. Usually, complaints are most effectively addressed at the earliest possible stage. Although not required, persons who have been subjected to sexual harassment are encouraged to inform the instigator, through either verbal or written communication, that the behavior is unwelcome and should cease. The resolution procedures described below, if invoked, will be implemented with discretion and sensitivity, giving careful consideration to the rights of all parties to due process and confidentiality.

Harassment complaints are best resolved if addressed early. The university urges those who have complaints to bring them forward as soon as possible. As time passes, it becomes more difficult to investigate and resolve complaints. In addition, there are time limitations for filing external complaints with state and federal agencies.

Students and employees may obtain information about the university's sexual harassment policy and resolution procedures from several offices. Students may obtain information from the Dean of Students Office, the Student Counseling Service, and the Sloss House Women's Center; employees may obtain information from the Employee Assistance Program, the Sloss House Women's Center, and the Equal Opportunity and Diversity Office.

How To Initiate a Complaint

Anyone who believes that she or he has been subjected to sexual harassment may elect to proceed informally by bringing the complaint directly to the attention of an appropriate administrator, or by filing a formal complaint with the Affirmative Action Office. As described below, the university has designated and trained certain individuals to assist a potentially injured person in deciding if and how to proceed and in carrying out that decision. An individual who elects initially to proceed informally may thereafter elect at any stage to file a formal complaint.

Confidentiality. Persons seeking general information or guidance about sexual harassment may be concerned about whether the information they share with another person will be confidential. While the university is eager to create a safe environment in which individuals can be unafraid to discuss concerns and make complaints, legal obligations may require the university to take some action once it is informed that sexual harassment may be occurring. Because of their positions of authority, university administrators—i.e., central administrators, deans, directors, department executive officers, and managers—are particularly obligated to take action when they receive a complaint of sexual harassment. Although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be 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.

Assistors. The university has designated several offices to provide assistance through persons designated as Assistors to help anyone who believes she or he may have been subjected to sexual harassment or who wishes to make an inquiry concerning sexual harassment. Assistors have information about university policies and procedures and about options available for the resolution of complaints, but they are not responsible for resolving complaints. Lists of designated Assistors are available from the Dean of Students Office, the Women's Center, and the Employee Assistance Program and may be found in the University Directory immediately following the section on "University Councils and Committees." The Assistors functions include the following:

- Providing information about sexual harassment and options for addressing it.
- Informing the complainant regarding applicable university policies and procedures and outlining various options, both informal and formal, for resolving the complaint. In addition to providing the employee with a written copy of the university's sexual harassment policy, the Assistor will provide information as to various strategies that the complainant may use if he or she wishes to attempt resolution personally, such as confronting the alleged offender, writing a letter to the alleged offender, or utilizing the services of a third party as an intervener.
- Accompanying the complainant to informal resolution sessions, if requested by the complainant. The Assistor does not, however, function as an advocate or spokesperson for the complainant, nor does the Assistor act in lieu of a complainant.
- Maintaining notes necessary for statistical reporting. Assistors are required to forward to the Equal Opportunity and Diversity Office, on an annual basis, information on the number and nature of complaints that have been received. These data shall not contain information that would identify the complainant or the person accused in the complaint.

POLICIES & PRACTICES

Informal Resolution

As noted earlier in this policy, the university's primary goal is to prevent or stop sexually harassing behavior whenever it occurs. Therefore, Iowa State University has adopted an informal process by which sexual harassment complaints may be resolved by mutual agreement between the complainant and the person accused of sexual harassment. If informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint with the university's Equal Opportunity and Diversity Office. The implementation of this informal process is the responsibility of all-central administrators, deans, directors, department executive officers, and managers -hereinafter referred to collectively as "administrators."

Under the informal process, the complainant brings the complaint, either verbally or in writing, to an administrator with authority over the person against whom the complaint is directed. The administrator is expected to review the complaint and explore avenues for resolution with the complainant. The university recognizes that it must balance the complainant's right of privacy and the need to be fair to the alleged offender by notifying him or her of the allegation. The administrator has the discretion to determine when the situation requires notification of an alleged offender. The administrator also has the discretion to determine whether the situation warrants a meeting, either with the complainant and the alleged offender both present or with the complainant and alleged offender separately. Finally, the administrator has the discretion to determine whether investigation of the complaint requires interviewing other persons who may have witnessed the behavior in question.

Administrators should attempt to resolve complaints expeditiously, but consistent with the severity or complexity of the matter. It is expected that the informal resolution process will be completed within three weeks after receipt of the complaint. Legal Services and the Equal Opportunity and Diversity Office are available for guidance in this process. For purposes of annual reporting, the administrator 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.

Formal Complaint

A student or employee who believes that she or he has been subjected to sexual harassment may file a formal complaint with the university's Equal Opportunity and Diversity Office (EOD). A formal complaint involves the submission of a written statement to the EOD describing the incident or incidents as completely as possible. Specific guidelines for the submission of a complaint may be obtained from the EOD, 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 EOD, it will be investigated by an EOD staff member. The person against whom the complaint is filed will be notified. The 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 EOD will submit findings of facts, as well as a recommendation with respect to appropriate action to resolve the complaint, to the unit administrator of the person against whom the complaint was filed. Any employee against whom disciplinary action is taken as a result of a formal complaint may appeal that action in accordance with the appeals procedure defined in the appropriate employee handbook.

The unit administrator to whom the EOD report has been submitted must notify the EOD in writing as to whether he or she accepts the report as well as what action, if any, has been or will be taken. If the unit administrator does not accept the recommendation of the EOD, the EOD shall submit a copy of the findings and recommendation to the President of the university, who shall in turn take whatever action he or she believes to be necessary in the matter.

The investigation by the EOD will be conducted expeditiously, but in a manner consistent with the complexity and severity of the matter. The EOD will attempt to issue its summary of facts and recommendation within ninety days of initiation of the formal complaint.

The EOD shall notify the complainant in writing of the result of the investigation and the action taken by the university to resolve the complaint. If the EOD's investigation reveals no violation of the university's sexual harassment policy, the complainant may, within ten calendar days from the date of notification by the EOD, appeal to the President. Should the matter remain unresolved to the satisfaction of the complainant, a further appeal may be made, in writing, to the Board of Regents, State of Iowa within five days following notification of the decision rendered by the President. The decision of the Board of Regents shall constitute the last internal appeal. Any subsequent complaints external to the university shall

POLICIES & PRACTICES

be at the discretion of the complainant.

*A complaint against the President will be referred to the Board of Regents for investigation and disposition.

Direct Institutional Action

If a university administrator - i.e., central administrator, dean, director, department executive officer, or manager - becomes aware of information which he or she deems may raise a serious question of risk for an employee or a student, or which he or she deems may subject the university to immediate risk or potential liability, the administrator should take appropriate action to investigate or seek to address the situation. If the information concerns allegations arising from a unit for which the administrator is not responsible, he or she shall refer it to an appropriate administrator who has supervisory responsibility. If the matter is complex or if the administrator is not able to bring the case to resolution, the matter must be brought to the attention of the Equal Opportunity and Diversity Office. The Equal Opportunity and Diversity Office may determine that further action is unnecessary, may provide support to the administrators continuing efforts, or may initiate a formal investigation. Where an administrator is unsure of the seriousness of the matter, he or she should seek the assistance of the Equal Opportunity and Diversity Officer of the University Legal Services Office.

External Actions

In addition to the university's channels, a person who believes that she or he has been subjected to sexual 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 may be obtained from the university's Equal Opportunity and Diversity Office.

B. Policy on Racial and Ethnic Harassment

Policy. Respect is the foundation for interchange of ideas, for learning and for working toward common goals.

Consequently, Iowa State University assumes responsibility for assuring that its programs are free from racial and ethnic discrimination. Of special importance is the need to maintain an environment free from racial and ethnic harassment. Racial and ethnic harassment impedes the realization of the University's mission of distinction in education, scholarship and service. In serious cases, such harassment can result in liability for the University and in criminal sanctions for persons engaging in harassment. It deeply affects those who suffer the harassment, preventing them from participating fully in work, research and study. The existence of racial and ethnic harassment diminishes the whole community. For these reasons, the University will not tolerate racial or ethnic harassment and is committed to preventing it or stopping it whenever it may occur at the University or in its programs.

The law defines racial or ethnic harassment as any non-consenting conduct based upon race, ethnicity or national origin that creates a hostile work or educational environment. Racial or ethnic harassment may include threats, physical contact, pranks, vandalism, verbal, graphic, or written conduct directed at an individual or individuals because of their race or national origin. Even if actions are not directed at specific persons, a hostile environment is created when the conduct is sufficiently severe, pervasive or persistent so as to unreasonably interfere with or limit the ability of an individual to work, study or otherwise to participate in activities of the University.

Examples of racial or ethnic harassment include, but are not limited to: severe or persistent racial epithets, derogatory comments, jokes or ridicule directed to a specific person or persons about their race or ethnicity; threats of, or actual violence based upon the race or ethnicity of the victim; defacement of a person's property based upon race of the owner; persistent and repeated racial or ethnic remarks or conduct, even if not directed at a specific person or persons, which unreasonably affect the ability of persons to participate in University programs.

It is the University's goal to prevent the occurrence of harassing activity and to stop harassing conduct when it occurs and before it becomes a violation of law. This policy therefore covers those activities, which, although they may not be severe, persistent or pervasive enough to meet the legal definition of racial or ethnic harassment, are inappropriate and unjustified in an educational or work environment.

Interpretation of this policy shall be consistent with federal and state law regarding racial harassment, and will not be interpreted to infringe upon First Amendment rights of free speech. When the alleged harassment involves speech alone, the University must be mindful of the tradition of free exchange of ideas inherent in an academic community.

Interpretation of this policy will respect the principles of academic freedom and freedom of speech. A determination as to whether racial or ethnic harassment has occurred will be based upon the context in which the alleged conduct occurs.

POLICIES & PRACTICES

Further guidance on enforcement of this policy in cases of alleged verbal harassment is provided in the University's Discrimination Complaint Procedures.

Enforcement. Complaints of racial harassment may be made as follows:

- Informal complaints may be made to departmental chairs or directors in departments supervising the faculty, staff or students alleged to be engaging in harassment;
- In cases involving academic activities, including grading, classes, research, advising and outreach, complaints may be filed in accordance with the academic grievance policy in the *University Bulletin*;
- In cases involving allegations of harassment by students, complaints may be made to the Office of Judicial Affairs (294-1021);
- In cases where the conduct may violate Iowa harassment law, Iowa Code §708.7, complaints may be made to the Department of Public Safety (515-294-4428); or
- In all cases, a formal complaint may be filed with the Equal Opportunity and Diversity Office (294-3269).

The routes for complaints indicated are alternatives. One need not file an informal complaint or grievance before filing a formal complaint. A description of the formal, informal and other procedures available for resolving racial harassment or other discrimination complaints is available in *University Grievance and Complaint Procedures for Discrimination and Racial or Ethnic Harassment*. Copies may be obtained from the Equal Opportunity and Diversity Office.

Persons who violate this policy by using University facilities or equipment may be denied the privilege of continued use of the facility or equipment. For example, a person who uses computing services for harassment may be denied access to computing services.

A complaint to the Equal Opportunity and Diversity Office must be made in writing. In the case of an employee who believes he or she is being harassed by a supervisor, a complaint of racial or ethnic harassment may be, but need not be, first brought to the attention of the supervisor. In the case of a student who believes an instructor has harassed him or her, an academic grievance may be, but need not be, first brought to the attention of the instructor.

Upon the filing of a complaint, the University administrator receiving the complaint will promptly take reasonable steps to resolve the complaint in accordance with the *University Grievance and Complaint Procedures Discrimination for Discrimination and Ethnic Harassment*.

Where harassment is found to have occurred, the University will take appropriate disciplinary and/or preventive action so as to eliminate the conduct. Such steps may include conciliation, mediation and instruction. In any process of investigation or discipline of any member of the faculty, staff or student body, procedures will be followed to accord due process to the accused; and discipline shall be in accordance with the *Faculty Handbook*, the *P&S Handbook*, merit system rules, the collective bargaining agreement or the *Student Information Handbook*, and in accordance with any applicable provision of law.

Employees found to have engaged in harassment are subject to appropriate discipline up to and including termination of employment. Students found to have engaged in harassment are subject to appropriate discipline up to and including dismissal.

Even in the absence of a complaint, if University administrators, including the President, the Provost, Vice Presidents, Deans, Department Executive Officers, Directors or Managers, become aware of allegations of racial or ethnic harassment, it is their responsibility to inquire into, or seek assistance in inquiring into, the allegations to determine what action is warranted. Administrators needing assistance should consult with the Equal Opportunity and Diversity Office. Appropriate action may include initiation of an investigation and, if the allegations are founded, institution of disciplinary, corrective or preventive measures.

Retaliation against persons who file complaints, who provide information related to a complaint, or who otherwise participate in an informal or formal complaint process is a violation of University policy, and such action is cause for disciplinary action.

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

POLICIES & PRACTICES

damage, which may have occurred.

C. Hazing

Hazing is any intentional or reckless act or acts involving any activity which endangers the health or safety of a student for the purpose of initiation or admission into, or affiliation with, any student, campus, fraternal, academic, honorary, athletic or military organization. It is assumed that all Iowa State University groups are interested in the intellectual and social development of individual members; therefore, in activities no action shall be taken which tends to endanger the health of the individual, or demand of her or him undignified conduct, or in any way jeopardize his or her scholastic standing or general well-being. Holding or transporting another person under physical restraint even if the holding or transporting is done as a part of a “friendly” group or individual rivalry, is prohibited. For these reasons, all forms of hazing or harassment on the part of any individual or individuals, or student groups, whether on or off university and/or residence premises, are expressly prohibited, regardless of the individuals willingness to participate.

III. Sexual Assault

(Refer to Student Disciplinary Regulations 4.2.9)

Iowa State University is committed to providing an environment free from the threat of unwelcomed and unwanted sexual conduct. The University will not tolerate sexually abusive behavior in any form.

Sexual assault is a serious violation of the University’s disciplinary regulations, faculty standards, and university employee policies. Members of the University Community should know that the university is concerned about such behavior, and that individuals who engage in sexual misconduct will face appropriate disciplinary action. Sexual assault is also a crime under state law.

The University defines sexual assault as any actual or attempted nonconsensual sex act done by force or against the will of the other individual. A sex act shall be considered “by force” or “against the will of the other individual” when it involves the use of force, violence, threat, coercion or intimidation; when no clear consent is given; or when the other person is unable to give or withhold consent due to mental or physical incapacity. Alcohol, other drugs, and unconsciousness, among other factors, can cause incapacity.

The University defines consent using the following criteria:

- 1) That consent given is informed. A person engaging in sexual activity should be made aware of the full intentions of their partner.
- 2) That consent given is voluntary. A person being offered to engage in sexual activity must be an equal partner in the decision and freely offered the opportunity to decline.
- 3) That consent is clearly established. An individual must be clear that their partner wishes to engage in sexual activity, and must understand the difference between consent and submission.

Lack of resistance by a partner to sexual activity cannot be assumed to indicate consent. A current or previous dating relationship also does not constitute consent. It is the responsibility of the one who initiates the sexual activity that consent is clearly given, rather than assumed by silence. The University’s sexual assault policy shall apply whether the assailant is a stranger, acquaintance, family member, or friend. Ignorance of this policy shall not be considered an excuse for its violation.

Physical resistance does not need to be established to prove a sexual assault occurred. This means that the victim does not need to struggle or be injured. The past sexual history of a victim is not relevant when determining whether the policy has been violated.

Sexual assault victims have the right to pursue criminal charges and/or file a complaint with the University. Individuals who have been sexually assaulted or third parties who become aware of such incidents are strongly encouraged to inform the ISU Department of Public Safety (294-4428) or the Ames Police Department (911) any time of the day or night. Officers are trained to respond with sensitivity and understanding, and to handle reports with the utmost discretion. They work closely with the Story County Attorney’s Office Victim Advocates to advise individuals of their rights.

To pursue a complaint through the University, contact the Department of Public Safety (294-4428) or Dean of Students Office at 294-1020.

Whether or not a victim pursues criminal charges or a complaint at the University, you are encouraged to seek

POLICIES & PRACTICES

medical care as soon as possible (before bathing and/or changing clothes, if possible.) The ISU Thielen Student Health Center, Mary Greeley Medical Center, and Ames Planned Parenthood have personnel who are specially trained to perform sexual assault exams; to gather and preserve valuable evidence; and to provide appropriate treatment for sexually transmitted diseases and pregnancy prevention. An advocate/rape crisis counselor can be present for support.

Sexual Assault Support Services are available 24 hours each day by calling 232-2303.

The following city and university departments and offices can assist you by providing you your options at any time:

Dean of Students Office

1010 Student Services Building
294-1020

Department of Public Safety

55 Armory
294-4428

Women's Center

Sloss House
294-4154

Department of Residence

1203 Friley Hall
294-0665

ACCESS

(Assault Care Center Extending Shelter and Support)

232-5418

Story County Attorney

Story County Courthouse
900 6th Street
Nevada, Iowa 50201
382-7255

Student Counseling Services

3rd Floor Student Services Building
294-5056

Thielen Student Health Center

Sheldon & Union Drive
294-5801

Mary Greeley Medical Center

1111 Duff Avenue
Ames, Iowa 50010
239-2011 or 911

Sexual Assault Support Services are available 24 hours each day by calling 232-2303.

The ISU Department of Public Safety will provide occasional advisories to the community regarding potential crime risks involving sexual assault or other incidents. Information will be provided using one or more of the following methods:

- (a) Notify the media, via written press release or telephone call;
- (b) Provide advisory and prevention information for posting on student information bulletin boards;
- (c) Immediate notice, via telephone, to residence hall directors; and/or
- (d) Preparation of crime-alert bulletins for general campus distribution.

When a sexual assault complaint is filed with the University, the judicial process outlined in Student Disciplinary Regulations will be followed (See Section 5). The victim has the right to have two advisors/support persons present throughout the process. The University may be required by law to take action, if it learns of a potential sexual assault, even if the aggrieved student does not wish to formally file a complaint

POLICIES & PRACTICES

The accused may request an open or closed hearing, but the final decision is left to the chair of the hearing board. Students found to have violated the University's sexual assault policy will be subject to disciplinary sanctions up to and including suspension or expulsion from the university.

Members of the University community are invited to attend a variety of extracurricular programs presented on campus. Programs include sexual harassment and sexual assault seminars conducted by the Women's Center and the Equal Opportunity and Diversity Office, personal safety training by the Department of Public Safety, and workshops regarding date rape offered by ACCESS, the residence halls and Office of Greek Affairs. Late night escort services are provided by the Safety Escort Program in the Department of Public Safety (294-4444).

IV. Alcohol Policy

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. Alcohol must only be used in ways that neither harm or 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 sale, possession, consumption, and promotion of alcohol on university property.

1. The university has the authority to determine the time, place, and conditions under which alcoholic beverages are 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. Permits from the State of Iowa for the sale of alcoholic beverages have been obtained for several university or university affiliated facilities, including the MacKay Hall Tearoom, the Memorial Union, the Iowa State Center, Cyclone Stadium, and Veenker Golf Course. The university has the discretion to restrict consumption and sales of alcoholic beverages in all locations holding permits. Unless specifically allowed by state permit or university policy, the consumption of alcoholic beverages is not permitted within university buildings, within university vehicles, or on other university property.
2. Drinking activities that are potentially dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol, are prohibited. Alcohol is not to be used as an award or prize.
3. When alcoholic beverages are served at a social function, the sponsoring organization shall provide adequate supervision at the event and comply with all the applicable laws, ordinances, and rules governing the possession, consumption, and sale of alcoholic beverages.
 - (a) Individuals sponsoring the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
 - (b) Nonalcoholic beverages and food are to be provided whenever alcohol is served. They must be displayed as prominently as the alcohol. They must also be available in appropriate quantities depending upon the number of people in attendance.
 - (c) The quantity of alcohol available at an activity is to be based upon the number of people of legal drinking age expected to attend and the duration of the activity.
 - (d) Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited. Nonalcoholic beverages are to be advertised as prominently as alcohol.
 - (e) All individuals or registered groups, must comply with the laws of the State of Iowa, the ordinances of the City of Ames, and the policies of Iowa State University. It is the duty and responsibility of the sponsoring organization(s) or individual(s) to provide adequate supervision and to comply with all applicable laws and university regulations including the activity authorization process.

POLICIES & PRACTICES

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

For additional information concerning this policy statement, please contact the Dean of Students Office or the Substance Abuse and Violence Prevention Program Office. Pertinent sections of the Code of Iowa and the Ames City Code are available at the Dean of Students Office. Information regarding the use of alcohol is also outlined in the Department of Residence Terms and Conditions (Undergraduate and Graduate/Adult Undergraduate) and the Residence Halls Guidebook. Iowa State University encourages students to hold substance free events and programs.

V. University-Initiated Withdrawal

Basis for Interim or Permanent Medical Withdrawal

The University may order involuntary withdrawal of a student if it is determined that the student is suffering from a mental disorder as defined by the current American Psychiatric Association Diagnostic Manual such that the disorder causes, or threatens to cause, the student to engage in behavior which poses a significant danger of causing imminent harm to the student, to others or to substantial property rights, or renders the student unable to engage in basic required activities necessary to obtain an education.

Status of Conduct Proceedings

If the student has been charged with violation of the Conduct Code, but it appears that medical reasons exist for the objectionable behavior, this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process. If the student is ordered medically withdrawn from the University, such action terminates the pending disciplinary action. If the student is found not to be subject to medical withdrawal under this section, conduct proceedings may be reinstated.

Interim Action

The OJA Administrator or the Dean of Students may order interim medical suspension of a student where there appears to be an imminent threat of harm to self or others. If the student is suspended, within 48 hours of ordering interim medical suspension, the Dean of Students will schedule an interim hearing before the Medical Withdrawal Committee, consisting of the Director of Student Health (or designee), the Director of the Student Counseling Service (or designee), and the Dean of Students. The student and the OJA Administrator will have an opportunity to present information as to whether interim medical suspension should be continued or modified, and whether medical withdrawal should be considered.

The Medical Withdrawal Committee may order the student to be referred for an evaluation by a licensed mental health professional of the University's choosing if there is adequate reason to believe that a basis for medical withdrawal exists. The order of referral must be sent to the student and notify the student of the scheduled evaluation to occur no later than seven days from the date of the referral letter. The University will cover the cost of the evaluation. If a student fails to complete the evaluation, the University may continue interim medical suspension and may order restrictions on campus access until the evaluation is completed and reviewed by the University.

The decision to continue interim medical suspension and for referral may be appealed within 48 hours, in writing, to the Vice President for Student Affairs.

The student may be assisted by any two individuals of his or her choice in any hearing or appeal.

Involuntary Medical Withdrawal

If the medical evaluation supports medical withdrawal, a hearing will be scheduled before the Dean of Students, the Director of Student Health and a member of the Student Counseling staff. The student will have at least 48 hours to independently to review the psychological or psychiatric evaluation prior to the hearing. The student and the OJA Administrator may present arguments for or against involuntary Medical Withdrawal.

A written decision shall be rendered by the Medical Withdrawal Committee stating the reasons for its determination. The decision may be appealed, in writing to the Vice President for Student Affairs.

A student who has undergone involuntary medical withdrawal must reapply, and may not reenter the University without

POLICIES & PRACTICES

providing competent medical evidence that the medical condition no longer exists, or is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the condition which caused medical withdrawal. The University may require the student, at the student's cost, to undergo a medical evaluation by a licensed mental health professional of the University's choosing.

A medical withdrawal is not considered a disciplinary action, though a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.

VI. Danger to Self or Others

In cases in which a student's behavior poses a clear and present danger to self or others, contact ISU Department of Public Safety (294-4428) or 911, the Dean of Students Office (294-1020), and the Student Counseling Service (294-5056). If the situation involves physical injury or ingestion of a harmful substance, contact the Student Health Center (294-5801) immediately.

These offices will contact the appropriate officials, who in turn will determine the need for an assessment of the student's ability to continue as a student or will make appropriate referral.

VII. Student Identification Cards (ISU Card)

During his or her first semester at the university, each student obtains a photo identification card (ISU Card). It is to be used for the entire time the student is enrolled and should be carried by the student. When necessary, or at the request of authorized officials, students may be required to identify themselves and show their ID cards and current registration receipts (for example: admission to tests, university events, checking out university library books, etc.). Lost student identification cards may be replaced for a charge in the ISU Card Office (294-2727). The card is not transferable, and illegal use of ID cards or altering or forging them shall subject the student to disciplinary action.

VIII. Death of a Student

If a death occurs, immediately contact ISU Department of Public Safety (294-4428) and the Dean of Students Office (294-1020). These offices will contact the appropriate city/university officials. The Dean of Students will coordinate interactions and communications between university offices and relatives of the deceased person.

IX. Use of University Trademarks

Iowa State University benefits from public recognition of its names, symbols, logos and other identifying marks (Marks). The University has delegated the management of its Marks to Iowa State University Research Foundation, Inc. (ISURF). To promote and protect the university's image and to comply with Federal trademark laws, use of the university's trademarks must be approved by ISURF. These marks include the designs of the athletic identity program, the seal, Cy, the Cyclone, the campanile, as well as the verbiage Iowa State University, Iowa State, ISU, and Cyclones. If the marks are used to identify or advertise registered organizations, purchases must be from licensed vendors and approval must be obtained from ISURF. Additional information including current guidelines and the Trademark Management Policy is available on ISURF's web page (<http://www.iastate.edu/~isurf>) or contact the Trademark Licensing Program at 294-4402.

X. Animals on Campus

Students and staff members are discouraged from bringing animals on campus. For sanitation and safety reasons, pets are not permitted in university buildings except dogs used by visually or hearing challenged individuals. The university does permit pets to be on campus in outdoor areas when under proper control and when their presence does not jeopardize either university facilities or individuals on the campus. Dogs are required to be attached to a leash of sufficient strength to restrain the dog and which is held by a person competent to govern the dog. Pets must be properly vaccinated with the tags attached to the collar of the pet. Any animal found running at large or within university facilities may be impounded and turned over to the city animal shelter or appropriate university agency.

POLICIES & PRACTICES

XI. Traffic Regulations

The Iowa State campus is a pedestrian-bicycle campus. Only authorized motor vehicles may travel on campus during class hours (7:00 a.m.-5:30 p.m. Monday- Friday). Students are required to register their cars with the Parking Division Office if they will be used or parked on campus. There are different types of parking on campus. Examples include parking reserved for residence halls, general and reserved parking for faculty and staff, handicap and visitor and metered parking. Students must display the proper permit to park on campus. Fines are assessed for parking in the wrong place and/or at the wrong time.

The Traffic and Parking Regulations book, available at the Armory Parking Division Office, governs the use of vehicles on campus and should be consulted for specific details and regulations. Examples of the important rules are:

- a. Unauthorized possession and/or use of parking permits is prohibited. Altering, counterfeiting or the unauthorized sale of any parking permit, identification sticker or license is likewise prohibited.
- b. Bicycle traffic shall flow with vehicular traffic. Bicycles shall be used on bike paths when they are available, yield to pedestrians, and park only at a bike rack. Taking bicycles into buildings, leaving them chained to a tree, pole, or building is prohibited.
- c. Use of skates, rollerblades or skateboards inside or on outside steps of buildings are prohibited.

The Traffic and Parking Regulations Book, available at the Armory Parking Systems Office, should be consulted for specific details and regulations for motorcycles, motor vehicles, and bicycles.

XII. Computer Code of Ethics

Iowa State University endorses the following statement of Software and Intellectual Rights that was developed through EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.”

“Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

The above statement provides a guide for the ethical use of computer facilities whether one is using a microcomputer, minicomputer, mainframe computer or supercomputer, or computer network, and whether the computer files, programs, or data are stored on floppy disk, hard disk, magnetic tape, or other storage media. Computer facilities and files owned by others should be used or accessed only with the owner’s permission.

Viewing or using another person’s computer files, programs or data without authorized permission is unethical behavior and an invasion of that person’s privacy. Such behavior, if used for personal gain, is plagiarism. Ethical standards apply even when material appears to be legally unprotected. Improper use of copyrighted material may be illegal.

The following guidelines govern ethical computer use at Iowa State University:

- Unauthorized access to restricted data bases is unethical.
- Use of computer facilities by an individual must be authorized by the owner or administrative unit. Prior permission to use another user’s computer account or user-id must be acquired from the owner of the account, who is responsible for its use. Changing another person’s password is considered a form of harassment and is unethical behavior.
- Users are responsible for their use of computer hardware, accounts and user-ids. These should be used only for the stated purpose; e.g., instructional class accounts must be used only to support the given courses. University computer facilities are not to be used for private monetary gain unless specifically authorized for such use.
- Users must not browse, access, copy or change private files without authorization, or change public files without authorization. Users must not attempt to modify the computer systems or software in any unauthorized manner. The use of invasive software, such as “worms” and “viruses” destructive to computer systems, is unethical and illegal. Copyrighted software must only be used in accordance with its license or purchase agreement. Users do not have the right to receive and/or use unauthorized copies of software, or make unauthorized copies of software for themselves or others.
- University computing facilities are a valuable resource for University use and they should be conserved. Users should properly utilize these resources to minimize any unnecessary impact of their work on others, for example, users should avoid excessive game playing.

POLICIES & PRACTICES

- ISU policies regarding the appropriate use of university facilities and the ethics of personal behavior apply to the use of all forms of electronic communication. In addition, users of any electronic communication facilities, such as electronic mail, networks, bulletin boards and newsgroups, are obligated to comply with the restrictions and acceptable practices established for those specific facilities. Certain types of communications are expressly forbidden. This includes the random mailing of messages; the sending of obscene, harassing, or threatening material; or the use of the facilities for commercial or political purposes.
- Hardware, software, manuals, supplies, etc., must not be removed from computing sites without proper authorization.
- Abuse or misuse of any computer hardware or software will be regarded as illegal and/or unethical behavior.

Violations of the University Code of Computer Ethics are treated like any other ethical violation as outlined in the Student Information Handbook and applicable faculty and staff handbooks. Violators may also be billed for illegal use of the computer systems and may be prosecuted for statutory violations, including Chapter 716A, Computer Crime, of the Iowa Code.

XIII. Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as his or her own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts or plagiarism. Such behavior is abhorrent to the university, and students found responsible for academic dishonesty face expulsion, suspension, conduct probation, or reprimand. Instances of academic dishonesty ultimately affect all students and the entire university community by degrading the value of diplomas when some are obtained dishonestly, and by lowering the grades of students working honestly.

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

- a. Obtaining unauthorized information.** Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, or by looking at your notes or other written work during an examination when not specifically permitted to do so.
- b. Tendering of information.** Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving someone answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.
- c. Misrepresentation.** Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person's paper (even with modifications) and submitting it as their own; having another student do their computer program or having someone else take their exam.
- d. Bribery.** Offering money or any item or service to a faculty member or any other person to gain academic advantage for yourself or another is dishonest.
- e. Plagiarism.** "Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism."

One is responsible for plagiarism when: the exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source.

Acknowledging the sources of borrowed material is a simple, straightforward procedure that will strengthen the paper and assure the integrity of the writer. The *English 104-105 Student Manual*, provides guidelines to aid students in documenting material borrowed from other sources, as does almost every handbook on writing style.

Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty or academic misconduct is therefore subject to appropriate academic penalty; to be determined by the instructor of the course, as well as sanctions under the university *Student Disciplinary Regulations*.

If an instructor believes that a student has behaved dishonestly in a course, these steps are to be followed:

1. The instructor should confront the student with the charge of dishonesty and arrange a meeting with the student to discuss the charge and to hear the student's explanation.
2. If the student admits responsibility for academic misconduct, the instructor shall inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade.

POLICIES & PRACTICES

Because academic dishonesty is also a student conduct violation under Section 4.2.1 of the Student Disciplinary Regulations, **the instructor must report the incident in writing to the Dean of Students.** After investigating the incident and discussing it with the instructor, the Dean of Students, or his/her designee, will meet with the student and depending on the severity of the offense as well as on the student's past conduct record, may handle the matter through an administrative hearing or schedule a hearing before the All University Judiciary (AUJ). This hearing, conducted according to the procedures outlined in the *Student Disciplinary Regulations*, is to determine the disciplinary action to be taken. In any case, the student's academic adviser will be informed of the incident but may not insert any record of it in the student's academic file.

3. If the student claims to be not responsible for the alleged violation of academic misconduct, the instructor may not assign the student a grade for the work in question until the question of responsibility is resolved, unless circumstances require that an interim grade be assigned. The instructor shall consult with his or her department chair and report the incident in writing to the Dean of Students.

The Dean of Students will refer the case to the Office of Judicial Affairs for investigation. After reviewing the report and completing an investigation, the Office of Judicial Affairs will file a formal complaint against the student if it is determined that there is cause to believe academic misconduct occurred. The case may be adjudicated through an administrative hearing or referred to a hearing before the All University Judiciary (AUJ) depending on the nature and severity of the violation as set forth in the *Student Disciplinary Regulations*.

If the case is referred to the AUJ both the student and instructor will be invited to attend an AUJ hearing and present pertinent information. If the Administrative Hearing Officer (in a minor case) or the AUJ (in a major case) finds the student responsible for the charge of academic misconduct, the instructor will inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade. The Administrative Hearing Officer or AUJ will determine the appropriate disciplinary action with respect to the nature of the violation.

If the Administrative Hearing Officer or AUJ finds the student "not responsible" for academic misconduct, the instructor will grade the student accordingly on the work in question and the student's grade in the course will not be adversely affected. If the student is found responsible the student's adviser will be informed of the decision but shall not insert any record of the action in the student's academic file.

4. If a student either admits dishonest behavior or is found responsible for academic misconduct by the AUJ, the Office of Judicial Affairs (OJA) or AUJ may impose any of the following sanctions:

- a. Disciplinary Reprimand**

An official written notice to the student that his/her conduct is in violation of university rules and regulations.

- b. Conduct Probation**

A more severe sanction than a disciplinary reprimand, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period.

- c. Suspension**

- Deferred Suspension**

The suspension is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for a further violation of the University *Student Disciplinary Regulations* or an order of a judiciary body, suspension will take place immediately.

- Defined Length**

The student is dropped from the university for a specific length of time. This suspension cannot be for less than one semester or more than two years.

- Indefinite Suspension**

The Student is dropped from the university indefinitely. Reinstatement may be contingent upon meeting the written requirements of the AUJ 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.

- d. Expulsion**

The student is permanently deprived of the opportunity to continue at the University in any status.

5. A student accused of academic misconduct has the option to stay in the class or to drop the class if the drop is made within the approved time periods and according to the regulations established by the University. If the student chooses to drop the class, the student will be required to sign a statement of understanding that if the student is later found responsible for academic misconduct, then the student will receive an "F" for the course.

POLICIES & PRACTICES

6. Procedures for appeal of either the All University Judiciary's conduct decision or the instructor's grade are outlined in the *Student Information Handbook*.
7. In instances in which the student admits responsibility or is judged to be responsible by OJA or the AUJ, a staff member of the Dean of Students Office will counsel with the student in an effort to deter any further such incidents.
8. Student records concerning academic dishonesty are maintained in the Dean of Students Office for a period of seven years, after which the file records are purged. These student records are confidential; nothing from them appears on a student's academic transcript.
9. In the event that an instructor is uncertain how to handle an incident of suspected academic dishonesty, the Dean of Students is available at any time to provide advice and assistance to the instructor in deciding a proper course of action to be taken.
10. Students enrolled in the College of Veterinary Medicine are bound by an honor code. A charge of academic dishonesty may be made by a student or instructor to the Interclass Honor Board chairperson according to the procedures outlined in the Honor Code, or the instructor may follow procedures outlined above. The Interclass Honor Board functions as the judiciary of the College of Veterinary Medicine for the allegations presented to it.

Other violations related to academic misconduct may include subsection 4.1.11 *Misuse of Computers* and subsection 4.2.20 *Unauthorized Sale of Others' Intellectual Works*. These subsections are located in the Iowa State University *Student Disciplinary Regulations* under section 4 of the Conduct Code.

XIV. Activity Authorizations

In order to maintain an orderly environment and to facilitate scheduling, activities of organizations which occur on university property must be scheduled in advance by utilizing the Event Authorization Process. Organizations planning to sponsor an activity that is covered by one of the following three policies (i.e., Picketing and Demonstrations, High Risk Events, Fundraisers, Concerts/Dances, Theme Weeks, Events during VEISHEA, Solicitation, and Voter Registration) must contact the Student Activities Center (294-1023) to seek authorization of the activity. Authorization will acknowledge agreement by the sponsoring organization to abide by the established procedures for that building or area. Some events (including those mentioned below) may also require additional authorization through the Event Authorization Process (see the SORM (Student Organization Resource Manual) and/or Event Authorization Process online at www.sac.iastate.edu).

PUBLIC EVENTS WITHIN DESIGNATED PUBLIC FORUM AREA

The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for noncommercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first-come, first-served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted in a way that avoids substantial littering of the campus. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes.

PUBLIC EVENTS OUTSIDE OF DESIGNATED PUBLIC FORUM AREAS

Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file with the Student Activities Center a notice of intent to use an area. If possible, such notice should be given at least 24 hours in advance of the event but, in any case, must be given at least 3 hours prior to the event. No approval is necessary if the event meets the following criteria:

- On weekdays between the hours of 8 a.m. and 4 p.m., the event will be held at least 100 feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not held at one of the two public forum areas, the event will occur only between the hours of 8 a.m. and 10 p.m.; and
- The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

POLICIES & PRACTICES

1. Picketing and Demonstrations

In accordance with the Uniform Rules of Personal Conduct university policy places certain constraints on picketing and demonstrating.

- (a) Picketing or demonstrating must be orderly at all times and be in accordance with the Uniform Rules of Personal Conduct and in no way jeopardize public order or safety or interfere with university programs or individuals.
- (b) Picketing or demonstrating must not interfere with the entrances of buildings or the normal flow of pedestrian or vehicular traffic on or adjacent to the campus or university-related areas.
- (c) Picketing or demonstrating may not occur where it interferes with instructional programs, administrative functions, the privacy of residence halls, the normal functions of university personnel, the physical plant, or other university services or programs.
- (d) When any student conduct regulations have been violated, university personnel, students, or members of the community shall refer the matter to the Dean of Students Office for adjudication.

2. Solicitation and Fund Raising

- (a) It is the policy of Iowa State University to permit solicitation in university buildings and on university property only by registered university organizations. Solicitation shall be defined as any commercial, profit-making, or fund-raising activity as well as activities which involve petitioning, canvassing, campaigning, or distribution of literature. Solicitation shall be permitted when consistent with the guidelines outlined in this section.
- (b) Any fundraising efforts performed on campus must be planned, sponsored and coordinated by a registered university organization, not be sponsored by an individual or by a for-profit company outside of the university.
- (c) The organization sponsoring the fundraising must obtain the product to be sold, advertise, deliver the product, and handle any complaints.
- (d) Monetary transactions should be conducted through the Campus Organizations Accounting Office.
- (e) Advertising of any fundraising efforts (on-campus, through university mail service and/or through campus mail) must be done within specified guidelines for distribution of material (refer also to the Student Organization Resource Manual). The material must clearly state the name of the organization sponsoring the fundraising effort, and include a contact address and/or telephone number of the organization.
- (f) Organizations planning to earn funds through periodic sales in campus buildings must obtain written permission and schedule their sales through Student Activities and with the dean or departmental executive officer in charge of the building concerned, or director of the physical plant if university grounds are involved.

3. Voter Registration

Voter registration by registered organizations shall be permitted in university buildings and on university property in accordance with guidelines outlined in the "Solicitation and Fundraising" section above.

4. VEISHEA Activities

For scheduling, coordination, staffing, and security reasons, it is important that students planning on campus activities during the week prior to VEISHEA and during the VEISHEA celebration do so with ample advance notice. Therefore these events must be approved and scheduled through the Level 3 Event Authorization Process at least 30 days prior to the week of VEISHEA (See the Student Organization Resource Manual and/or Event Authorization Process online at www.sac.iastate.edu).

This policy is not intended to add more paperwork or difficulty to organization event planners. It is also not intended to limit the wide variety of planned events and special efforts that registered organizations offer our campus and community on VEISHEA weekend. It merely is designed to formalize planning, scheduling and resource functions that are so vital to a smooth coordination of multiple events. Questions should be referred to the Student Activities Center (294-1023) or VEISHEA (294-1026).