

instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at [www.sas.dso.iastate.edu](http://www.sas.dso.iastate.edu), by contacting SAS staff by email at [accessibility@iastate.edu](mailto:accessibility@iastate.edu), or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

- Discrimination and Harassment:** Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email [eooffice@iastate.edu](mailto:eooffice@iastate.edu).
- Religious Accommodations:** Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the Dean of Students Office, website (<http://dso.iastate.edu>) or via phone 515-294-1020 or the Office of Equal Opportunity, website (<https://www.eoc.iastate.edu>) or via phone 515-294-7612.
- Statement on Prep Week:** This class follows the Iowa State University Prep Week policy, as noted in the ISU Policy Library and section 10.6.4 of the Faculty Handbook. Visit the ISU Policy Library website (<http://www.policy.iastate.edu/>) for policy wording.

### Consider Including these Examples of Inclusive, Professionalism and Mutual Respect Statements

- Related to ISU's Principles of Community, "Students are responsible for living the tenets established in ISU's Principles of Community: Respect, Purpose, Cooperation, Richness of Diversity, Freedom from discrimination, and the Honest and respectful expression of ideas. Visit ISU's Principles of Community webpage (<http://bit.ly/isuprinciples>).
- Regarding name, gender identity and/or gender expression, "Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me accordingly early in the semester so that I may make appropriate changes to my records."
- Supporting student health and wellness, "Iowa State University is committed to proactively facilitating all students' well-being. We welcome and encourage students to contact the following on-campus services for their physical, intellectual, occupational, spiritual, environmental, financial, social, and/or emotional needs:
  - Student Wellness call 515-294-1099 or via website (<http://studentwellness.iastate.edu>);
  - Thielen Student Health Center call 515-294-5801 (24/7 Medical Advice) or via website (<http://www.cyclonehealth.org>);
  - Student Counseling Services call 515-294-5056 or via website (<https://counseling.iastate.edu>);
  - Recreation Services call 515-294-4980 or via website (<http://recservices.iastate.edu>).
  - Students dealing with heightened feelings of sadness or hopelessness, thoughts of harm or suicide, or increased anxiety may contact the ISU Crisis Text Line (Text ISU to 741-741) or contact ISU Police Department 515-294-4428."
- Fostering a safe community, "Green Dot Project: A green dot is any choice, behavior, word or attitude that promotes everyone's safety and communicates utter intolerance for power-based personal violence in our Iowa State University community. A green dot is anything you do to make our community safer. What is your Green Dot? Visit the Green Dot - Student Wellness website (<http://www.studentwellness.iastate.edu/greendot/>)."
- Promoting mutual respect and professionalism, "You are expected to treat your instructor and all other participants in the course with courtesy and respect. Your comments to others should be factual, constructive, and free from harassing statements. You are encouraged to disagree with other students, but such disagreements need to be based upon facts and documentation (rather than prejudices and personalities). It is the instructor's goal to promote an atmosphere of