

Contact: Marcia Brunson

**ADOPTION OF AMENDMENTS TO  
IOWA ADMINISTRATIVE CODE 681—CHAPTERS 1, 2, AND 9**

**Action Requested:** Consider adoption of amendments to Iowa Administrative Code 681—Chapter 1 “Admission Rules Common to the Three Universities”, Chapter 2 “Supplemental Specific Rules for Each Institution”, and Chapter 9 “Policies, Practices and Procedures”.

**Executive Summary:** The Board of Regents administrative rules are contained in 20 chapters of the Iowa Administrative Code. At the request of the Board Office, the rules are being reviewed by the Board staff and the institutions.

At the October 2011 meeting, the Board approved filing a Notice of Intent to amend these three chapters. The notice was published in the November 30, 2011, issue of the Iowa Administrative Bulletin (IAB). With the publication of the notice, a comment period was established. No comments were received. Board Office staff appeared before the Administrative Rules Review Committee (ARRC) on December 13, 2011. The amendments for Chapter 2 detailed in Attachment A are unchanged from those noticed. After discussion with the ARRC, the rules on Telecommunication in Chapter 9 have been revised since the notice was filed.

The amendment to Chapter 1 adds a new application fee of \$40 for nondegree students at Iowa State University.

The amendments to Chapter 2 update the admission requirements specific to each university and individual colleges within the universities. The amendments are detailed in Attachment A.

Amendments to Chapter 9 are detailed in Attachment B. The current rules on Telecommunications contain a general statement and separate rules for each university. The notice published on November 30 in the IAB updated the existing rules without changing the format. After discussion with the ARRC and for efficiency and streamlining of the rules, it is proposed to delete the current rules in their entirety which removes duplicative language. The revised rule is shown in Attachment B.

Upon approval of the adoption of the amendments by the Board, the amendments will be filed and published in the IAB on March 7. The amendments will be effective April 18, 2012.

Chapter 2  
Supplemental Specific Rules for Each Institution

UNIVERSITY OF IOWA

**681—2.3(262) College of business administration.**

**2.3(1) Application for admission.** Applications for admission to the college of business administration Henry B. Tippie College of Business should be submitted to the ~~director of admissions~~ undergraduate admissions committee.

Applicants are urged to apply as early as possible, since this will give the admissions committee more time to devote to each application. Closing dates for receiving applications will be announced well in advance of the opening date of any session.

**2.3(2) Requirements for admission.** For admission to the college of business administration an applicant must have—

a. Submitted a complete application for admission;

a b. Completed specific coursework as prescribed by the faculty of the college of business;

b c. Attained satisfactory scores on the university's required admission examinations, if applicable; and

e d. Maintained a satisfactory the required grade-point average averages on all courses; undertaken, and on all courses undertaken at the University of Iowa, and on all courses undertaken in business and economics courses taken at the University of Iowa; and courses required for admission to the college of business.

Applications from students who have minor deficiencies in meeting grade-point requirements specified above will be reviewed by the admissions committee of the college of business, and upon favorable recommendation of the committee, such students may be granted conditional or probationary admissions.

Fulfillment of the minimal requirements listed above, however, does not ensure admission to the college of business administration. From those applicants who meet the minimum requirements, the admissions committee will select the applicants who, in their judgment, appear to be best qualified.

**681—2.4(262) College of dentistry.**

**2.4(1) Application for admission.** Address all inquiries regarding admission to the Director of Admissions, University of Iowa.

Applicants are urged to apply as early as possible, since this will give the admissions committee more time to devote to each application. Closing dates for receiving applications will be announced well in advance of the opening date of any session.

Applicants for admission to dentistry are encouraged to complete a program leading to a baccalaureate degree before entering dentistry. Applicants ~~should~~ may consider a combined program of liberal arts and dentistry ~~which that~~ would qualify them for a baccalaureate degree upon the completion of the freshman year in dentistry. Preference will be given to students who have the baccalaureate degree or who have completed the requirements for the degree in a combined program.

Fulfillment of the specific requirements for admission listed does not ensure admission to the college of dentistry. From the applicants meeting the minimum requirements, the admissions committee will select the applicants who in their judgment appear to be best qualified for the study and practice of dentistry.

Each applicant must place on file in the office of the director of admissions the completed application form and an official transcript from each college attended candidate must submit application materials, including official transcripts from each college attended, official Dental

Admissions Test (DAT) scores and letters of recommendation through the Associated American Dental Schools Application Service (AADSAS).

The college work outlined below will suffice to meet the minimal academic requirements for admission to the college of dentistry.

The college curriculum must include at least three academic years of accredited work comprising not less than ~~96~~ 90 semester hours and including specific required science courses as prescribed by the faculty of the college. Electives should be chosen so as to give the applicant a well-rounded educational background.

In order to meet minimum scholarship requirements, the applicant should attain a cumulative grade-point average of 2.5. A GPA above 3.5 is strongly recommended. Since the quality of coursework in pre dental science is basic to success in dentistry, special consideration to such college work is given by the admissions committee. The grade-point average is based upon the University of Iowa's marking system in which a grade of "A" is equivalent to four points. Other marking systems will be evaluated by the office of admissions and the committee on admissions of the college of dentistry.

Applicants who have completed the requirements for admission to dentistry five or more years prior to seeking admission to this college of dentistry will be considered by the admissions committee only under exceptional conditions.

Preference will be given to applicants who are residents of Iowa, but consideration will also be given to outstanding nonresidents.

Personal interviews will be required of applicants for admission to the college of dentistry. Applicants will be notified when they should appear for the required interviews with members of the admissions committee.

All applicants must complete the dental aptitude tests sponsored by the council on dental education of the American Dental Association. Tests are ~~given three times annually. The University of Iowa is a testing center~~ administered at Prometric Test Centers.

To facilitate early selection, applicants for admission to the college of dentistry are urged to complete the aptitude test no later than ~~October~~ August of the year they are applying to enable the admissions committee to begin its selection in December.

Accepted applicants are required to make ~~the required~~ an acceptance deposit within ~~two weeks~~ 30 days after notification of favorable action on their applications. This deposit is not refundable but is credited toward the first fee payment. The applicant who fails to make the deposit within the time specified forfeits a place in the entering class.

~~Applicants accepted for admission are required to submit a satisfactory physical examination report to the university student health service within two weeks following notification of acceptance.~~

~~All applicants must also complete, through student health service, an X-ray film of the chest and a successful vaccination against smallpox prior to registration.~~

Entering health sciences students are required to have an annual tuberculin skin test (TST), a physical examination, and proof of immunization against mumps, measles and rubella (2 MMRs), tetanus, diphtheria, and varicella, prior to the beginning of classes. Medical history and physical examination forms will be provided by the university. The usual regimen of three doses of Hepatitis B vaccine and a Hepatitis B titre must be completed by the second semester of the year.

**2.4(2) Advanced standing.** Applications for admission with advanced standing are handled as individual cases.

### **681—2.7(262) College of law.**

**2.7(1) Application for admission.** Address all inquiries concerning admission to the Director of Admissions, University of Iowa, Iowa City, Iowa. Beginning students may enter the college of law only in the ~~summer session~~ or the fall semester. ~~Closing dates~~ The closing date for receiving applications will be announced well in advance of the opening date of any session.

To be considered for admission, an applicant should have attained a ~~cumulative grade-point average of at least 2.3 on all college work undertaken~~ an undergraduate degree from an accredited undergraduate institution. The grade-point average that is used for the application evaluation is based upon the University of Iowa's marking system in which a grade of "A" is equivalent to four points. Other marking systems will be evaluated by the office of admissions.

Applicants for admission must present a baccalaureate degree from an approved college or university prior to commencing work in the college of law.

Each applicant for admission must take the Law School Admission Test ~~administered by the Educational Testing Service, Princeton, New Jersey,~~ and have the score forwarded to the college of law. The test is given ~~several~~ multiple times per year and may be taken at numerous locations in the United States and throughout the world. Applicants are urged to take the test in the summer, fall or early winter preceding the fall semester for which they are making application. ~~Except upon a showing acceptable to it, the~~ The admissions committee will not consider applications from students who fail to take the test prior to the June 1 preceding the fall semester in which they wish to enter.

Fulfillment of the specific requirements for admission listed above does not ensure admission to the college of law. From the applicants meeting the minimum requirements, the admissions committee of the college of law will select those applicants who, in their judgment, appear to be best qualified for the study and practice of law. The college of law admissions committee may require personal interviews of some applicants.

**2.7(2) Admission with advanced standing.** A transfer student may be eligible for admission if the student (a) has attended a school approved by the American Bar Association of American Law Schools; (b) is in good standing at the time of withdrawal (evidenced by a letter from the dean of the school from which transferring); (c) meets the admission requirements for beginning students; and (d) has done substantially above average work in the law school the student attended. Where an applicant has completed more than one year of law study, advanced standing will be permitted only in exceptional cases. ~~Applicants for admission with advanced standing should comply with the procedures required for admission to the first-year class.~~

### **681—2.8(262) College of medicine.**

**2.8(1) Application for admission.** Address all inquiries regarding admission to the Director of Admissions, Roy J. and Lucille A. Carver College of Medicine, University of Iowa.

Applicants are urged to apply as early as possible, since this will give the admissions committee more time to devote to each application. Closing dates for receiving applications will be announced well in advance of the opening date of any session.

Fulfillment of the specific requirements for admission listed below does not ensure admission to the college of medicine. From the applicants meeting the specific requirements, the admissions committee of the college of medicine will select those applicants who in their judgment appear to be best qualified for the study and practice of medicine.

Applicants for admission to the Carver College of Medicine (CCOM) must be U.S. citizens or documented permanent residents or asylees of the U.S. and have received baccalaureate degrees (or be in degree programs with expectations of receiving the degree) prior to enrollment.

~~Prior to entrance an applicant must:~~

- ~~— a. Have received the baccalaureate degree; or~~
- ~~— b. Have completed three years of a combined baccalaureate medicine curriculum which qualifies the applicant to receive the baccalaureate degree on completion of the first year in medicine; or~~
- ~~— c. Have completed three years of a baccalaureate program which includes the general graduation requirements of the college of liberal arts of the University of Iowa for the combined baccalaureate degree.~~

~~Each applicant must place on file in the office of the director of admissions the completed application form and an official transcript from each college attended.~~

~~Applicants must submit an application through the American Medical College Application Service (AMCAS) by November 1. The secondary application deadline is December 15 for those invited to complete a CCOM secondary application. All application materials are submitted electronically.~~

The college work as outlined below will suffice to meet the minimal academic requirements for admission to the college of medicine.

~~Applicants who have completed the baccalaureate degree and required courses five or more years prior to seeking admission to this college of medicine will be considered by the admissions committee only under exceptional conditions.~~

~~The college curriculum must include at least three years (equivalent to 96 semester hours) including specific required science courses as prescribed by the faculty of the college.~~

Students planning to study medicine should bear in mind that other college work is required in addition to prerequisite sciences because it offers an opportunity to secure a well-rounded education, which is of special importance to those entering the medical profession. In the selection of applicants, preference will be given to those who give evidence of having obtained such a broad education.

To be considered for admission, an applicant must have attained a grade-point average of at least 2.5 for all college work undertaken. As the quality of work in premedical science is very basic to success in medicine, special attention will be given by the admissions committee to grades in science. The grade-point average is based upon the University of Iowa's marking system in which a grade of "A" is equivalent to 4 points. Other marking systems will be evaluated by the office of admissions and the committee on admissions of the college of medicine AMCAS formula calculated when the applicant submits the application to AMCAS.

Preference will be given to applicants with high scholastic standing who are residents of Iowa, and consideration will also be given to outstanding nonresidents. Applicants for admission are required to take the medical college admissions test (MCAT) which is administered ~~for~~ by the Association of American Medical Colleges. Applicants ~~are requested~~ must to complete this test in ~~May or October~~ no earlier than five years prior to application, and no later than September of the year preceding that for which they are applying for admission. ~~Students may make arrangements to apply for this examination through the university examination service, the University of Iowa. This examination is administered electronically and registration is coordinated through the MCAT website at [www.aamc.org/mcat](http://www.aamc.org/mcat).~~

~~Invitations for personal~~ Personal interviews will be ~~required~~ offered to applicants who meet the criteria set forth by the admissions committee. Applicants receiving this invitation to interview will be contacted for the appointment for required interviews.

~~Applicants accepted for admissions are required to submit a satisfactory physical examination report to the university student health service within two weeks following notification of acceptance.~~

~~All applicants must also complete, through student health service, an X-ray film of the chest and successful vaccination against smallpox prior to registration.~~

Entering health sciences students are required to have an annual tuberculin skin test (TST), and proof of immunization against mumps, measles and rubella (2 MMRs), tetanus, diphtheria and varicella, prior to the beginning of classes. The usual regimen of three doses of Hepatitis B vaccine and a Hepatitis B titre must be completed by the second semester of the first year. All students are required to have hospitalization and health insurance.

**2.8(2) Admission to advanced standing.** If their work preparatory to entering a college of medicine would have met entrance requirements of this college, students from other approved medical colleges may be admitted to advanced standing according to the following conditions:

Only applicants of high scholastic standing will be considered.

They must present certificates showing that they have satisfactorily completed courses

equivalent to those already pursued by the class they wish to enter.

The ~~committee on admission to advanced standing~~ Office of Student Affairs and Curriculum will decide in each case whether examinations in the various subjects will be required.

Applications will be considered only upon receipt of a statement from the dean or registrar of the college from which the applicant comes, showing the actual amount of time the student has spent in the study of medicine, the courses taken, and the grades received, together with a ~~statement of the work preparatory to entering upon the course in medicine~~ the AMCAS application and official transcripts.

No advanced standing will be granted to students from other than approved medical schools. ~~Students may be granted subject credit upon recommendation of the head of the department concerned, for work taken in other than medical schools.~~

~~2.8(3) *Unclassified students.* Applicants for admission to the college of medicine who are not candidates for a degree but who desire to register for special subjects, will be admitted to any lecture or laboratory course only upon complying with all the regular requirements for admission to such course or by action of the faculty upon recommendation of the professor in charge of the course.~~

**681—2.9(262) College of nursing.** Applications for admission to the college of nursing should be submitted to the Director of Admissions, University of Iowa, Iowa City, Iowa. Applicants for admission to the undergraduate program in nursing must present a minimum of 30 semester hours completed in an accredited college. For admission to the college of nursing an applicant must have:

1. Completed specific coursework as prescribed by the faculty of the college. The director of admissions will provide a list of the coursework required.
2. Completed the American College Tests ACT or SAT test.
3. Performed satisfactorily on all courses undertaken. A minimum cumulative grade point average of 3.0 is required with all prerequisite courses being completed with an earned grade of "C" or higher to be considered.

Applications from students who have minor deficiencies in meeting grade-point requirements specified above will be reviewed by the admissions committee of the college, and, upon favorable recommendation of the committee, such students may be granted conditional or probationary admissions.

Fulfillment of the minimum requirements listed above, however, does not ensure admission to the college of nursing. From those applicants who meet the minimum requirements, the admissions committee will select the applicants who, in their judgment, appear to be best qualified.

Rescind rule 681—2.10(262) and adopt the following new rule in lieu thereof.

**681—2.10(262) College of pharmacy.**

**2.10(1) *Application for admission.*** All application material must be received by the application deadline of December 1 of the year prior to expected matriculation. Requirements for admission include a minimum cumulative grade-point average of 2.5 for all college work undertaken. The grade-point average is based upon the University of Iowa's marking system in which a grade of "A" is equivalent to 4 points. Applicants must also show satisfactory completion of all pre-professional coursework and at least 12 semester hours of general education electives are required. A maximum of one prerequisite course and one general education course may be completed in the summer before entry into the college of pharmacy. (NOTE: A total of 20 semester hours of general education elective courses are required for **graduation**. Students are strongly encouraged to complete all general education electives before entering the first pharmacy year)

Applications are accepted through the online PharmCAS centralized pharmacy application service. A supplemental application is also required. Each applicant for admission must take the

Pharmacy College Admission Test. Scores should be sent to the PharmCAS system. The admissions committee will not consider applications from students who fail to take the test prior to December 31 of the year preceding the fall semester in which they wish to enter. A personal interview is also required. Applicants will be contacted for the appointment for required interviews.

Fulfillment of the specific requirements for admission listed above does not ensure admission to the college of pharmacy. From the applicants meeting the minimum requirements, the admissions committee will select those applicants who, in their judgment, appear to be best qualified for the study and practice of pharmacy.

Applicants accepted for admission are required to submit to a criminal background check.

**2.10(2) Admission with advanced standing.** A transfer student may be eligible for admission if the student (a) has attended a college fully accredited by the Accreditation Council for Pharmacy Education; (b) meets the admission requirements for entering students; (c) has done substantially above average work in the pharmacy college that the student attended (d) is in good standing at the time of withdrawal (evidenced by a letter from the dean of the school from which transferring); and (e) presents certificates showing that they have satisfactorily completed courses equivalent to those already pursued by the class they wish to enter.

**681—2.11(262) College of liberal arts and sciences.** Applicants for admission to liberal arts must meet the rules that are common to the three state institutions in Iowa as listed in 681—1.1(262), 1.2(262) and 1.3(262).

**681—2.12(262) College of education.** Students at the university desiring professional work in education are registered in the college of liberal arts and sciences or the graduate college. Requirements for permission to take teacher-training courses are listed in the university catalogue.

#### IOWA STATE UNIVERSITY

Rescind rule 681—2.25(262) and adopt the following new rule in lieu thereof.

**681—2.25(262) Undergraduate students.**

**681 – 2.25(262) Admission policies for undergraduate students.** Undergraduate applicants must submit an application for admission and other supporting materials as detailed in rule 681-1.1 to 1.3. Students must receive notification of admission from the director of admissions before they may register for classes.

**2.25 (1) Direct from high school.** In addition to the admission requirements detailed in rule 681-1.1, direct from high school applicants must also satisfy the minimum high school course requirements as approved by the faculty.

**2.25(2) Transfer from another institution.** In addition to the admission requirements detailed in rule 681-1.2 and 1.3, admission of transfer applicants will be based upon the applicant's cumulative grade point average for all transferable courses attempted prior to entering Iowa State University.

**2.25(3) Student misconduct.** Prior misconduct of applicants is a permissible consideration in the admission decision. As such, applicants may be required to disclose prior academic disciplinary and criminal history information as a part of the application process. The existence of a prior academic disciplinary or criminal history information shall not automatically result in a denial of admission, but admission may be denied if the director of admissions determines that the applicant's prior misconduct suggests a significant safety risk to the campus community or the likelihood of serious disruption to the academic environment if the applicant were to be admitted.

**681—2.26(262) College of veterinary medicine.**

**2.26(1)** no change.

**2.26(2)** no change

**2.26(3) Student Misconduct.** Prior misconduct of applicants is a permissible consideration in the admission decision. As such, applicants may be required to disclose prior academic disciplinary and criminal history information as a part of the application process. The existence of a prior academic disciplinary or criminal history information shall not automatically result in a denial of admission, but admission may be denied if the Dean determines that the applicant's prior misconduct suggests a significant safety risk to the campus community or the likelihood of serious disruption to the academic environment if the applicant were to be admitted.

**2.26(3) 2.26(4)** *Application process.* All inquiries regarding admission to the college of veterinary medicine should be directed to the Coordinator of Admissions, College of Veterinary Medicine, Iowa State University of Science and Technology, 1600 S. 16th Street, Ames, Iowa 50011-1250. The application process includes the following:

*a-f.* no change.

**2.26(4) 2.26(5)** *Admission criteria.* Admission to the college of veterinary medicine is on a competitive and selective basis. The selection criteria shall be established by the admissions committee of the college of veterinary medicine. These criteria may include review by the admissions committee of an applicant's GPA; GRE; coursework rigor; personal statement; animal, veterinary and general work experiences; recommendations; and a required personal interview. Completing the minimum academic requirements does not ensure admission. From the applicants who meet the minimum academic requirements, the admission committee will select the applicants who in the judgment of the committee appear to be best qualified for the study and practice of veterinary medicine.

**681—2.27(262) Graduate college.**

**2.27(1) *Admission.*** Admission to the graduate college may be granted to a graduate of an institution in the United States ~~which~~ that is accredited by a recognized regional association. For information concerning graduate study in a particular academic discipline, prospective students are invited to correspond with the ~~head of the department~~ director of graduate education of the program/major in which they wish to study.

Application forms are available at <http://www.admissions.iastate.edu/>. These forms, together with official transcripts, and the appropriate application fee as approved by the state board of regents pursuant to Iowa Code subsection 262.9(18) and detailed in rule 681—1.7(262) ~~and a statement of quartile rank~~, should be forwarded to the Office of Admissions at least one month prior to the opening of the ~~quarter~~ semester/term in which the student wishes to matriculate. ~~If the undergraduate degree is from Iowa State University or if the student is applying for nondegree admission, no application fee is assessed.~~

**2.27(2) *Graduate record examination.*** The graduate record examination (GRE) is not a university-wide requirement for all applicants; however, some ~~departments~~ programs/majors require or recommend submission of GRE scores. Individual ~~departmental~~ program/major statements appearing in the university's catalog should be consulted for this information.

**2.27(3) *Full admission.*** Applicants who are graduates of a regionally accredited institution in the United States or of a recognized institution of another country whose requirements for the bachelor's degree are substantially equivalent to those of Iowa State University, and who rank in the upper one-half of their class, may be admitted to the graduate college if recommended by the ~~department~~ program/major and approved by the dean of the graduate college. Admission does not constitute acceptance as a candidate for a degree.

~~2.27(4) Provisional admission.~~ Applicants who are graduates of a regionally accredited college or university in the United States or of a recognized institution in another country whose requirements for the bachelor's degree are substantially equivalent to those at Iowa State University, and who rank in the upper one-half of their class who satisfy the formal university requirements for full admission status (see above), but who have certain background deficiencies to remedy, may be admitted to the graduate college on provisional admission if recommended by the ~~department~~ program/major and approved by the dean of the graduate college. Students accepted on provisional admission are eligible for graduate assistantships. Transfer from provisional admission to full admission requires recommendation of the major professor and approval by the graduate college.

~~2.27(5) Restricted admission.~~ Restricted admission may be granted to persons who are graduates of regionally accredited universities or colleges of the United States who do not rank in the upper one-half of their class and to graduates of foreign institutions. This status requires the recommendation of the major department and approval of the dean of the graduate college do not satisfy the formal university requirements for full admission status and/or lack undergraduate preparation in a field related to the graduate field of study. Restricted admission may also be granted to graduates of non-English-speaking foreign institutions, even if the student meets the university requirements for full admission status. This status requires the recommendation of the program/major and approval of the dean of the graduate college. Transfer from restricted to full admission usually requires completion of at least 45 nine semester credit hours of graduate-level courses with a grade average of B (3.00) or above. The recommendation must be submitted by the student's major professor or the program's director of graduate education and approved by the dean of the graduate college.

~~2.27(6) Student misconduct.~~ Prior misconduct of applicants is a permissible consideration in the admission decision. As such, applicants may be required to disclose prior academic disciplinary and criminal history information as a part of the application process. The existence of a prior academic disciplinary or criminal history information shall not automatically result in a denial of admission, but admission may be denied if the Dean of the Graduate College or his/her designee determines that the applicant's prior misconduct suggests a significant safety risk to the campus community or the likelihood of serious disruption to the academic environment if the applicant were to be admitted.

#### UNIVERSITY OF NORTHERN IOWA

**681—2.35(262) Admission policies for undergraduate students.** A student must have filed an application for admission with the required transcripts and other supporting material, have met all conditions named in chapter 1 of regents board rules, and been issued an admissions statement by the director of admissions and registrar before being permitted to register in the college at the university. In considering an application, consideration is given to scholarship, health, character, and personality academic preparation for collegiate students. Individual students may be required by the ~~committee on admission and retention~~ to come to the campus for interview and tests. Those who do not give reasonable promise of success as college students may be denied.

**681—2.36(262) Parietal rule.** Rescinded IAB 6/7/95, effective 7/12/95.

**681—2.37(262) Teaching curricula.** Application for approval in a teacher education program may be filed after a student has earned at least 24 semester hours credit. The student must pass such tests and meet such other standards as may be prescribed by a teacher education committee. For full approval, a student must have at least a ~~2-20~~ 2.50 grade index at this college. The committee may grant provisional approval for students in exceptional cases, but may not grant full approval until all standards have been met. Normally a student will be expected to meet full approval by the

beginning of the junior year if the student wishes to complete requirements in the minimum time. Transfer students cannot earn full approval before the end of the first semester enrolled at University of Northern Iowa.

A student may, at the time of admission to the college, declare an intent to enter a teaching program and be assigned a teacher adviser from the student's first enrollment. The college must give special consideration to scholarship, health, character, personality, and quality of potential leadership of an applicant for a teaching curriculum. [Amendment filed and indexed November 21, 1961]

**681—2.38(262) Admission requirements for graduate students.** Graduates of a college or university accredited by the National Council for the Accrediting of Teacher Education or by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency will be granted admission to graduate study if their applications for admission have been approved by the ~~registrar~~ program faculty and Graduate College.

A graduate of a college or university that is not accredited may be granted conditional admission at the discretion of the registrar. Admission to graduate study does not guarantee admission to candidacy for an advanced degree.

CHAPTER 9  
Policies, Practices and Procedures

~~681—9.5(262) Policy on telecommunications~~ Telecommunications Policies and Procedures.

~~9.5(1) General.~~ The regents institutions will cooperate with the Iowa telecommunications network by seeking opportunities for access to its various delivery systems. Each institution will assign the responsibility for coordinating access to a specific agency on campus. The regents institutions will collaborate, as appropriate, in research efforts and pilot projects designed to explore innovative and cost-effective ways to utilize telecommunications as an instructional tool for the benefit of education in Iowa.

Each institution will encourage its colleges and departments to consider appropriate uses for instructional applications of telecommunications and related technology, as well as to encourage its faculty, staff, and administration to consider telecommunications for the distribution and reception of educational communications as, for example, professional development seminars and workshops.

Current policies and procedures within each institution governing the planning and offering of courses will apply to utilization of delivery systems available through statewide and other telecommunications networks. In such applications, each institution's colleges and departments will retain all prescribed autonomy in the choice of subject matter content, faculty, credit, and student requirements, as well as the right to withdraw a course in the interests of accuracy and currency.

~~9.5(2) University of Iowa telecommunications policy.~~

~~a. General.~~ It is the policy of the university to integrate the use of telecommunications and associated technology for credit and noncredit activities into existing academic and administrative structures, relying on established policies and procedures whenever possible. The various electronic media provide additional means for program delivery for courses in which the content and instructional method can be adapted with no loss of quality or effectiveness. University origination and transmission facilities have been designed to intrude as little as possible in the process of instruction and to allow maximum flexibility in faculty teaching styles and preferences. The university encourages its colleges and departments to consider the use of instructional telecommunications for the distribution and reception of credit and noncredit activities as appropriate.

~~b. Administration.~~ The division of continuing education will coordinate the use, operation, and maintenance of university telecommunications origination and transmission facilities. As part of the coordination, the division will establish liaison with appropriate state, regional, and national networks; serve as the university contact for and promote collaborative efforts among the regents universities and other appropriate agencies and institutions; and serve in an advisory capacity for those who utilize university instructional telecommunications facilities.

~~c. Coordination of access to the Iowa educational telecommunications network.~~ As a means of facilitating efficient and effective utilization of the statewide telecommunications network by faculty and staff, overall coordination responsibility has been assigned to the division of continuing education.

~~d. Video origination and production facilities and services.~~ The university video center has primary responsibility for providing video production and origination services for university faculty and staff.

~~e. Audio origination and production facilities and services.~~ The university broadcasting services has primary responsibility for providing audio production and origination services for university faculty and staff, and for the operation and maintenance of university audio and video transmission systems.

~~f. Credit courses.~~ The approval of courses for delivery by telecommunications media will

~~conform to established procedures for off-campus offerings. The appropriate academic departments and colleges approve the offering of all proposed courses.~~

~~—g. *Noncredit courses, conferences, and institutes.* The approval of noncredit activities for delivery or reception by telecommunications media will conform to established guidelines and procedures for on-campus activities as specified in the university operations manual (section 40.070), and the following center for conferences and institutes guidelines:~~

~~The primary purpose of a university conference is to provide a learning experience at university level...not to conduct organizational business, hold conventions or sales meetings, elect officers, or pass public resolutions. The program must be educational in nature and academically acceptable to the university.~~

~~The conference must be sponsored by an academic division or service unit of the university or, if interdisciplinary, by the director of conferences.~~

~~Video teleconferences may be sponsored by the center for conferences and institutes in cooperation with a department, when appropriate, or the division of continuing education.~~

~~An appropriate part of the program should be conducted by faculty members of the University of Iowa.~~

~~—h. *Interregental cooperation.* To ensure the design, development, and distribution of accessible and affordable programs through cooperative use of the collective resources of the regents institutions, the University of Iowa will cooperate with the other regents universities in an effort to contain costs in the delivery of courses by telecommunications, to achieve effective utilization and coordination of the expertise and resources available at each of the institutions, and to minimize duplication in programming among the institutions.~~

~~The division of continuing education will serve as the university contact in promoting and coordinating collaborative efforts with the other regents universities.~~

~~—9.5(3) *Iowa State University telecommunications policy and procedures.*~~

~~—a. *Commitment to instructional technology.* Iowa State University has recognized the need to support and encourage the use of telecommunications and instructional technology since the 1960s. More than three decades ago, a campus cable network was installed to provide TV instruction to selected classrooms, originating in WOI-TV studios. In the late 1960s, the College of Engineering began to produce and distribute videotaped lectures to distant learners in industry. More recently, broadcast television, audio telebridge, and videotaped programs have been used to present off-campus credit and noncredit courses in all disciplines to Iowans in every part of the state. The university has constructed the first video satellite uplink in Iowa for instructional, informational, and extension applications; established a campuswide telecommunications system encompassing telephone, digital and broadband video communications, as well as fiber optics capability; and added a second video satellite uplink.~~

~~—b. *Promoting telecommunications.* The advent of a statewide telecommunications network, established in conformance with 1987 Iowa Acts, chapters 211 and 207, is viewed on campus as one more alternative for expanding the university's ability to provide instruction and other information affecting social and economic development throughout Iowa. The university will provide funding for the technical and electronic support necessary to establish communication links between the campus and the network. Iowa State University will encourage collaborative efforts among the regents institutions involving the statewide telecommunications network. Requisite to this objective will be early establishment of liaison and communication links with the appropriate telecommunication representatives at each institution and designated state agencies.~~

~~Consistent with its past and present performance, Iowa State University will promote strong consideration among its various colleges, departments, and agencies for using the state's network wherever appropriate and cost-effective. When the complete network is operational, the university will use systematic means to advertise its existence among campus interest groups through existing brochures and pamphlets and new informational materials, through designating an existing campus agency as a permanent source of information about the network, and through routinely~~

reporting to faculty and staff on its use by colleagues.

~~—c. *Credit and noncredit courses.* All credit and noncredit courses prepared for off-campus use are administered through the office of continuing education (OCE). This agency has the concomitant responsibility for selecting, in conjunction with the originating department, the delivery system through which to reach the target audience. Use of the statewide telecommunications network for the university's continuing education programming will fall within the province of OCE's decision-making responsibilities. As with the current use of technology, the principal determinants for selecting the statewide telecommunications network will be as follows:~~

- ~~—(1) Comparative study of available delivery systems;~~
- ~~—(2) Cost savings;~~
- ~~—(3) Ease of access, operation, and audience attendance;~~
- ~~—(4) Logistical assistance in reaching audience;~~
- ~~—(5) Special course requirements; and~~
- ~~—(6) Cancellation contingencies.~~

~~—d. *Continuing current policies and procedures.* When the statewide telecommunications network is selected as the delivery system, as with alternative systems, the originating college and department will retain exclusive jurisdiction over all decisions pertaining to the instructional development process, including the choice of subject matter content, faculty, credit, CEU's student/participant requirements, and course or conference revision or withdrawal. In further recognition of faculty and staff concerns, the educational materials involved in statewide telecommunication applications will be subject to the "Policy on University Sponsored Educational Materials," as approved by the state board of regents and reproduced in the faculty handbook.~~

~~—e. *Designated coordinating agency.* As a means of facilitating efficient and effective utilization of the statewide telecommunications network by ISU faculty and staff, the university has appointed the media resources center as its principal agency on campus responsible for arranging access to the system. This agency will assume an advisory role to interested users as well as represent a campus information source on statewide telecommunications. Additional responsibilities will include: establishing liaison with the network's management; maintaining scheduling information; conducting financial transactions; engaging the campus technical support required for origination or reception of telecommunications transmissions; and handling ISU's part in any collaborative effort among the regents institutions involving the statewide telecommunications network.~~

~~—f. *College of education.* Since the statewide telecommunications network will likely function as a major source of elementary and secondary school curricula and instruction, ISU's college of education will continue to explore ways in which its faculty members are able to use this delivery system as a direct channel for teacher training and improvement, curriculum information, teleconferencing with school personnel and, where appropriate, teaching K-12 subject matter.~~

~~—g. *Central administration support.* Innovative applications of instructional technology depend frequently on encouragement and support from the central administration. To stimulate interest in using telecommunications for instructional as well as other informational applications, the institution will explore all possibilities for funding selected pilot projects, research studies, outreach programming, administrative meetings, professional development seminars, and teleconferences involving the statewide telecommunications network. The media resources center will be responsible for soliciting and processing such requests on behalf of the central administration.~~

~~—9.5(4) *University of Northern Iowa telecommunications policies and procedures.*~~

~~—a. The University of Northern Iowa supports the development of the statewide educational telecommunications network as a means of voice, picture, and data communications with other educational institutions within the state and on a national and international basis. The university views the use of the network as an additional alternative delivery system for academic and nonacademic outreach activities including, but not limited to, credit and noncredit courses, conferences, professional development seminars, workshops, cultural events, and economic development activities. In addition, the university's Malcolm Price Laboratory School is uniquely~~

~~qualified to offer innovative and specialized elementary and secondary classes.~~

~~— b. The university encourages departments/colleges/administrative units to consider all delivery alternatives for outreach activities. The choice of a delivery system will be based upon the capability of a system to effectively and to efficiently deliver communication to a specified audience.~~

~~— c. The university encourages the use of the state educational telecommunications network as a delivery system for outreach activities when appropriate.~~

~~— d. Consistent with current education policies, the originating department/college/administrative unit will be responsible for all decisions related to program objectives, content, audience identification, staffing, credit, participant requirements, and program revisions.~~

~~— e. All university credit and noncredit courses, conferences, and workshops offered off campus will be coordinated through continuing education. Choice of delivery system and other logistical arrangements will be the joint responsibility of the originating department/college/administrative unit and continuing education.~~

~~— f. The university will support a campus system for the origination, distribution, and use of telecommunications. The campus telecommunications system will have complete interface capability with the state educational telecommunications network.~~

~~— g. The educational media center will have administrative responsibility for the campus telecommunications system and will serve as a coordinating agency with the state educational telecommunications network. Coordinating responsibilities will include consultation on network utilization; planning, scheduling, and providing access to the network; managing financial transactions necessary for network utilization; providing technical support for origination, distribution, and utilization of telecommunications; and collaborative efforts with other educational institutions.~~

~~— h. The university will support innovative applications of educational technology including telecommunications by funding selected research studies, pilot projects, professional development activities, and conferences.~~

~~— i. The university will encourage and support interinstitutional and statewide cooperation in the use of educational telecommunications.~~

- a. *General or administrative.* The institutions governed by the regents view the statewide telecommunications network as one way to expand the ability of the universities to provide instruction and other information affecting professional and economic development throughout Iowa. The regents institutions utilize the Iowa Telecommunications Network when appropriate for activities that include credit and noncredit courses, outreach programming, administrative meetings, professional development seminars and teleconferences.
- b. *Designated coordinating agency.* As a means of facilitating efficient and effective utilization of the statewide telecommunications network by university faculty and staff, the universities have appointed Information Technology Services (ITS) as the principal agency on each campus responsible for arranging access to the system. ITS will assume an advisory role to interested users as well as represent a campus information source on statewide telecommunication issues. Additional responsibilities for ITS relating to the statewide telecommunications network include establishing a liaison with the network's management, coordinating campus financial transactions, and engaging campus entities to support the technical components required for collaborative efforts among the institutions governed by the Board of Regents.
- c. *Credit, noncredit course offerings.* The regents institutions will facilitate use of the statewide telecommunications network wherever appropriate and cost effective. The

universities support a wide range of offerings, including credit and noncredit courses, professional development seminars, conferences and workshops. The originating college and department will retain exclusive jurisdiction over decisions pertaining to the instructional development process including the choice of subject matter content, faculty, credit, student/participant requirements, and course or conference revision or withdrawal.

- d. *Statewide coordination.* The regents institutions encourage collaborative efforts among the institutions governed by the board of regents involving the statewide telecommunications network.