

Tippie Graduate & Professional Programs

Professional Expectations and Program Standards

These standards support a rigorous, collaborative, respectful learning environment aligned with academic and professional workplace expectations.

This document supplements, and does not replace, applicable University of Iowa, Collegiate, and program specific policies, including academic integrity requirements. By registering for a Graduate & Professional Programs (GPP) course, students acknowledge that they have read and understand this document and agree to its terms.

Professional Learning Expectations

These expectations apply to all courses and learning formats, including in person, hybrid, and online. Students are expected to engage with instructors, peers, staff, and community members in a respectful and professional manner across all program related academic and co-curricular activities.

- **Attendance and Participation**

Students are expected to attend all scheduled class sessions, arrive on time, remain present, and participate meaningfully. However, unforeseen conflicts occasionally arise. Students are expected to provide advance notice when possible, complete missed work, and make every effort to minimize class conflicts. Passive attendance without engagement does not meet program expectations.

- **Preparedness**

Students must complete assigned readings, lectures, and other pre-work prior to class. Preparation is essential to the quality of discussion, collaboration, and applied learning within the program.

- **Engagement and Professional Conduct**

Students are expected to contribute constructively to discussions, engage respectfully with differing perspectives, and communicate professionally in all program-related interactions.

- **Camera Use (Online Courses)**

Webcam use is expected during live class sessions to support engagement and community. Students unable to use a camera should communicate with the instructor as early as possible.

- **Group Work**

Students are expected to be reliable, accountable, and collaborative team members. Expectations include:

- attending and participating actively in team meetings,
- completing agreed-upon work on time,
- communicating proactively,
- contributing equitably, and
- addressing conflict professionally and constructively.

- **Privacy and Recording**

- Live class sessions and other program activities may be recorded for instructional purposes. By participating in the program, students acknowledge that their image, voice, and participation may be recorded.
- Students are prohibited from recording, photographing, screenshotting, or otherwise capturing or distributing program content, including live class sessions and group interactions.
- Students are expected to respect the confidentiality and sensitivity of personal, proprietary, or professionally sensitive information shared within the learning environment. Students shall not use such information for their personal or professional gain without the express consent of the other party or parties.

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Remote Proctoring Consent

Notice Regarding Online Proctoring and Exam Security

Some online courses use exam security measures to protect the integrity of assessments. These measures may include online proctoring tools (such as Honorlock or similar services), browser lockdown software, identity verification, audio and video monitoring, room scans, and related technologies. All of these tools are reviewed by the university to ensure that external vendors understand and agree to appropriate data sharing restrictions and meet appropriate data privacy/security standards.

If an online proctoring tool is used in a course, students will be required to review and accept the proctoring vendor's terms of use and privacy notice before beginning an assessment. Information collected through these tools may include video, audio, images, exam activity, and technical data, and is used for academic integrity and exam security purposes consistent with applicable law and University policy.

By registering for a GPP course, students acknowledge that the course may require the use of online proctoring tools or other exam security measures and consent to the use of such tools as a condition of participation in course assessments.

Students with questions about these tools, concerns about privacy, or a need for accommodations should consult the course syllabus and contact the instructor or program office as early as possible.

Technology Responsibility

Students are responsible for ensuring that their technology meets program and course requirements, including:

- Use of a compatible personal computer or laptop (mobile devices are not fully sufficient).
- Administrative privileges necessary to install and operate required software.
- A functioning webcam, USB-microphone, and reliable internet connection.

Students using employer-issued or otherwise restricted devices are responsible for ensuring those devices permit the installation and operation of required software and assessment tools. Inability to meet technical requirements due to device restrictions will not be considered a valid basis for exception, rescheduling, or accommodation unless required by applicable law or approved University policy.

Academic Integrity and Honor Code Affirmation

Students are expected to abide by the [Tippie Graduate Honor Code](#) and all applicable University of Iowa academic integrity policies. Students are responsible for ensuring that all submitted work represents their own effort and for understanding and complying with course-specific policies regarding collaboration and the use of generative AI or other external tools. Violations of academic integrity may result in disciplinary action under University and program policies.