

Admissions and Registrar

Office of Admissions

Interim Director

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Admission

When to Apply

Applicants for the fall semester are encouraged to apply during the fall of the year preceding their entry to Iowa State University. Applications for other terms should be submitted well in advance of the desired entry date.

Application deadlines are available at www.admissions.iastate.edu.

Completed applications for admission to the professional curriculum in the College of Veterinary Medicine, together with the required supporting transcripts, must be received by an established deadline. See College of Veterinary Medicine, Application and Admission.

How to Apply

Applications for admission are available online at www.admissions.iastate.edu.

Iowa State University operates on a rolling admissions basis. Admission of applicants for fall semester begins in July of the preceding year. Admission for other terms begins approximately 12 months prior to the beginning of the term. Admission offers are issued for a specific term and are valid only for the term specified.

Visits to the Campus

Visitors to Iowa State University are always welcome!

The Soultz Family Visitor Center, located in the Memorial Union, is open Monday through Friday from 8 a.m. until 5 p.m., and most Saturday mornings from 9 a.m. until 1 p.m. when classes are in session. Counselors are available to speak with prospective students and their families about admission, financial aid, housing, student life, academic programs and other opportunities. Visitors are offered student-guided walking tours of campus and the residence halls along with an enrollment presentation and an academic information session.

Prospective students and parents are encouraged to visit the campus and the Soultz Family Visitor Center. Arrangements for a campus visit or registration for "Experience Iowa State" or "Transfer Visit Days" open house programs can be made at www.admissions.iastate.edu or by contacting the Soultz Family Visitor Center at 800-262-3810 or locally at 515-294-5836.

Undergraduate Admission Directly from High School

Admission decisions are made by admissions officers in accordance with the entrance requirements as set forth in the Iowa Administrative Code as well as the admission policies established by the Faculty Senate.

Students who seek admission must meet the following requirements and also any special requirements for the college or curriculum of their choice.

Applicants must submit an application for admission and the appropriate application fee (see www.admissions.iastate.edu for current application fee information). In addition applicants must have their secondary school provide an official final transcript of their academic record, including cumulative grade point average, rank in class, and certification of graduation.

Applicants must also arrange to have their ACT or SAT scores reported to Iowa State directly from the testing agency. U.S. citizen and immigrant applicants who will not graduate from an approved U.S. high school and whose primary language is not English must meet university communication proficiency requirements. This can be accomplished by achieving satisfactory scores on the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the SAT. Contact the Office of Admissions for minimum score requirements for each examination.

Applicants may be required to submit additional information or data to support their applications.

A. Graduates of approved Iowa high schools who have the subject-matter background required by Iowa State University and who achieve a Regent Admission Index (RAI) score of at least 245 will be offered admission. Graduates

of approved Iowa high schools who have the subject-matter background required by Iowa State University and who achieve less than a 245 RAI score will be considered for admission on an individual basis.

The RAI score will be calculated for each applicant based on the following equation:

$$\begin{aligned} & (2 \times \text{ACT composite score}) \\ & + (1 \times \text{percentile class rank}) \\ & + (20 \times \text{high school GPA}) \\ & + (5 \times \text{number of years of high school core courses completed}) \\ & = \text{RAI Score} \end{aligned}$$

Note: For purposes of calculating the RAI, SAT scores will be converted to ACT composite equivalents; high school rank is expressed as a percentile with 99% as the top value; high school GPA is expressed on a 4-point scale; and number of high school courses completed in the core subject areas is expressed in terms of years or fractions of years of study.

Applicants from high schools that do not present all four of the factors required for calculation of the RAI score will be considered for admission on an individual basis.

Those applicants who are not offered unconditional admission will either be given the opportunity to enroll for a trial period during the preceding summer session or be denied admission.

B. Nonresidents of Iowa, including international students, may be held to higher academic standards, but must meet at least the same requirements as resident applicants.

C. Applicants who are graduates of nonapproved high schools will be considered for admission in a manner similar to applicants from approved high schools, but additional emphasis will be given to scores earned on standardized examinations.

D. Applications may be considered from students who did not graduate with their high school classes. They will be required to submit all academic data to the extent that it exists and achieve scores on standardized examinations which will demonstrate that they are adequately prepared for academic study.

E. Students with satisfactory academic records may be admitted, on an individual basis, for part-time university study while enrolled in high school or during the summers prior to high school graduation.

F. Exceptional students may be admitted as full-time students before completing high school. Early admission is provided to serve persons whose academic achievement and personal and intellectual maturity clearly suggest readiness for college-level study.

High School Preparation

Graduation from an approved high school shall ordinarily precede entrance into Iowa State University.

Students who wish to enter Iowa State University directly from high school (or transfer from another college or university with less than 24 semester hours of graded transferable college credit) must meet the level of academic performance described above and show evidence of the following high school preparation:

English/Language Arts

Four years, emphasizing writing, speaking, and reading, as well as an understanding and appreciation of literature

Mathematics

Three years, including one year each of algebra, geometry, and advanced algebra

Science

Three years, including one year each of courses from two of the following fields: biology, chemistry, and physics

Social Studies

Two years

Additional Requirements for the College of Liberal Arts and Sciences and the College of Engineering

In addition to the high school preparation requirements described above, students applying to the College of Liberal Arts and Sciences must have completed an additional year of social studies, for a total of three years, and two years of a single foreign language. Students applying to the College of Engineering must have completed two years of a single foreign language.

Students who do not meet the high school course preparation requirements listed here, but who are otherwise well qualified, may be admitted after individual review of their applications.

Undergraduate Admission - Nondegree Undergraduate

Students who wish to attend Iowa State University to take undergraduate courses but who do not plan to seek an undergraduate degree from Iowa State University should apply as nondegree undergraduate students. Credit taken under the nondegree undergraduate classification is applicable for undergraduate degree purposes for those who are later admitted as degree-seeking undergraduate students. Nondegree undergraduates who have already earned an undergraduate degree should not enroll in courses which are listed as available for minor graduate credit. To take courses listed as available for minor graduate credit, a student must enroll as a nondegree graduate and pay graduate fees. Credit obtained under the nondegree undergraduate classification may not be applied toward a graduate degree.

Students enrolled in the Intensive English and Orientation Program (IEOP) are classified as nondegree undergraduate students in the College of Liberal Arts and Sciences. Permission to enroll in one academic course in addition to full-time intensive English study may be granted under special circumstances.

Reentering Students - Undergraduate and Graduate

Reentering students are those who have previously attended Iowa State University and are returning after an absence of at least one full year. See Index, Academic Renewal Policy; and Reentry. (<https://nextcatalog.registrar.iastate.edu/azindex>)

International students need to reapply after an absence of one full semester, exclusive of summer session. International reentries must also contact the International Students and Scholars office to request the necessary visa application forms.

Reentering graduate students do not need to complete a reentry form but should notify their department and the Office of the Registrar of their intent to reenter Iowa State University. See Index, Reentry for more information. (<https://nextcatalog.registrar.iastate.edu/azindex>)

Destination Iowa State

The Destination Iowa State program is held for all new freshman and transfer students on the Thursday, Friday, and Saturday before classes begin fall semester; and on the Friday before classes begin spring semester. The program helps new students develop academic and social strategies to ensure a successful transition to Iowa State University.

New Student Programs Office

Orientation

Orientation assists new undergraduates with the transition to Iowa State University. At orientation, students plan their academic programs, register for classes, learn about university policies and procedures, and prepare for personal and social adjustments to the university. The university Orientation Committee, composed of Iowa State University faculty, and staff, is responsible for the orientation programs; the undergraduate colleges of the university, in cooperation with the Office of New Student Programs, have responsibility for the implementation of orientation programs for new students and their families.

The Orientation Committee conducts an extensive orientation program during the summer, with additional programs held prior to each term. Special orientation sessions are conducted for transfer students entering in the fall and spring semester. New students receive an invitation to attend an orientation program before their first semester at the university.

Summer Orientation

Summer orientation for freshmen is a two-day program scheduled throughout June. As early as January, new freshman students and their family members are asked to select a convenient time from among a number of orientation sessions that are scheduled during June. In addition to preparing their class schedules for fall semester, new students with their family members participate in informational activities about policies and procedures at the university, and meet formally and informally with faculty, staff, and other new students and their families. These sessions, held in a comfortable, informative atmosphere, lessen existing anxieties, assist in the development of a clearer understanding of the university environment, and make it possible for new students—with support from their family members—to begin to make the academic and social decisions that are faced by all students at the university.

Housing and meals are available at campus residence halls for a nominal fee during June freshman orientation.

Undergraduate Admission by Transfer from Other Educational Institutions

Students who seek admission must meet the following requirements and also any special requirements for the college and curriculum of their choice.

Applicants must submit an application for admission, and the appropriate application fee (see www.admissions.iastate.edu for current application fee information). Applicants must also request that each college they have attended send an official transcript of record to the Office of Admissions. Failure to provide transcripts from all colleges or universities attended may result in denial of the application or dismissal from the university. If less than 24 semester hours of graded transferable college credit is completed prior to entry at Iowa State University, applicants must also request that their official high school transcript and ACT or SAT scores be sent to the Office of Admissions. Other transfer applicants are encouraged to provide high school academic information. Students who do not do so may be asked to take course placement examinations during orientation.

U.S. citizen and immigrant applicants who have not graduated from an approved U.S. high school and whose primary language is not English must meet the university's English communication requirement. This can be accomplished by achieving satisfactory scores on the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or the SAT. Contact the Office of Admissions for minimum score requirements for each examination.

A. Transfer applicants with a minimum of 24 semester hours of graded transferable credit from regionally accredited colleges or universities, who have achieved for all college work previously attempted the grade point average required by Iowa State for specific programs, will be admitted. A 2.00 grade point average (on a 4.00 grading scale) is the minimum transfer grade point average requirement. Some programs may require a transfer grade point average higher than this minimum. Higher academic standards may be required of students who are not residents of Iowa, including international students.

Applicants who have not maintained the grade point average required by Iowa State University for specific programs or who are under academic suspension from the last college attended generally will be denied admission.

B. In addition to meeting the minimum transfer grade point average requirement described above, applicants who have completed fewer than 24 semester hours of graded transferable college credit prior to their enrollment at Iowa State must also meet the admission requirements for students entering directly from high school.

C. Transfer applicants under disciplinary suspension will not be considered for admission until information concerning the reason for the suspension has been received from the college assigning the suspension. Applicants granted admission under these circumstances will be admitted on probation.

D. Transfer applicants from colleges and universities not regionally accredited will be considered for admission on an individual basis, taking into account all available academic information.

Transfer Credit Practices

Iowa State University endorses the Joint Statement on Transfer and Award of Academic Credit approved by the American Council on Education (ACE) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The current issue of Transfer Credit Practices of Designated Educational Institutions, published by AACRAO is an example of a reference used in determining transfer credit.

The acceptance and use of transfer credit are subject to limitations in accordance with the educational policies of Iowa State University.

A. Students from regionally accredited colleges and universities.

Credit earned at regionally accredited colleges and universities is acceptable for transfer, except for the following, which may not be accepted, or may be accepted to a limited extent:

—credit in courses determined by Iowa State University to be of a developmental, vocational, or technical nature

—credit in courses or programs in which the institution granting the credit is not directly involved.

No more than 65 semester or 97 quarter credits earned at two-year colleges can be applied to a bachelor's degree from Iowa State University. While there is no

limit to the number of credits that may be transferred from a four-year institution, the last 32 semester credits must be completed at Iowa State University.

B. Students from colleges and universities which have candidate status.

Credit earned at colleges and universities which have become candidates for accreditation by a regional association is acceptable for transfer in a manner similar to that from regionally accredited colleges and universities if the credit is applicable to the bachelor's degree at Iowa State University.

Credit earned at the junior and senior classification from an accredited two-year college which has received approval by a regional accrediting association for change to a four-year college may be accepted by Iowa State University.

C. Students from colleges and universities not regionally accredited.

Courses completed at colleges and universities that are not regionally accredited will be evaluated according to the recommendations made by the American Association of Collegiate Registrars and Admissions Offices or the American Council on Education.

In determining the acceptability of transfer credit from private colleges in Iowa which do not have regional accreditation, the Regent Committee on Educational Relations, upon request from such institutions, evaluates the nature and standards of the academic program, faculty, student records, library, and laboratories.

In determining the acceptability of transfer credit from colleges in states other than Iowa which are not regionally accredited, acceptance practices indicated in the current issue of *Transfer Credit Practices of Designated Educational Institutions* will be used as a guide. For institutions not listed in the publication, guidance is requested from the designated reporting institution of the appropriate state.

D. Students from foreign colleges and universities.

Transfer credit from foreign educational institutions may be granted after a determination of the type of institution involved, its recognition by the educational authorities of the foreign country, and an evaluation of the content, level, and comparability of the study to courses and programs at Iowa State University. Credit may be granted in specific courses or assigned to general areas of study. Extensive use is made of professional journals and references which describe the educational systems and programs of individual countries.

Additional Transfer Credit Policies

A. Students with credit obtained during military service.

Credit will be awarded for successful completion of technical or specialized schools attended while on active duty with the armed forces to the extent that the material is applicable toward degree requirements at Iowa State University. Application for such credit is made at the Office of Admissions, which follows many of the recommendations in the American Council on Education (ACE) publication *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

B. Students with credit obtained through non-college sponsored instruction.

Credit will be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable toward degree requirements at Iowa State University. Application for such credit is made at the Office of Admissions, which follows many of the recommendations in the American Council on Education (ACE) publication *The National Guide to Educational Credit for Training Programs*.

C. Students with credit obtained through correspondence courses.

Although Iowa State does not offer correspondence courses, college level courses taken by correspondence from accredited colleges or universities are acceptable for transfer at the undergraduate level if the courses taken are those that do not require laboratory study.

D. College Level Examination Program (CLEP).

Iowa State University will award credit for each of the following 15 examinations: Financial Accounting, Principles of Accounting, American Government, Biology, Calculus, French Language, German Language, Humanities, Principles of Macroeconomics, Principles of Microeconomics, Natural Sciences, Introductory Psychology, Social Sciences and History, Introductory Sociology, Spanish Language.

Application of CLEP credit to a degree program varies with the department, so students should consult with their department before they register for CLEP examinations. Additional information is available at www.admissions.iastate.edu/cbe/cbe_clep.php.

E. Students with "test-out" credit.

Students who have earned credit at other colleges or universities through Advanced Placement (AP), College Level Examination Program (CLEP), or

International Baccalaureate (IB) examinations may qualify for credit at Iowa State University. Scores from these examinations should be sent directly to the Office of Admissions; credit will be awarded provided the scores satisfy Iowa State's requirements.

Credit earned at another college through locally designed test-out examinations may transfer to Iowa State University if accompanied by at least 12 transferable semester credits earned through coursework taken at that institution.

Articulation/Transfer Agreements

A. Iowa Regent Universities General Education Articulation Agreement.

Iowa State University participates in an articulation agreement with the other two Iowa Regent universities concerning the acceptance of their general education programs into the Iowa State University College of Liberal Arts and Sciences. Under the terms of this agreement, students who have satisfied general education requirements at the University of Northern Iowa or in the College of Liberal Arts at the University of Iowa may transfer to Iowa State's College of Liberal Arts and Sciences with their general education requirements met (with the possible exception of the foreign language and library requirements).

B. Associate of Arts (A.A.) Articulation Agreement with Iowa public community colleges.

Students who plan to enter the College of Liberal Arts and Sciences or the College of Business at Iowa State University with an associate of arts degree from an Iowa public community college, and who have at least 60 prescribed semester (90 quarter) credits acceptable for transfer and at least a 2.00 cumulative grade point average, will be considered to have met the general education requirements of that college. College of Business students will still be required to take an ethics and a global course to satisfy general education requirements unless they are taken as part of the associate of arts degree.

C. Associate of Science (A.S.) Articulation Agreement with Iowa public community colleges.

Students who plan to enter the College of Liberal Arts and Sciences at Iowa State University with an associate of science degree from an Iowa public community college, and who have at least 60 prescribed semester credits acceptable for transfer and at least a 2.00 cumulative grade point average, will be enrolled at junior level status upon entry to Iowa State University, College of Liberal Arts and Sciences. Transfer students with AS degrees will have their transfer credits evaluated course-by-course to determine how the courses will be applied to their intended Iowa State major/degree program requirements.

D. Career-technical credit from Iowa public community colleges.

Iowa State University will accept up to 16 semester (24 quarter) credits earned in career-technical courses where the sending Iowa public community college will accept such courses toward its associate of arts or associate in science degree. Certain career-technical courses at Iowa community colleges may be articulated to Iowa State University as academic credit. The credit hours earned in these articulated courses would transfer in addition to the 16 semester hour career-technical maximum. Please refer to the course equivalency guides on the Web (www.admissions.iastate.edu/equiv) or contact the Office of Admissions for more information.

E. AP and CLEP credit from Iowa public colleges and universities.

Iowa State University has an agreement with the Iowa public colleges and universities which allows credit earned through AP and CLEP examinations to transfer directly to Iowa State University if accompanied by at least 12 transferable semester credits earned through coursework taken at the sending institution.

On-line Transfer Articulation System (TRANSIT)

TRANSIT is Iowa State's online system, which displays how credits from a community college or another university may transfer to a degree program at Iowa State. In TRANSIT, prospective or current students can generate a transfer credit evaluation showing how their courses and degrees from a community college or university transfer to Iowa State University. In addition, students can request an unofficial degree audit, which will display how their transfer courses are applied within a particular Iowa State major/degree program. TRANSIT is easy to use and can be accessed by going to <http://transit.iastate.edu>.

Credit by Examination (CBE)

It is Iowa State University policy to grant academic credit by examination in many of the undergraduate courses listed in the university bulletin. Credit is awarded primarily in the introductory level classes in mathematics, natural, physical, and social sciences, and the liberal arts. Students with superior high school

backgrounds or those with college-level proficiency in certain subject areas are strongly encouraged to investigate and attempt testing in the CBE programs available.

Types of Credit By Examination Programs (CBE)

Students may earn academic credit in any of four ways and have that credit recorded on their academic record when they enroll. Programs accepted at Iowa State include the Advanced Placement (AP) Program, the International Baccalaureate (IB) Examinations, departmental examinations, and the College Level Examination Program (CLEP). Iowa State's policies for awarding credit for each of these programs may be found at www.admissions.iastate.edu/cbe.

Advanced Placement (AP) Program of the College Board

This program allows students, while still in high school, to take examinations for credit at the college level. Iowa State University awards credit or advanced placement through the Advanced Placement Program in art, biology, chemistry, computer science, economics, English, environmental science, foreign languages, geography, government and politics, history, mathematics, music, physics, psychology and statistics. High school counselors and teachers will assist with testing arrangements.

Generally, students scoring 3 or better on the exams will be considered for course credit based on departmental review of the exams. In some departments, only scores of 4 or better will be considered for credit.

Correspondence concerning the Advanced Placement Program should be addressed to the College Board Advanced Placement Examinations, P.O. Box 977-IS, Princeton, New Jersey 08541, or visit their web site at www.collegeboard.com/student/testing/ap/about.html (<http://www.collegeboard.com/student/testing/ap/about.html>).

International Baccalaureate Examinations

The International Baccalaureate (IB) Program, offered at many high schools in the United States and abroad, allows students the opportunity to take examinations for credit at the college level. These examinations are offered at standard and higher levels.

Iowa State University awards credit for most higher level examinations and some standard level examinations. Students must receive a minimum score of 4 to qualify for academic credit in most subject areas. Some departments require higher scores. Official IB examination results must be sent directly to the Office of Admissions from the International Baccalaureate Americas Office. Results listed on high school transcripts are not considered official.

Correspondence concerning the IB Program should be addressed to IB Americas Global Centre, 7501 Wisconsin Ave., Suite 200 West, Bethesda, MD 20814, iba@ibo.org, or visit their website at <http://ibo.org/iba/>.

Departmental Examinations

Students may take locally constructed departmental examinations for undergraduate credit in specified subject areas for which they and the department feel they have the necessary preparation. These exams are generally administered by the department which offers the course (for exceptions, see CLEP offerings below). Students interested in taking departmental (or CLEP) examinations should contact the appropriate department for specific information on the course covered by the exam and the exam itself. A nonrefundable fee is charged for each departmental examination requested. If an acceptable exam score is achieved, a grade of T will be reported to the Office of the Registrar. The T grade represents performance equivalent to a C or better in the course. T grades are not used in computing students' grade point averages; however, the credit does become part of their official academic record and may be applied toward their graduation requirements. For a listing of common departmental test-out exams, refer to <http://counseling.iastate.edu/testing-services/test-outs>. Most examinations for credit are prepared by the departments offering the courses. In some cases, the examination used is part of the College Level Examination Program (CLEP), where the content of the CLEP test has been judged to be an equivalent to the content of the course.

College Level Examination Program

CLEP is available on computer only and Iowa State University only accepts the CLEP tests listed in this section, and does not accept College Mathematics, Algebra or Precalculus, or College Composition or Literature. Up to six semester credit hours in each of these three CLEP general tests is awarded: Social Sciences and History, Humanities, and Natural Sciences. In addition, the College

of Engineering does not allow credit earned from CLEP Social Sciences and History, Humanities, and Natural Sciences tests to be used in their students' degree programs.

CLEP tests accepted at Iowa State University include American Government (Pol S 215); Financial Accounting (Acct 284; engineering majors should consult with their academic adviser before registering for this examination); Biology (Biol 101, not for biology or engineering majors); Calculus (Math 165); Introductory Psychology (Psych 101); Introductory Sociology (Soc 134); Principles of Macroeconomics (Econ 102); and Principles of Microeconomics (Econ 101). Current Iowa State University students should not take the economics CLEP exams; they are required to take the departmental exam instead.

In addition, Iowa State University will award up to 16 semester credit hours for CLEP French Language, up to 16 semester credit hours for CLEP German Language, and up to 16 semester credit hours for CLEP Spanish Language. Please note that native or near native speakers of French, German, or Spanish may not test out of the beginning or intermediate levels in these languages.

A nonrefundable fee is charged for each CLEP test requested, and all requests should be made one week prior to the test date. CLEP tests are administered by the Student Counseling Service Testing Office Monday through Friday. For information on whether to take any of the CLEP tests, contact your academic adviser. To obtain information on any of the CLEP tests, contact the SCS Testing Office, Rm. 2062 Student Services Building, Iowa State University, Ames, Iowa 50011, or send e-mail to scsclep@iastate.edu. To print a copy of the institutional CLEP registration form, go to <http://www.counseling.iastate.edu/testing-services>.

Policies and Procedures Governing CBE Tests

1. Departmental and CLEP tests are offered to newly admitted or currently enrolled students at Iowa State University. Former and future students will receive credit only if they enroll sometime during the twelve months immediately following the test(s).
2. Permission to take a departmental examination is obtained from the department. Students may be denied permission because (a) the nature of the course is such that proficiency cannot be measured by such a test, (b) the student does not appear to have adequate background to pass the examination for the course, or (c) the student would not otherwise be allowed to enroll in the course. Students may appeal such a denial to the dean of the college in which the department is administered and subsequently to the provost.
3. Students may ordinarily attempt a CBE test only once in any course or area. Under special circumstances a retest may be taken upon approval of the department in which the course is offered.
4. Departmental examinations and CLEP subject tests cover only a single course and students may not test out of independent study or special topic courses.
5. There is a nonrefundable fee for all departmental and CLEP tests. The fee is set by the Board of Regents, State of Iowa, and is subject to change.
6. Departmental examinations are usually given just prior to, or within two weeks of, the beginning of fall and spring semesters. For more information, students should contact the department that offers the class. CLEP tests are given throughout the year.
7. Credit for the CLEP examinations Social Sciences and History, Humanities, and Natural Sciences is not evaluated as equivalent to any specific course and cannot be used in place of specific course requirements for the major. All colleges (except Engineering, which does not accept these tests) allow these CLEP credits to be used for either general requirements (not in Liberal Arts and Sciences) or elective credit. Students are responsible for checking with their academic advisers to determine whether such credit is to their benefit.
8. Listed below are policies for transferring CBE from another college or university to Iowa State University:
 - a. AP or CLEP credit which is earned at an Iowa public college or university may be transferred directly to Iowa State University provided it is accompanied by at least 12 semester credits earned in residence at the sending institution. AP or CLEP credit which is earned at any other college or university may not be transferred directly to Iowa State. However, the scores from these examinations may be sent to Iowa State University from the testing agency, and credit will be awarded based on Iowa State's AP and CLEP policies.
 - b. IB credit earned at another college or university may not be transferred directly to Iowa State University. However, the scores from IB examinations may be sent to Iowa State from the testing agency, and credit will be awarded based on Iowa State's IB policies.

c. Credit earned at another college or university through local test-out examinations may be transferred directly to Iowa State University provided it is accompanied by at least 12 semester credits earned in residence at the sending institution.

9. Credit earned from CBE will be posted to the student's academic record at the end of the term. CBE credits will be counted toward the projected year in school classification used to establish registration start dates.

10. Some professional programs do not accept T (test-out) credit in preprofessional courses. Students who anticipate applying to such programs should inquire about the acceptability of such credit before registering for such CBE tests.

11. Credit established at Iowa State University will usually transfer to other colleges and universities; however, the final decision rests with the institution reviewing the transcript.

Registration/Enrollment

In order to register for classes students must first accept their offer of admission by the university. Registration and the payment of assessed fees are required of all who attend classes. Enrollment is not complete until fees are paid, including room and board fees for those living in residence halls. See Registration. (<https://nextcatalog.registrar.iastate.edu/registration>)

Enrollment Status

Enrollment status is defined for certification purposes as either full-time or half-time.

Full-time status, fall or spring semester

Undergraduates: 12 credits

Graduates: 9 credits

Half-time status, fall or spring semester

Undergraduates: 6 credits

Graduates: 5 credits

Summer status

Summer status depends on the number of weeks a student is enrolled. Always contact the Office of the Registrar to verify a student's status for a summer session.

With the exception of enrollment certification for veterans' benefits, credit hours are rounded up to the next whole number. For example, credit load of 11.5 credits is rounded up to 12 credits. Contact the Office of the Registrar for more information.

Residency Classification for Admission and Tuition Purposes

These criteria are contained in the Policy Manual, Board of Regents, State of Iowa and or the Iowa Administrative Code: Board of Regents, State of Iowa.

GENERAL INFORMATION

A. A person enrolling at one of the three state universities shall be classified as a resident or nonresident for admission, tuition, and fee purposes by the registrar or someone designated by the registrar. The decision shall be based upon information furnished by the student and other relevant information.

B. In determining resident or nonresident classification, the issue is essentially one of why the person is in the state of Iowa. If the person is in the state primarily for educational purposes, that person will be considered a nonresident. For example, it may be possible that an individual could qualify as a resident of Iowa for such purposes as voting, or holding an Iowa driver's license, and not meet the residency requirements as established by the Board of Regents, State of Iowa, for admission, tuition, and fee purposes.

C. The registrar, or designated person, is authorized to require written documents, affidavits, verifications, or other evidence deemed necessary to determine why a student is in Iowa. The burden of establishing that a student is in Iowa for other than educational purposes is upon the student. A student may be required to file any or all of the following:

1. A statement from the student describing employment and expected source of support
2. A statement from the student's employer

3. A statement from the student's parents verifying nonsupport and the fact that the student was not listed as a dependent on tax returns for the past year and will not be so listed in future years

4. A statement from the student's spouse related to sources of family support, length of residence in Iowa, and reasons for being in the state of Iowa

5. Supporting statements from persons who might be familiar with the family situation

6. Iowa state income tax return.

D. Applications for resident classification for a given semester or session are due no later than the fifteenth class day of that semester or session. Applications received after the fifteenth class day of that semester or session will be considered for the next semester or session. Appeals of any nonresident classification decision resulting from applications for resident classifications are due no later than midterm of that semester or session. Change of classification from nonresident to resident will not be made retroactive beyond the term in which application for resident classification is made.

E. A student who gives incorrect or misleading information to evade payment of nonresident fees shall be subject to serious disciplinary action and must also pay the nonresident fees for each term previously attended.

F. Review committee. These regulations shall be administered by the registrar or someone designated by the registrar. The decision of the registrar or designated person may be appealed to a university review committee. The finding of the review committee may be appealed to the Board of Regents, State of Iowa.

GRADUATE ASSISTANTS

Students with graduate assistantships of 1/4-time or more are assessed Iowa resident tuition and fees. Nonresident students with graduate assistantships of 1/4-time or more retain their nonresidency classification, but are assessed resident tuition and fees as long as the graduate assistantship is continued.

The spouse of a 1/4-time or more graduate assistant who is a nonresident is eligible for resident tuition and fees during the period of the assistantship appointment. Iowa residency is not granted, but a waiver of nonresident tuition and fees is in effect. When the graduate assistantship ends, the tuition and fee waiver for the spouse is terminated. (Board of Regents, State of Iowa, Minutes March 15, 1995, p. 801).

The graduate student must request the resident tuition assessment by midterm of the term in question. The benefit will not be granted retroactively.

GUIDELINES

The following guidelines are used in determining the resident classification of a student for admission, tuition, and fee purposes:

1. A financially dependent student whose parents move from Iowa after the student is enrolled remains a resident provided the student maintains continuous enrollment. A financially dependent student whose parents move from Iowa during the senior year of high school will be considered a resident provided the student has not established domicile in another state.

2. In deciding why a person is in the state of Iowa, the person's domicile will be considered. A person who comes to Iowa from another state and enrolls in any institution of postsecondary education for a full program or substantially a full program shall be presumed to have come to Iowa primarily for educational reasons rather than to establish a domicile in Iowa.

3. A student who was a former resident of Iowa may continue to be considered a resident provided absence from the state was for a period of less than 12 months and provided domicile is reestablished. If the absence from the state is for a period exceeding 12 months, a student may be considered a resident if evidence can be presented showing that the student has long-term ties to Iowa and reestablishes an Iowa domicile. A person or the dependent of a person whose domicile is permanently established in Iowa, who has been classified as a resident for admission, tuition, and fee purposes, may continue to be classified as a resident so long as domicile is maintained, even though circumstances may require extended absence of the person from the state. It is required that a person who claims Iowa domicile while living in another state or country will provide proof of the continual domicile as evidence that the person:

- (1). Has not acquired domicile in another state;
- (2). Has maintained a continuous voting record in Iowa; and
- (3). Has filed regular Iowa resident income tax returns during absence from the state.

4. A student who moves to Iowa may be eligible for resident classification at the next registration following 12 consecutive months in the state provided the student is not enrolled as more than a half-time student (6 credits for an undergraduate or

professional student, 5 credits for a graduate student) in any academic year term, is not enrolled for more than 4 credits in a summer term for any classification, and provides sufficient evidence of the establishment of an Iowa domicile.

5. A student who has been a continuous student and whose parents move to Iowa may become a resident at the beginning of the next term provided the student is dependent upon the parents for a majority of financial assistance.

6. A person who has been certified as a refugee or granted asylum by the appropriate agency of the United States, who enrolls as a student at a university governed by the Board of Regents, State of Iowa, may be accorded immediate resident status for admission, tuition, and fee purposes where the person:

- (1). Comes directly to the state of Iowa from a refugee facility or port of debarkation, or
- (2). Comes to the state of Iowa within a reasonable time and has not established domicile in another state.

Any refugee or individual granted asylum not meeting these standards will be presumed to be a nonresident for admission, tuition, and fee purposes and thus subject to the usual method of proof of establishment of Iowa residency.

7. An alien who has immigrant status establishes Iowa residency in the same manner as a United States citizen.

8. At the Regent institutions, American Indians who have origins in any of the original people of North America and who maintain a cultural identification through tribal affiliation or community recognition with one or more of the tribes or nations connected historically with the present state of Iowa, including the Iowa, Kickapoo, Menominee, Miami, Missouri, Ojibwa (Chippewa), Omaha, Otoe, Ottawa (Odawa), Potawatomi, Sac and Fox (Sauk, Meskwaki), Sioux, and Winnebago (Ho Chunk), will be assessed Iowa resident tuition and fees. (Board of Regents, State of Iowa, Minutes October 15-16, 1997, p. 299)

B. Additional guidelines are used in determining the resident classification of a veteran, qualified military person, and dependent children and spouses of a veteran or qualified military person for purposes of admission and undergraduate tuition and mandatory fees:

1. A person who is stationed on active duty at the Rock Island arsenal as a result of military orders, or the dependent child or spouse of such person, is entitled to resident status for purposes of undergraduate tuition and mandatory fees. However, if the arrival of the person under orders is subsequent to the beginning of the term in which the dependent child or spouse is first enrolled, nonresident fees will be charged in all cases for the dependent child or spouse until the beginning of the next term in which the dependent child or spouse is enrolled. If the qualified military person is transferred, deployed, or restationed while the person's spouse or dependent child is enrolled in an institution of higher education under the control of the board of regents, the spouse or dependent child shall continue to be classified as a resident under this subparagraph until the close of the fiscal year in which the spouse or dependent child is enrolled.

2. A veteran who is domiciled or moves to the state of Iowa and who is eligible for benefits, or has exhausted benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, is entitled to resident status for purposes of undergraduate tuition and mandatory fees. The dependent child or spouse of a veteran who meets these requirements is entitled to resident status for undergraduate tuition. However, if the arrival of the veteran in Iowa is subsequent to the beginning of the term in which the dependent child or spouse is first enrolled, nonresident fees will be charged in all cases for the dependent child or spouse until the beginning of the next term in which the dependent child or spouse is enrolled.

3. A person who is moved into the state as the result of military or civil orders from the government for other than educational purposes, or the dependent child or spouse of such a person, is entitled to resident status. However, if the arrival of the person under orders is subsequent to the beginning of the term in which the dependent child or spouse is first enrolled, nonresident fees will be charged in all cases until the beginning of the next term in which the dependent child or spouse is enrolled. Legislation, effective July 1, 1977, requires that military personnel who claim residency in Iowa (home of record) will be required to file Iowa resident income tax returns.

FACTS

A. The following circumstances, although not necessarily conclusive, have probative value in support of a claim for resident classification:

1. Reside in Iowa for 12 consecutive months, and be primarily engaged in activities other than those of a full-time student, immediately prior to the beginning of the term for which resident classification is sought.
2. Reliance upon Iowa resources for financial support.

3. Domicile in Iowa of persons legally responsible for the student.
4. Former domicile in the state and maintenance of significant connections therein while absent.
5. Acceptance of an offer of permanent employment in Iowa.
6. Military orders, if for other than educational purposes.
7. Other facts indicating the student's domicile will be considered by the universities in classifying the student.

B. The following circumstances, standing alone, do not constitute sufficient evidence of domicile to affect classification of a student as a resident under these regulations:

1. Voting or registration for voting.
2. Employment in any position normally filled by a student.
3. The lease of living quarters.
4. Admission to a licensed practicing profession in Iowa.
5. Automobile registration.
6. Public records; for example, birth and marriage records, Iowa driver's license.
7. Continuous presence in Iowa during periods when not enrolled in school.
8. Ownership of property in Iowa, or the payment of Iowa taxes.

Office of the Registrar

University Registrar
Laura Doering, M.S.

Associate Registrar
Diane Rupp

Student Records

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

Student Addresses

Students have the responsibility to notify the Office of the Registrar each time their information changes. Student information changes can be made in person to the Office of the Registrar, 214 Enrollment Services Center, or via AccessPlus (<https://accessplus.iastate.edu/frontdoor/login.jsp>) . Complete this form online using Acrobat Reader 6.0 or later, then print (remember to sign it) and submit to the Office of the Registrar, 214 Enrollment Services Center; by FAX (515)294-1088. ISU employees (graduate assistant or student worker), MUST also report an address change correction directly to the Office of Human Resource Services (<http://www.hrs.iastate.edu/main/homepage.shtml>) , 3810 Beardshear Hall.

When Records May Be Withheld

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

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

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

Review and Challenge of Records

A student may challenge the accuracy of handling of records maintained by the university on grounds that the records are inaccurate, misleading, or otherwise violate the privacy or other rights of the student. The university has established the following procedures to provide an opportunity for the student to correct or delete inaccurate records, or to insert into the record a written explanation of the content. Students who question their records should discuss the issue first with the individual staff person who established or maintains the records. Presumably

most issues can be resolved at this level. If a satisfactory resolution cannot be reached, the student should submit the question to the head of the department in which the record is maintained.

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

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

Posting Grades and Test Scores

Instructors who wish to inform students of their performance may post grades and test scores on a secure course web site as long as individual students may only access their own grades. The test scores or course grades of students may not be posted in any public location (World Wide Web or hard copy posting) unless the instructor posts the information using a code for each student that is known only by the instructor and the student.

Release of Grades

Students who choose to release their grades to parents or other trusted third parties may do so using the AccessPlus third party system. Reports of a student's grades are not routinely sent to the student's parents. Parents of students under 18 years of age may obtain grades by writing to the Office of the Registrar. The grades of other students will be sent to their parents only with written permission of the student, or by establishing dependency as outlined in item 9 under Confidential Information.

ISUCard and Identification Number

Each student is assigned a random university identification number on entry to the university. This number appears on the ISUCard that is provided to each student at the time of first registration. The ISUCard, may be required for some services and/or activities. At the time the ISUCard is issued each student also selects a university password, which is required for electronic access to personal student information.

Loss of an ISUCard should be reported immediately to the ISUCard Office, where the lost card will be invalidated and replaced for a charge. Disciplinary sanctions may be imposed for improper use of the ID card or attempts to obtain, by fraudulent means, any form of identification.

Social Security Number

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

Policy on Student Names

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

Information Disclosure

Iowa State University is required by law to make available to enrolled students, prospective students, and their parents certain information about the university. The information disclosure policy is available at www.iastate.edu/~disclosure. Students without electronic access can obtain the information from the Office of the Registrar, 214 Enrollment Services Center, 515-294-1840 or from the Office of Admissions, 100 Enrollment Services Center, 515-294-5836. A paper copy of the information will be provided upon request.

Public Information

Certain information concerning students is considered to be open to the public upon inquiry. This public information is of two types: directory information and other information not included in the ISU Directory. ISU directory information includes student name, local address, telephone number, campus e-mail address, college, curriculum, year in school, and enrollment status.

Other public information includes mailing address, date and place of birth, home town, dates of attendance at Iowa State, expected date of graduation, names of advisers, awards and academic honors, Iowa State degree(s) and date(s) awarded, previous educational institutions attended, degrees received, dates of attendance, full- or part-time status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Public information will be released by the registrar to anyone upon inquiry, unless students have requested that their information not be released. Students can withhold public information through the Address Change link on Access Plus (<https://accessplus.iastate.edu/frontdoor/login.jsp>).

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

It is the policy of the university to respect the privacy of students; therefore, only lists and labels containing names of students with directory information will be made available to members of the public. This directory information will be provided on a time-available basis for the cost of producing the information. Directory information is available using the online phonebook (<http://info.iastate.edu>).

Confidential Information

With the exception of the information noted above, all student records are considered to be confidential and are open only to school officials. A school official is a person employed by the university in administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Iowa State University's notification of rights under FERPA can be found at <http://www.registrar.iastate.edu/info/ferpanotice.html>.

The following policies govern access to student records:

- Each type of student record is the responsibility of a designated school official, and only that person or the dean or director to whom that person reports has authority to release the record. The following is a list of the responsible officials:
 - Academic records: registrar
 - Admissions records: director of admissions
 - Financial aid records: director of student financial aid
 - Business records: university controller
 - Traffic and security records: director, ISU Department of Public Safety
 - Medical records: director, Thielen Student Health Center
 - Counseling records and test scores: director, Student Counseling Service
 - Actions of Academic Standards Committees: college deans
 - Disciplinary records: dean of students
 - Residence hall records: director of residence
 - Placement records: college placement officers.
 - Evaluations for admission to ISU graduate or professional programs: deans or department chairs
 - Special academic programs: faculty member in charge of the program and the dean of the college.
- The designated official may release records to other school officials who have a legitimate need for the information. A list of those persons who normally have access to each type of student record is available in 214 Enrollment Services Center.
- All student records are reviewed periodically. Information concerning the frequency of review and expurgation of specific records is available in 214 Enrollment Services Center.
- Students have the right to review upon request any records that pertain directly to them, and may obtain a copy of the record for a fee. This provision does not

apply to records to which the student has waived his or her right to review, nor does it apply to medical and counseling records.

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

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

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

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

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

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