

**IOWA STATE UNIVERSITY
RECREATION SERVICES**

2015-2016

**INTRAMURAL
HANDBOOK**



Iowa State
INTRAMURALS
Just for the fun of it!

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RECREATION SERVICES INTRAMURAL EXECUTIVE COUNCIL

The importance of student input and cooperation with the Iowa State Recreation Services program cannot be overemphasized. Iowa State Recreation Services Executive Council was created to keep Recreation Services (Intramural Sports) informed of student needs and desires. The Council acts as an advisory committee for intramural activities, advises the various professional intramural staff members within the department in the formulation of policies and operations, and represents the interests of the students of the university. It also serves as a protest appeal board for disputes that cannot be resolved by the Intramural Coordinator. The decision of the Council is final with no further appeal steps allowed, as recommended by the Dean of Students in the fall of 2005.

The members of the executive council shall elect the offices of president, vice-president, and secretary-treasurer. This election will be held the third meeting of spring semester for the election of the president. Selection of the remaining officers will be held at the first meeting of the fall semester. The Intramural Coordinator shall be the advisor to this council and shall call meetings as necessary.

The officers of this organization must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Intramural policies and procedures may be amended by a majority vote of the Recreation Services Intramural Executive Council with each council member having one vote. Amendments become effective the school year following passage unless specified for immediate adoption and passed by a 60 percent majority.

Representatives will be solicited from various student organizations whose participation in intramurals has been significant. The members of the executive council will represent the different living units across the university (RCA, UDA, Greek and Off Campus).

TEAM MANAGERS AND PARTICIPANTS

1. **All Participants:** Recreation programs are designed to help students, faculty, and staff become involved in recreational activities regardless of age, gender, handicap, skill level, or past experience, and develop a lifetime interest in recreational leisure time activities.

The ISU Intramural Sports Program provides the opportunity for students, faculty/staff, affiliates and their spouses to engage in intramural activities in accordance with the eligibility regulations outlined in this handbook.

Participants may choose from individual, dual or team activities. Male, female and co-ed activities are organized at various skill levels.

2. **Intramural Managers:** Floor/House managers provide an essential link between students and the Recreation Services Department. The strength of the Intramural Program depends on the success of our Intramural Managers. Promoting participation in the sports offered through Recreation Services is key to an enjoyable recreational experience at Iowa State. Listed below are the primary duties of a successful Intramural Manager.
 - a. Review the enclosed Intramural Handbook from Recreation Services. Familiarize yourself with policies and procedures. Items such as eligibility rules and forfeit fines should be of particular interest.
 - b. Go online to stay current on all the various sports being offered.
 - c. Assist in the organization of intramural teams, encouraging participation by all.
 - d. Submit team and individual entry (online) on time.
 - e. Provide team captain's current e-mail address and phone number.
 - f. Assist in the distribution of team schedules.

- g. Assist team captains with notifying team members of game times.
- h. Assist team captains with rescheduling of contest/s. This involves contacting the Intramural Coordinator for that particular sport and arranging a new time.
- i. Provide eligibility information to your constituents. (See eligibility section)
- j. Inform team captains and individual participants of the forfeit policy. (See forfeit policy section)

ENTRIES INFORMATION

1. **ENTRY FORMS AND TEAM ROSTERS:** Team rosters, individual and dual entries must be submitted on official intramural sports entry forms. These forms will be available online at www.recservices.iastate.edu and must be completed in full before the entry will be accepted. Entries are due by 11:55 P.M. on the entry deadline. (Sports that require an entry fee must be paid at 1180 State Gym before the registration deadline ends.)

New players may be added to a roster. This can be done by adding the name to the scorecard at the game site; it will be put on the roster by intramural personnel. A player is not officially on the roster until he/she plays for that team. Some sports require players to play in a preliminary game to be eligible for playoffs. In some sports, players may not be added for the semi finals or finals, this includes consolation brackets. Exceptions must be cleared in writing with the Intramural Coordinator. See specific sport rules.

NOTE: When completing the roster, the team manager should fill in playing conflicts (days and/or times) if these conflicts are to be considered in the scheduling of games. We will do our best to avoid conflicts for the preliminary contests.

2. **FEES FOR SPORTS:** A few sports require an entry fee. This fee may be paid by cash, check, or credit card (MasterCard or Visa). In some cases, a campus organizations intramural purchase order may be used.
3. **RESCHEDULING:** Rescheduled games must be confirmed at least 24 hours in advance of the regular and rescheduled times. Contact the Intramural Coordinator for possible open times. The opposing captain is not obligated to change the playing date. Both captains must be in agreement in order for a game time to be changed. All the above rescheduling steps require contact with the office between the hours of 8:00AM-5:00PM weekdays.

In individual and dual sports, a contest may be rescheduled with the permission of the Intramural Coordinator. Scores must be reported to the Intramural Coordinator before the next match.

4. **DEFAULTS:** A team will default a contest (no forfeit fine assessed) when they are unable to play at the scheduled time or cannot arrange for a rescheduled time. To be considered a default, teams and individual/dual participants must contact the Sport Coordinator by **Noon (12pm)** on the day of their game/activity (Friday at noon for weekend games/activities).
5. **FORFEITS:** A fine of \$20.00 will be assessed to the team captain for each game/match forfeit in team sports. A fine of \$5 will be assessed to the individual/team captain for each game/match forfeit in individual/dual sports. Additional fees may be assessed. The team captain/individual will receive written notification of these fines. Payment can be made at 1180 State Gym by check (made payable to Recreation Services), a Campus Organization Voucher (the green one page sheet), or cash. Fines not paid within 14 days of notification will be assessed to the captain's or individual's University account.
6. **GAME EQUIPMENT:** Game equipment for intramural team sports will be furnished by Recreation Services. One member from each team must give their Iowa State University ID to the official who will record the ID # on the scorecard. The team captain or team representative should immediately count the equipment items. If items are missing the official should be informed at this time. Equipment is the responsibility of the team during the game. At the conclusion of the contest, equipment should be counted and returned to the official. Any missing items will be noted by the official on the back of the scorecard and reported to the Intramural Coordinator. Unreturned equipment can be returned or paid for at specified rates. If not resolved within 30 days, the team captain will be billed. Lost, stolen, broken or misused equipment will also be billed to the user.
7. **PERSONAL EQUIPMENT:** Any person wearing glasses or contacts assumes responsibility for protecting their eyes during a contest. Closed toe shoes must be worn. Soles may be smooth or have soft or hard rubber cleats. No metal spikes or cleats are allowed. If cleats are held on the sole by a metal post, that post must be part of the cleat, not part of the shoe sole. A worn plastic or rubber cleat showing metal makes the shoe illegal. Cleats worn to a sharp or pointed end are also illegal. Black-soled shoes, which scuff or mark floors, are not allowed on wood playing surfaces.
8. **INJURIES:** Participation in the intramural program is voluntary. Iowa State University and Recreation Services are not liable for injuries suffered by participants; therefore, all participants are advised to have proper medical insurance coverage before participating.

If a participant is injured during an intramural contest, the officials and supervisor will summon a "first responder" if needed. The supervisor will help summon transportation to Health Services or the hospital. (The injured party assumes liability for any transportation and/or medical charges.)

WHO IS ELIGIBLE TO PARTICIPATE?

Iowa State Intramural Sports Eligibility – 2015-2016

ISU Students who have been assessed the current Activity and Service Fee (includes Recreation Services) are eligible to participate in the Intramural Sports Program with their valid ISUCard. All ISU students are assessed the Activity and Service Fee with a few exceptions. Examples of some of the exceptions: APP students, noncredit internships and co-ops, distance education courses, high school students (PSEOA), etc. You may check your U-Bill online to see if you have been assessed the Activity and Service Fee. If you have not been assessed the fee and want to participate, you may contact the Fee Assessment Office by email at decredit@iastate.edu and ask to be assessed the Activity Fee. Include your ISU ID# in the email.

DMACC/Community college students (APP), are not eligible to participate unless they choose to pay the Activity and Service Fee. (Fall Fee - \$161) If you want to participate, you may contact the Fee Assessment Office by email at decredit@iastate.edu and ask to be assessed the Activity Fee. Include your ISU ID# in the email.

Non-enrolled Students – (NES Pass) (Fall Pass - \$161)

The following ISU student categories are eligible to purchase an NES Pass. Eligibility must be verified by the Recreation Services Administrative Office – 1180 State Gym.

Continuing Student: A student must have been enrolled and completed the previous academic session at ISU. This pass allows continued access and participation during a semester or summer session when they are not officially enrolled. It is not available for consecutive academic semesters.

New Student: A student must be officially enrolled for the next academic session at ISU, and have never been enrolled at ISU at any time in the past. This pass allows access and participation during a semester/session prior to starting classes at ISU.

Special Program Student: A student must be participating in a short-term educational experience through ISU. This pass allows access and participation during the semester/session of the special program.

NON-Students - Rec Pass (Fall Pass - \$161 or Annual Pass - \$403)

All non-students must be 18 years of age or older.

All non-students must have a current and valid ISUCard.

The following groups are eligible to purchase a Rec Pass if they meet the above two criteria:

Student Spouses and Dependents

Employee Spouses and Dependents (i.e. faculty, staff, post doc, visiting professor)

Retired Employees and Spouses

Alumni Association Members

Approved Affiliate Employees

Affiliate Spouses are not eligible to be issued an ISUCard, however, they are eligible to purchase a Non-ISUCard Holder paper pass. Please contact Recreation Services for information regarding this process.
1180 State Gym, 294-4980

- 1. INVESTIGATION OF ELIGIBILITY:** The Intramural Coordinators will investigate eligibility questions when brought to their attention.
- 2. ELIGIBILITY PENALTY:** Any person found to be ineligible (not a legal participant) may result in all teams on which they played during the tournament to be dropped from competition. Teams may **not play** an ineligible person during a playoff contest even by mutual agreement of team managers, captains or other individuals involved in the contest.
- 3. PLAYING ON MORE THAN ONE TEAM:** Anyone playing for more than one team in the same division (men's, women's or co-rec) may face suspension penalties. Teams involved may be dropped from tournament competition.
- 4. PLAYING UNDER AN ASSUMED NAME OR WHILE INELIGIBLE:** Any player guilty of participating under an assumed name or while ineligible (under suspension) will be suspended for a minimum of ten school weeks. Teams involved may be dropped from the tournament for that sport. The team captain may face suspension.
- 5. PLAYING, BUT NOT LISTED ON THE SCORE CARD:** Not being recorded on the scorecard is a violation of the rules. There may possibly be a one game suspension for the individual as well as the captain. The team involved may be dropped from tournament play. The scorecard should list only the players present. Player names can be added when they

arrive without penalty. When a person's name appears on a scorecard, the player is considered to have competed in that contest. Adding players to your roster is legal within a certain time frame. The type of sport and the length of season/tournament determine when new players may be added. See each specific sport rule summary or information flier for specific time requirements. Teams may be dropped for violation of this rule.

6. **AFFILIATION FOR DIVISIONS:** In team sports that are divided according to association (Greek, residence halls, etc.), at least half the team members on the official roster must be affiliated with the association for which the team is playing. (Affiliation for residence halls means a person is living in the same residence house. Affiliation for the Greek division means a person is a member of a chapter or is a pledge of a chapter.) Any team not having at least half its roster affiliated with one of these divisions must play in the independent division. The Intramural Coordinator will determine the penalty for disaffiliation. Frederiksen Court participants are considered off-campus (independents).

The affiliation rule does not apply when teams are combined into one division. These teams are considered to be in the independent division.

The official team roster should dictate which league to enter as determined by the status of the majority of the players.

The penalty for playing in the wrong affiliated division will be possible removal from tournament play. The Intramural Coordinator will make this determination.

7. MINIMUM PLAYERS REQUIRED:

- a. Most sports will specify a certain minimum number of players to begin a game. Playing without a full team may result in a penalty. The minimum number of players for each sport will be listed on the entry form or the rule summary. Dual sports require two players. Each participant is responsible for the verification of his/her own eligibility. Team captains are responsible for checking the eligibility of their team players and should refer questionable cases to the Intramural Coordinator of the sport before allowing that person to compete.
- b. Men must play in men's divisions. Women must play in women's divisions. Special consideration for each sport must be approved by the Intramural Coordinator.
- c. The Co-rec rule states that an equal number of each gender must be present to play. An additional player of either gender may be added depending upon the number of players needed to participate in that sport. Legal combinations for co-rec teams with an odd number of players are: 2 and 1; 3 and 2; 4 and 3; 5 and 4; 6 and 5.
- d. You may play on only one team in your gender division (not one per divisional league, but one class and only one skill level).

8. TEAM TRANSFERS:

- a. Round Robin and Elimination Tournaments: A player may transfer to another team during round robin play with permission from the Intramural Coordinator. However, once an individual plays for a team in playoffs, that person may only participate for that team.
- b. Consolation Tournaments: The first team you play for is your legal team and you may not play for another team.
- c. Males may play on one men's team and a co-rec team in each sport; females may play on one women's team and a co-rec team in each sport (Unless specified otherwise), not per division or league, just one team only! All other exceptions must be cleared in writing with the Intramural Coordinator.

9. **INDIVIDUAL AFFILIATION:** In individual and dual sports, each participant can be replaced before the first game. This substitution becomes your legal partner. A permanent substitution should be cleared by the Intramural Coordinator.

10. **LATE PENALTY:** Teams or individuals arriving late for a scheduled contest, but within the ten minute forfeit time, will be assessed a penalty according to the rules of the particular sport.

11. **FORFEITS:** A fine of \$20.00 will be assessed to the team captain for each game/match forfeit in team sports. A fine of \$5 will be assessed to the individual/team captain for each game/match forfeit in individual/dual sports. Additional fees may be assessed. The team captain/individual will receive written notification of these fines. Payment can be made at 1180 State Gym by check (made payable to Recreation Services), a Campus Organization Voucher (the green one page sheet), or cash. Fines not paid within 14 days of notification will be assessed to the captain's or individual's University Account.

12. **LEVELS OF COMPETITION:** In most tournaments, several skill level divisions are offered. Choose the level that best represents your skill level and type of competition. Both win-loss record and supervisor's skill level ratings will be used for placement in the proper division for playoffs. A request for a specific skill level should be made before the end of preliminary play. All teams qualify for playoffs in most sports except those that forfeit all preliminary games/matches or teams having unacceptable sportsmanship ratings. Combining classes or divisions may be necessary in cases of limited entries.

13. Any jewelry pieces that are deemed dangerous by the intramural staff may not be worn. If the intramural staff requests a piece of jewelry to be removed and is not complied with, that player will not be able to play.

SAND BAGGERS (*playing below your skill level*): Individuals who sign up to participate below their skill level may be dropped from competition. The Intramural Coordinator will make this determination.

SUSPENSIONS, PENALTIES and PROTESTS

1. **SUSPENSIONS AND RULES OF CONDUCT:** If any student, faculty/staff, spouse or spectator associated with any contest attempts to commit, incite or aid others in committing, any of the following acts of misconduct, he/she shall be subject to disciplinary procedures by the Recreation Services Office. Severe cases of misconduct will be referred to the Dean of Students Office for possible University action. (The Intramural Executive Council will act as an appeal board in disciplinary cases.)

The consequences of any player ejected from a contest for any reason will result in immediate suspension from all intramural competition. The individual(s) must set an appointment to discuss reinstatement with the Intramural Coordinator. The Intramural Coordinator shall determine the length of the suspension period.

The use of alcohol or other drugs that may affect your safety or that of your opponents are not allowed.

INFRACTIONS	MINIMUM SUSPENSION*
Unsportsmanlike behavior	One game
Verbal abuse	One game
Physical contact (unnecessary) i.e. bumping, pushing, grabbing	One game
Fighting (striking or swinging)	Up to ten (10) academic weeks
Threatening behavior (verbal) towards an official	Up to ten (10) academic weeks
Threatening behavior (physical) towards an official	Up to one (1) academic year
Individual playing under assumed name	Up to ten (10) academic weeks (plus the team may be dropped)
Captain of a team that uses a player under an assumed name	Up to four (4) academic weeks (plus the teams involved may be dropped)
Individual playing illegally on more than one team in the same sport	Up to four (4) academic weeks (plus the teams involved may be dropped)
Captain of a team that uses an ineligible player	Up to four (4) academic weeks (plus the team may be dropped)

*The Intramural Coordinator will determine if further suspension is necessary.

Individuals or teams that behave in an unsportsmanlike manner after the conclusion of a contest could be subject to suspensions similar to the ejection policy for participants. In addition, unsportsmanlike acts committed by players or spectators at the conclusion of a game could result in withholding of awards.

2. **SPORTSMANSHIP RATING:** Teams will be given a sportsmanship rating by the officials for each game. Ratings are A, B, and C. A "C" rating is not satisfactory and the team will receive a letter to encourage better behavior. A second "C" rating could result in the team being dropped from further competition. A "C" rating is subjective and is given by the game officials/supervisors or sport director. There does not need to be any specific penalties of unsportsmanlike behavior to receive a "C" rating. Likewise, unsportsmanlike penalties during the contest do not necessarily mean a team will receive a "C" rating. Failure to treat officials/supervisors and opponents with respect could lead to a "C" rating.
 - a. Teams/individuals may be dropped on the first offense if the conduct is racial or excessively violent in nature. This determination will be made by the Intramural Coordinator.
 - b. Awards may be withheld from championship teams or selected individuals if their sportsmanship following the contest is inappropriate. This will be determined by the Intramural Coordinator.

3. **RULE INTERPRETATION PROTESTS:** Protests based on a decision involving a **judgment call** by the official **will not** be allowed.
 - a. Protests concerning interpretation of playing rules will be allowed, that is, failure of an official to apply a proper rule, penalty or violation to a given situation that has a direct and immediate impact on the outcome of a contest.
 - b. Protest Procedure
 1. Whenever a matter of protest arises during a contest, the captain or manager of the protesting team must notify the official and the opponent of his protest BEFORE THE NEXT BALL IS "LIVE." Failure to lodge a protest will void the protest.
 2. Upon notification of a protest, the official in charge will suspend play.
 3. The protesting captain or manager will state specifically the basis for his/her protest. In turn, the official in charge will explain the basis of the decision.
 4. If the protesting party wishes to appeal the decision of the official in charge, he/she must request that the field/court supervisor review the decision before play resumes. The supervisor will render a decision on the question.

4. **APPEAL FOR RULE INTERPRETATION PROTESTS:** If the protesting party is still not satisfied with the decision, he/she must file a formal protest with the Intramural Coordinator prior to the next contest.
 - a. The formal written protest should be submitted and include:
 1. Date, time, and place of the game
 2. Contestants names
 3. Names of the officials involved
 4. Citation of official game rules or local rules
 5. Explanation of the situation which prompted the protest (includes the score at the time)
 6. Playing time or plays remaining in the period
 7. Who had possession of the ball and its location; plus any other FACTS involved in the play
 - b. If a formal protest is upheld, the Intramural Coordinator will determine the point at which the contest will be continued. This decision lies solely with the Intramural Coordinator. Only games where it is believed that the outcome was directly affected will be considered.
 - c. Failure to submit the formal protest as described is cause for denial of the protest.
 - d. Rule Summaries take precedence over the Intramural Handbook Policies, Penalties and Procedures.

5. **ELIGIBILITY PROTESTS:** Protesting the eligibility of players will be the responsibility of the individual team or team captain and should be made at the start of the game or when the player in question arrives at the game site, but may occur prior to the next contest.
 - a. In protests regarding player eligibility, all pertinent information (i.e. date, time, location of contest, and names) must be noted as well as notifying the supervisors at the game site, if possible. If player identification is needed, the supervisors or officials will be utilized.
 - b. Individual players found ineligible automatically forfeit the game in which they participated. During playoffs, eligibility protests must be filed before the accused team plays another contest or the protest becomes null and void.

6. **PROFESSIONAL ATHLETES:** Current professional athletes are not eligible to participate in their sport or any related sport. A professional player or athlete is defined as one who has received monetary compensation for his/her athletic services. Former professional players may participate in their sport or related sport but must be placed by the Intramural Coordinator in an appropriate skill level.

7. **INTERCOLLEGIATE TEAM MEMBERS:** A varsity squad member is any individual participating in intercollegiate contests attending regular practice, whose name appears on the official squad list, or who has won a letter at a recognized senior college. Interpretations: Included as a varsity squad member are red shirts, junior varsity players, and freshmen. Once considered a varsity squad member, you are one for the entire school year unless you have been dropped from the squad list and are no longer playing or practicing with the team. You must drop before the second intercollegiate contest for varsity members or before the second junior varsity contest for junior varsity players.

Intercollegiate Sport	Intramural Sports (ineligible to play)
Basketball	Basketball (3 point & free throw contest)
Football	Flag football
Golf	Golf
Hockey	Hockey and/or broomball
Softball	Softball
Volleyball	Volleyball and/or sand volleyball
Wrestling	Wrestling

8. **FORMER INTERCOLLEGIATE TEAM MEMBERS:** Individuals that have participated at the intercollegiate level at a four-year institution, in an individual or dual sport is not eligible in their specialty event/sport. Examples are, but not limited to: tennis, golf, swimming, bowling, cross country, wrestling, etc. Exceptions may be made on an individual basis by the Intramural Coordinator.

9. **SPORT CLUB MEMBERS:** A sport club member is any individual participating in intercollegiate contests or attending regular practice. Team sport club members shall be eligible in the sport of their specialty on a restricted basis. See rule summary for specific sports.

EXCEPTION: In intramurals, we consider the Hockey Club to be a varsity sport. For intramural broomball, hockey club players are eligible, but are limited to one player per team and they must play in the highest skill division.

10. **AWARDS:** Members of championship teams are eligible for individual awards. In order to qualify, your name must have appeared on a scorecard for a minimum of two games. The number of awards given a team is three more than the number allowed on the field/court at one time. If you have more players than the maximum number allowed, t-shirts may be purchased for a fee.

Individual and dual sport tournament winners also receive awards.

A maximum of two awards will be awarded to any one participant in a single sport. Awards must be picked up within one calendar year.

Awards may be withheld from championship teams or selected individuals if their sportsmanship following the contest is inappropriate. The Intramural Coordinator will determine the consequences.

11. **APPEALS:** If participants desire to appeal protest decisions, suspensions or sportsmanship issues, they may elect to meet before the Executive Council. This is usually done at the monthly meeting held the last Sunday of the month. To be placed on the agenda, ask the Intramural Coordinator or Executive Council President.

EMPLOYMENT OPPORTUNITIES

Officials: Students at Iowa State University are employed as intramural officials throughout the year. This form of participation provides an opportunity for students to gain officiating experience in team sports. Student supervisors are utilized in individual and dual sports.

Officials in specific sports are required to play an active role in pre-season officials' clinics and meetings. Rule clarification, officiating techniques, mechanics and etiquette are discussed at these sessions. In some cases, game situations are provided in order to prepare the officials for the intramural season.

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