

THE COLLEGE  
*of* IDAHO



| Student Handbook  
| 2017-2018

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The policies in this version of the student handbook are up-to-date as of August 10, 2017. The College reserves the right to make changes throughout the year and when feasible will notify the campus of such changes. For the most current information please download the latest handbook from our website.

## LETTER FROM THE DEAN OF STUDENTS

Dear Student,

The Student Code of Conduct as outlined in this Student Handbook provides information about The College of Idaho's policies regarding student behavior, as well as resources available to students. We hope the policies contained in this Handbook provide you with a general understanding of your rights and responsibilities as a member of the C of I community, as well as of the departments, services, facilities, and other resources available to you. Additional information about academic programs and requirements can be found in The College of Idaho Catalog.

We encourage you to fully read the Student Handbook and to utilize the many resources available to you at The College of Idaho. We expect all students to maintain standards of personal conduct that are in harmony with the educational ideals of the institution and to conduct themselves in a manner that reflects positively on the College. We also encourage you to take advantage of the co-curricular learning opportunities available on campus through residence life, student activities, student government, athletics, campus ministry, and community service, to name a few.

The policies and procedures located in the Student Handbook are subject to revision at any time with little or no advance notification, however, every attempt is made to adhere to the policies as outlined in this Student Code of Conduct at the beginning of the academic year. To the degree possible, substantive changes will only be made between academic years. Students are held accountable to the Student Handbook policies that are in place at the time an incident is officially reported to a non-confidential source.

If you have any questions about the contents of this Handbook or suggestions on how to improve it, please feel free to contact me via [email](#) or by phone at 208-459-5841.

With very best regards for a rewarding academic year,  
Paul R. Bennion, PhD  
VP for Student Affairs & Dean of Students



## COMMUNITY CONDUCT STANDARDS

The College of Idaho is concerned for the welfare and personal development of each of its students. The College recognizes and affirms the values of personal responsibility and accountability and seeks to provide an atmosphere where these values are supported.

It should be recognized, however, that the College does not operate in a vacuum. Students and other members of the College community are a part of a larger society. Students are subject to the same federal, state and local regulations as the general public. Your actions reflect not only on yourself, but also on the College and its relationship within the community.

All inappropriate actions, activities or behaviors may not be specifically covered in these misconduct categories. However, actions, activities or behaviors that are reasonably similar to the conduct standards specified as inappropriate in the Catalog or Student Conduct Code, may be considered misconduct and inconsistent with the reasonable standards of behavior that C of I expects from its students.

The following policy statements have been established to protect the rights of all students. If you have any questions or comments, please contact a member of the Student Affairs staff.

## ACADEMIC DISHONESTY AND MISCONDUCT

The College of Idaho maintains that academic honesty and integrity are essential values in the educational process. Operating under an Honor Code philosophy, the College expects conduct rooted in honesty, integrity, and understanding, allowing members of a diverse student body to live together and interact and learn from one another in ways that protect both personal freedom and community standards. Violations of academic honesty are addressed primarily by the instructor and may be referred to the Student Judicial Board.

### VIOLATIONS

Academic dishonesty includes, but is not limited to, cheating on exams or assignments, plagiarism, ghost writing, buying or using a term paper, exam, or project that was not composed by the student turning it in, use of unauthorized notes or information during an exam, taking an exam for another student, collaboration on take-home exams where it has been forbidden, or furnishing false or misleading information on any official College form or the College website.

### PLAGIARISM

Plagiarism is the presentation of another's product, words, ideas, or data as one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references, such as footnotes. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

A student will be charged with plagiarism if there is not an acknowledgement of indebtedness. Acknowledgement must be made whenever

- One quotes another person's actual words or replicates part of another's product;
- One uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words;

- One borrows facts, statistics, or other illustrative materials, unless the information is common knowledge (already published in at least three other sources without citation).

## PENALTIES

The burden of proof of student academic dishonesty or misconduct lies with the professor; the imposition of penalties is also the responsibility of the professor. Professors have the discretion to require that the student repeat the assignment or exam, or may give a failing grade for the assignment, exam, or courses, or may otherwise deal with the academic dishonesty in a manner he or she determines to be appropriate within the context of their course. Before determining an appropriate disposition of the situation the faculty member is encouraged to consult with the Vice President for Academic Affairs (VPAA) to see if there are other instances of academic dishonesty by the student on file in the Vice President's records.

In any instance the student has the right to appeal the professor's accusation and penalty by invoking the Grade Mediation Policy.

In the case of repeated or more serious violations of academic honesty, the professor or department chair may also recommend to the Dean of Students and the Vice President for Academic Affairs that the student be referred to the Student Judicial Board. The Student Judicial Board will hear the case, and will make a recommendation back to the Dean of Students and the VPAA about any further disciplinary action, including possible suspension or expulsion.

## HONOR CODE

### *The Code*

The College of Idaho is a community of integrity; therefore, we, the students, seek to promulgate a community in which integrity is valued, expected, and practiced. We are honor-bound to refrain from cheating, stealing, or lying about College-related business. We are obligated to examine our own actions in light of their effect on the community, and we are responsible to address any violations of these community standards.

### *The Pledge*

All course work submitted for evaluation is pledged with the student's signature: I pledge that this work was completed with academic integrity.

### *Revisions to the Honor Code*

Any changes to the Academic Honor Code must be approved by a student referendum.

## ACTIVITIES AND EVENTS

The College will only officially recognize student organization events that are fully registered. The following general criteria must be met to register an event:

- An Event Registration Form needs to be completely filled out and submitted to the Student Involvement Director (or designee) at least two weeks in advance for all student-sponsored events (forms can be obtained from the Student Involvement Office).
- The Special Events Coordinator should be contacted at least two weeks prior to the event in order to reserve the necessary facilities and equipment (part of the Event Registration form).

- Additional clearances and/or a CAAG, (Campus Activities Advisory Group meeting) may be required for events where alcohol is served (see Registered Event Where Alcohol is Served), events that utilize any fire pit on campus (see Fire Pit), fundraisers and raffles (see Fiscal Policies and Spending Guidelines), outdoor events, off-campus events and events open to the general public. For questions regarding any of these situations, see the Student Involvement Director.
- CAAG meetings are scheduled by special arrangement. CAAG meetings are composed of representatives of Student Involvement, Campus Safety, Maintenance and Operations, Special Events and Conference Services, and Bon Appetit (food service). The purpose of the CAAG meetings is to facilitate effective student programming by providing a forum for effective problem solving, technical support, advising on campus policy or safety issues, and ensuring necessary authorizations.
- Any event or activity that is not registered may not be advertised on campus or through campus email.

Further details regarding "Registered Campus Events" can be obtained from the Student Involvement staff.

Registering Event Where Alcohol is Served - The College believes that alcohol should not be the primary focus of any campus event. Alcohol is an ancillary aspect that may be provided at campus events in accordance with campus policies and applicable laws. To host an event where alcohol is served, the sponsoring organization must:

1. File an Event Registration Form and an Alcohol Clearance Form with the Student Involvement Office at least one month prior to the event.
2. Schedule and attend a Campus Activities Advisory Group (CAAG) meeting at least two weeks prior to the event (see Event Planning and Registration). The Student Involvement Director will help with scheduling.
3. Complete an Alcohol Event Summary Report within one working day following the event.

Student fees may not be used to purchase any type of alcohol. See the Alcohol Policy for more information concerning having alcohol at an event.

Canyon County ordinance requires the purchase of a "site license" to sponsor an event where alcohol is served. Food service will not purchase a site license until after the CAAG meeting has occurred. Because of risk management concerns, only licensed and insured vendors may serve alcohol at student-sponsored functions. Bon Appetit will be the alcohol provider for all on campus events. The following facilities may be approved for a "Registered Campus Event" where alcohol is served with the permission of the Student Involvement Director and Campus Safety Director in accordance with established guidelines:

- McCain Center
- Simplot Dining Commons
- Blatchley Hall
- Other areas as may be deemed appropriate

Specific Information on guidelines or forms for campus events where alcohol is served is available in the Student Involvement Office.



Fire Pit Use - To ensure safety and the responsible use of any campus fire pit, the College has established policies and procedures pertaining to its use. Recognized student organizations interested in using a campus fire pit for an event must complete an Event Registration Form no less than two weeks prior to the event and complete the Fire Permit form which can be obtained from the Student Involvement Office. A meeting with the Campus Activities Advisory Group (CAAG) may also be required. Be it known the city of Caldwell mandates that a fire permit be obtained. One-time burn permits may be obtained from the Student Involvement Office.

## ALCOHOL AND OTHER CONTROLLED SUBSTANCES

### GENERAL ALCOHOL POLICIES AND EXPECTATIONS

As an academic community, The College of Idaho is concerned about how alcohol can potentially interfere with the educational development of our students, interrupt their academic programs, injure their health, adversely affect others in our community, or irreparably prevent them from entering into a successful career. The College of Idaho expects students, faculty and staff to know and respect all campus alcohol policies and statutes of the state of Idaho that govern the possession and use of alcoholic beverages. Campus alcohol policies include, but are not limited to, those described here in the Student Handbook.

- Individuals must be at least 21 years of age to consume, possess, furnish or serve alcoholic beverages. It is against the law and College policy to provide alcohol to anyone under the legal drinking age.
- Alcohol is permitted only in residence hall rooms where all students are legal-aged. Consumption of alcohol must take place with the door closed. All persons in a room must be 21 in order for open and/or visible containers of alcohol to be present. Alcohol must be stored out of sight and in a sealed container if guests in a room of a legal-aged student are under 21.
- Open containers of alcohol are prohibited in all public areas and on campus grounds (including College-owned houses) unless authorized by the Dean of Students or his/her designee in accordance with the Registered Campus Event process. (See Registered Event Where Alcohol is Served under the Student Involvement section of the Student Handbook.)
- Common source alcohol containers (i.e., kegs, beer balls, trash cans of punch, etc.) are prohibited. Bulk container violations are considered a serious violation and may result in disciplinary action unless approved through the event registration process.
- Any member of the The College of Idaho community who is not of legal drinking age may not possess alcohol-related paraphernalia (e.g. beer bong, funnel, empty bottles, etc.).
- Possession, use, manufacture, or sale of a false identification card for the purpose of dispensing or purchasing alcohol is prohibited and against the law.
- Intoxication is not an acceptable justification for irresponsible or inappropriate behavior.

Those of legal age who consume alcoholic beverages are expected to do so in moderation and in a manner that ensures other community members' rights to privacy, work, sleep and study. Loud or disruptive behavior, interference with cleanliness or drinking habits that are disruptive or injurious to the health or education of individuals will not be tolerated and will result in disciplinary action. Violations may result in the student's suspension from the residence halls or from the College.

In accordance with FERPA (The Family Educational Rights and Privacy Act), the College reserves the right to contact the parent(s) or guardian(s) of students under the age of 21 involved in violation of College alcohol policies. Parent(s) or guardian(s) of students over the age of 21 may be contacted if the student's alcohol use becomes a health/safety concern. Information and services (e.g. assessment, referral and counseling) are available through the Residence Life office, Wellness Center (counselors and nurse) and Campus Safety office.

### CAMPUS/STUDENT EVENTS

In addition to the General Alcohol Policies and Expectations above, these policies and expectations apply to all College functions that involve students. If an event will not include students, organizers are still expected to reference and utilize policies and expectations as general guidelines.

An official College function is defined as any on or off campus event that is led by College employees or students, advertised on campus, and held under the auspices of registered campus organizations.

- Individuals/groups who host social events where alcohol is served are responsible for ensuring all applicable policies and laws are enforced. Social hosts may also be held responsible for the conduct of their guests and for any damage (direct or indirect) that may occur as a result of the event.
- Alcohol may only be served at official College functions by the College's food service provider.
- Student events with alcohol may only serve beer and wine and must have non-alcoholic options and food available for the duration of alcohol service.
- Advertising the presence of alcohol, via email, web sites, posters, etc., at an on or off campus event is only allowed for officially recognized College events with approval of the Dean of Students or designee.
- Student fee funds may not be used to purchase alcohol.
- There is a 3 drink no-host maximum per student of legal drinking age for all student sponsored or co-sponsored events.

### RELIGIOUS EVENTS

The College of Idaho is widely supportive of various religious traditions and the participation of our students in religious celebrations. There is, however, the potential that an appropriate religious celebration will include the use of alcohol. In these cases, the College must affirm its commitment to religious freedom while at the same time meeting its obligations to the law and to the safety of our students. Therefore, when a proposed religious event necessitates the inclusion of alcohol, the College will consult with the officiating clergy to determine the minimum amount of alcohol required for the appropriate celebration. Only that amount of alcohol will be permitted. Responsible ritual use of alcohol is to be communicated and reasonable precautions taken to ensure adherence; intoxication is never the intent. Alternatives need to be provided alongside the alcoholic beverages for minors and others who desire not to partake of alcohol. This policy applies to events both on campus and off campus when they are led by College employees, advertised on campus, and held under the auspices of registered campus organizations.

### STUDY AWAY TRIPS

Study away opportunities are an enriching component of a College of Idaho education, and our faculty-led trips are a great way for students to learn about, and personally experience, a different culture. As

cultural norms and laws concerning alcohol differ from country to country, the College believes that faculty and students who participate in a study away trip should adhere to the widely accepted norms and laws of the host country. Although faculty should not feel obligated to enforce the laws of Idaho and the United States when in another country, it is advisable that faculty remain cognizant of our societal norms and that they do not purchase or make alcohol available to underage students.

#### COLLEGE EMPLOYEES

No employee of The College of Idaho may host an event for our students, on or off campus that permits, encourages, or creates the conditions for alcohol abuse or consumption by students under the lawful drinking age. College employees are expected to be familiar with and strictly adhere to these alcohol policies. This document outlines The College of Idaho's expectations for College- related alcohol events, but ultimately it is the responsibility of every faculty and staff member to take reasonable precautions to avoid putting students, other employees, guests of the College, themselves, and/or the College at risk. A violation of the alcohol policies for the failure to exercise reasonable care regarding College employees' responsibilities under this policy may lead to reprimand, termination from employment, or other legal action.

#### OTHER COLLEGE SOCIAL FUNCTIONS

From time to time, alcoholic beverages may be served at College social functions, which may be defined as "closed events" or "invitational events" at which the majority of guests are expected to be age 21 or over. Examples include faculty socials, Board of Trustee events, alumni and other events. Although the guidelines set forth above for student events should be referenced and followed to the extent practical and reasonable, the event does not require registration as a Campus Event. However, the organizer or host has the responsibility to see that all legal requirements are observed and that the College guidelines, as stated above, are considered, and that all guests act responsibly. Further, events where alcoholic beverages are provided on campus may justify the services of an independent caterer who should be requested to furnish its own liability insurance and provide the CFO/VP for Student Affairs and Dean of Students with written proof of insurance coverage in advance of the event.

#### IDAHO ALCOHOL STATUTES

The following is a summary of applicable Idaho statutes. For more information, contact the Student Affairs Office, the Caldwell Police Department or the Idaho Liquor Control Board.

- **Minors – Purchase, Consumption or Possession Prohibited (Idaho Code 23-604):** Any person under twenty-one (21) years of age who shall purchase, attempt to purchase, or otherwise consume or possess any alcohol beverage, including any distilled spirits, beer or wine, shall be guilty of an infraction upon a first violation and shall be guilty of a misdemeanor upon a subsequent conviction and shall be punished according to the schedule set out in section 18-1502, Idaho Code.
- **Dispensing to a Person Under the Age of Twenty-One Years (Idaho Code 23- 603):** Any person who is eighteen (18) years of age or older who shall sell, give, or furnish, or cause to be sold, given, or furnished alcohol beverage, including any distilled spirits, beer or wine, to a person under the age of twenty-one(21) years shall be guilty of a misdemeanor and upon conviction thereof may be punished by a fine of not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1,000) per violation, or by imprisonment in the county jail for a period not to exceed one (1) year. or by both such fine and imprisonment. A second or subsequent

violation of this section by the same defendant shall constitute a misdemeanor and upon conviction thereof the defendant shall be punished by a fine of not less than one thousand dollars (\$1,000) nor more than two thousand dollars (\$2,000) per violation, or imprisonment in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment. Notwithstanding the provisions of section 19-4705.

- **Adult in the Presence of a Minor Consuming Alcohol/Encouraging Violations of the Youth Rehabilitation Act (Idaho Code 20-526):** If a person of legal age is in the presence of a juvenile who is drinking an alcoholic beverage and fails to take action, the adult is considered to be "contributing to the delinquency of a minor."
- **Driving While Intoxicated (Idaho Code 18-8004):** It is unlawful for any person who is under the influence of alcohol, drugs or other intoxicating substances, or who has an alcohol concentration of 0.08, or more to drive a motor vehicle upon public or private property open to the public.
- **Driving While Intoxicated by Underaged Persons/Zero Tolerance Statute (Idaho Code 18-8004-1d):** It is unlawful for any person under the age of 21 who has an alcohol concentration of at least 0.02, but less than 0.08, to drive a motor vehicle upon public or private property open to the public.

Whenever a person pleads guilty or is found guilty of violating any law pertaining to the possession, use, procurement, attempted procurement or dispensing of any beer, wine, or other alcoholic beverage, and such person was under 21 years of age at the time of such violation, then in addition to the above penalties, the court shall suspend the person's driving privileges for a period of not more than one year.

Second, or subsequent violations shall result in the suspension of the person's driving privileges for a period of not more than two years, and/or the surrender of his license or permit to the court, and the court may also order the person to undergo and complete an alcohol evaluation and to complete an alcohol treatment or education program (Idaho Code 18-1502).

#### ILLICIT DRUG POLICIES AND EXPECTATIONS

- The possession, use, distribution, and/or sale of any substances defined by law as a controlled substance and/or any drug paraphernalia are prohibited.
- Drug misuse includes, but is not limited to, possession, using, selling, giving away, dispensing, mixing, administering, aiding or assisting others in such activities, or unauthorized use of prescribed medications.
- If a drug case is initiated in criminal / civil court rather than on the campus, serious College sanctions may await disposition of the case in the court. The College's policies are however, separate from those established by Federal or Idaho state statute.
- While empowered only to take action within its own provinces, the College will cooperate with the law enforcement agencies in accordance with statutory procedures.
- Conversely, as an educational institution rather than a law enforcement agency, the College recognizes the appropriateness of handling certain drug problems individually and from a counseling and medical, rather than from a punitive, point of view.
- Students are urged to reflect very seriously upon their own attitudes and actions with regard to drug abuse and to seek out information and counseling assistance through the College counselor, the Dean of Students, or other personnel as may seem most appropriate.

## ILLEGAL DRUGS – STATE LAW

In the statutes of the State of Idaho within the "Uniform Controlled Substances" section, marijuana is one of a great number of substances included within the Schedule I and II categories. The code prescribes the imposition of fines up to and including \$10,000 and/or prison sentences of up to five years for a felony conviction of possessing marijuana in an amount greater than three ounces net weight. Lesser amounts may constitute reduced penalties or a misdemeanor. Violations of Section 37 of Idaho Code with respect to a controlled substance, which is classified as a narcotic drug, or a controlled substance in Schedule II, may be subject to fines up to and including \$20,000 and prison sentences up to life imprisonment. Drug convictions also have other ramifications for students. After July 1, 2000, students convicted of offenses involving possession or sale of controlled substances are ineligible to receive any grant, loan or work assistance for a specified period of time.

### **Ineligibility period for possession of a controlled substance**

- 1st Offense 1 year
- 2nd Offense 2 years
- 3rd Offense Indefinite

### **Ineligibility period for sale of a controlled substance**

- 1st Offense 2 years
- 2nd Offense Indefinite

Violations of Federal and Idaho state laws regarding drugs are also violations of The College of Idaho Policy and are subject to disciplinary action up to and including suspension or permanent dismissal from the College.

## PARENT NOTIFICATION

In accordance with FERPA (The Family Educational Rights and Privacy Act), the College reserves the right to contact the parent(s), or guardian(s) of students involved in violations of College controlled substances policies or in the event of a life threatening situation.

## ANIMALS ON CAMPUS

All public laws, both city and state, apply to any type of animal on the campus grounds. Animals (except for fish) are not allowed inside any College building with the exception of recognized service animals, recognized assistance animals, animals accompanying professional staff in residence and animals maintained for educational purposes. Service and assistance animals accompanying students living in the residence halls must be registered with the Residence Life Office and the Learning Support and Disability Services Office. In conformity with the Caldwell City Dog Ordinance (#080317), all dogs that are brought on campus are expected to be on a leash and in the company of their owners. Animals are not to be tied and left unattended to campus trees, signs, etc. for any period of time. If animals are loose, Animal Control personnel may remove them.

## SERVICE AND ASSISTANCE ANIMALS ON CAMPUS

### DEFINITIONS

**Handler** – a person with a disability that a service or assistance animal assists or a personal care attendant who handles the animal for a person with a disability.

**Service Animal** – Any dog\* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act at 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

\*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

**Assistance Animal** – An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy College housing. An assistance animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disabilities Act.

#### *SERVICE ANIMALS POLICY*

In compliance with applicable law, The College of Idaho generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

The College of Idaho may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College of Idaho will make those determinations on a case-by-case basis.

#### *Inquiries Regarding Service Animals*

In general, The College of Idaho will not ask about the nature or extent of a person’s disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The College of Idaho may ask:

1. If the animal is required because of a disability, and;
2. What work or task the animal has been trained to perform.

The College of Idaho cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, The College of Idaho may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low

vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

### Responsibilities of Handlers

Students who wish to bring a service animal to campus are strongly encouraged to partner with the Learning Support and Disability Services Department, especially if other academic accommodations are required. Additionally, students who plan to live in on-campus housing are strongly encouraged to inform Residence Life and Bon Appétit Food Services that they plan to have a service animal with them in student housing. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting a student's specific requests for housing.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, necessary arrangements, and responsibilities for the well-being of an assistance animal are the sole responsibility of the handler at all times.

### Service Animal Control Requirements

- The animal should be on a leash when not providing a needed service to the handler.
- The animal should respond to voice or hand commands at all times and be under the full control of the handler.
- To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living and working environment.
- Identification – It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing the disability.

### Service Animal Etiquette

To the extent possible, the handler should ensure that the animal does not:

- Sniff people, dining tables or the personal belongings of others.
- Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.
- Block an aisle or passageway for fire egress.

### Service Animal Waste Cleanup Rule

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
- Properly dispose of waste and/or litter in appropriate containers.
- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.
- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.

### Removal of Service Animals

Service Animals may be ordered removed by the Campus Safety Department for the following reasons:

1. **Out of control animal:** A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any College facility until the handler can demonstrate that he/she had taken significant steps to mitigate the behavior.
2. **Non-housebroken Animal:** A handler may be directed to remove any animal that is not housebroken.
3. **Direct Threat:** A handler may be directed to remove an animal that The College of Idaho determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

Where a service animal is properly removed pursuant to this policy, The College of Idaho will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

### Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. The College of Idaho will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Learning Support and Disabilities Services Department.

### Emergency Response

**Emergency Situations** – In the event of an emergency, the Campus Safety Officers or First Responders will attempt to recognize service animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler and/or animal may be confused from the stressful situation. The Campus Safety Officers or First Responders should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. The Campus Safety Officers or First Responders should make every effort to keep the animal with its handler. However, the Campus Safety Officers or First Responder's primary effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

### *ASSISTANCE ANIMALS POLICY*

In compliance with applicable law, The College of Idaho generally allows assistance animals in the private living spaces of its residence halls and other housing environments when the animal is accompanying a resident with a disability who has documented that the animal provides assistance necessary to that resident as a result of their disability.

The College of Idaho may not permit assistance animals when the animal poses a substantial and direct threat to health or safety, or when the presence of the animal constitutes a fundamental alteration to



the nature of the program or service. The College of Idaho will make those determinations on a case-by-case basis.

#### Inquiries Regarding Assistance Animals

To determine whether or not an assistance animal could be allowed as a reasonable accommodation, the Office of Residence Life will ask for reliable documentation verifying that the student has a disability, and that the assistance animal provides a disability-related need.

#### Responsibilities of Handlers

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, necessary arrangements, and responsibilities for the well-being of an assistance animal are the sole responsibility of the handler at all times. Handlers must meet with the Office of Residence Life and complete a form regarding the assistance animal before the animal is allowed in College of Idaho housing.

#### Assistance Animal Control Requirements

- The animal should be under the full control of the handler at all times.
- To the extent possible, the assistance animal should be unobtrusive to other individuals and the learning and living environment.

#### Animal Etiquette

To the extent possible, the handler should ensure that the animal does not:

- Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.
- Block an aisle or passageway for fire egress.

#### Waste Cleanup Rule

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
- Properly dispose of waste and/or litter in appropriate containers. In a residence hall, this means the dumpster outside of the building.
- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.
- If the animal's waste creates a noxious odor or a community disturbance, the presence of the assistance animals will be re-evaluated.

#### Emergency Contact

The handler must provide the College with an emergency contact who can pick up and take care of the assistance animal, should the handler not be able to do so.

#### Removal of Assistance Animals

Assistance Animals may be ordered removed by the College for the following reasons:

1. Out of control animal: A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any College housing until the handler can demonstrate that he/she had taken significant steps to mitigate the behavior.
2. Non-housebroken Animal: A handler may be directed to remove any animal that is not housebroken.
3. Direct Threat: A handler may be directed to remove an animal that The College of Idaho determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, or a substantial lack of cleanliness of the animal.

Where a service or assistance animal is properly removed pursuant to this policy, The College of Idaho will work with the handler to determine a reasonable alternative without having the service animal on the premises.

#### Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. The College of Idaho will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Student requesting allergy accommodations should contact the Learning Support and Disabilities Services Department.

#### Emergency Response

Emergency Situations – In the event of an emergency, Campus Safety Officers or First Responders will attempt to recognize assistance animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke, from sirens or wind noise, or from shaking and moving ground. Both the handler and animal may be confused from the stressful situation. The Campus Safety Officers or First Responders should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. Campus Safety Officers or First Responders should make every effort to keep the animal with its handler. However, the Campus Safety Officers or First Responder's first effort will be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

#### Maintenance

Facilities staff will be notified by the Office of Residence Life of the presence of the animal. In the event of routine maintenance or maintenance requiring immediate access to the handler's room, Facilities staff will take precautions to keep the animal safe, but the responsibility to control the animal lies with the handler. Every attempt will be made to notify the handler that Facilities staff must enter their room.

#### BEREAVEMENT

In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for immediate family support, funeral leave, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams,

quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work.

## EXCUSED ABSENCES

### *Immediate Family and Relatives*

Students shall be eligible for up to three (3) consecutive days (not including weekends or holidays) of excused absence in the event of a death of an immediate family member to include spouse, domestic partner, parent, child, grandparents, grandchild or sibling, uncle, aunt, niece, nephew, first cousin, or immediate family member related by marriage, e.g. parent-in-law.

Students may also pursue a temporary leave of absence (see Leave of Absence Policy in the Student Handbook).

### *Other*

In the event that a death occurs to a family member or friend that is not specifically covered by the policy, students can communicate the circumstances to the Vice President for Student Affairs (VPSA) to determine on a case by case basis if it is covered by this policy.

### *Travel Considerations*

If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

- Verified funeral services within 150 miles of C of I campus 0 days
- Verified funeral services between 150-300 miles from C of I campus 1 day
- Verified funeral services over 300 miles from C of I campus 2 days
- Verified funeral services outside the 48 contiguous United States 3 days

### *Process*

If a student will be absent because of a death, the student is responsible for notifying the VPSA prior to their absence. The VPSA will communicate with the individual's course instructors of record about the absence and the reason for the absence. Upon receiving proper documentation regarding the death (documentation may include, but is not limited to a memorial service program or newspaper/website obituary notice) and relationship, the VPSA will provide this documentation to each of the course instructors, if requested. The VPSA may ask for additional documentation if necessary.

### *Appeals*

If a professor fails to follow the student bereavement policy, the student may appeal the professor's decision in writing to the Office of the Vice President for Academic Affairs (VPAA).

## COMMITMENT TO SAFETY

The College maintains a strong commitment to campus safety. Campus safety officers and designated representatives of the Facilities department survey the grounds of the campus to ensure that lighting and vegetation meet safety standards. Members of the campus community are encouraged to report any lighting deficiencies or other safety concerns to the Facilities Department at 208.459.5551 or Campus Safety at 208.459.5151.

## COMPLAINT POLICY

The College of Idaho seeks to help students develop the qualities encompassed in the PEAK Curriculum—professional, ethical, articulate, and knowledgeable—and to become responsible, resourceful, and reflective. Thus, the College always encourages students to resolve conflicts or complaints in ways that foster student growth and develop and contribute to a collegial campus environment. The College encourages students to seek informal resolution of conflicts whenever appropriate, seeking resolution with the appropriate instructor, dean, staff member, or administrative officer who may be able to help rectify the situation before a written complaint is filed. An informal attempt at resolution would typically include the following:

- Address the problem at the appropriate level; e.g., if you have a conflict with your roommate, talk to him/her first; if you have a problem getting information or assistance from a department, ask to speak to the department's director; if you have a concern about a course, speak to the faculty member teaching that course.
- If you are not satisfied with the outcome of your meeting or consequent decisions, consider taking your concern to the next level, e.g. a supervisor.
- Follow any discussions about your concern with an email to the person you met with describing your understanding of what took place and any agreements reached. Maintain a copy for your own records.

**Formal resolution** as described in this document does not supersede College policies in place concerning grade mediation, harassment, judicial procedures, and the like. See appropriate section(s) in this Student Handbook and/or [College Catalog](#) for more details.

## FORMAL COMPLAINT PROCEDURE

1. A student who wishes to lodge a formal complaint with the College must complete and submit the online Formal Complaint Form for Students (located at the end of this policy) describing the complaint and attempts to resolve the problem through informal means.
2. Complaints will be directed as follows:
  - Academic (academic programs and departments, accreditation, institutional research, registrar, library, advising, international programs): Vice President for Academic Affairs/Dean of the Faculty.
  - Administrative Services (student accounts, bookstore, facilities, plant services, finance, human resources, information technology, event services): Vice President for Administration and Finance.
  - Student Life (residence life, housing, campus ministry, intercultural life, student activities, student organizations, health and counseling services, security services, food services): Vice President for Student Affairs/Dean of Students.
  - Athletics (all varsity athletic teams, sports information, trainers): Athletic Director.
  - College Relations (alumni, parent relations, fundraising, marketing and communication): Vice President for Advancement.
  - Admissions and Financial Aid (admissions, financial aid): Vice President for Enrollment Management.
3. Acknowledgment: Upon receipt of a formal complaint, the appropriate Vice President will send a written acknowledgment to the student within five working days.

4. Administrative Deliberation and Response: Within fifteen days of issuing the written acknowledgment to the student, the Vice President will seek to understand the nature of the complaint, interviewing, if necessary, the employees involved, the originator of the complaint, and anyone else with relevant knowledge of the complaint. The investigation should include information about previous efforts to resolve the issue, College policies and procedures involved, and any contingent factors involved. The Vice President will send the student filing the complaint a written statement of attempted resolution to the problem.
5. Student Appeal Process: Upon receiving the statement of attempted resolution to the written complaint, the student has the right of appeal to the President of the College. This appeal must be made in writing within five working days of receiving the Vice President's Administrative response. The student will receive an acknowledgement of the appeal within five working days upon its receipt and a deliberation response within fifteen working days from the date of the acknowledgment letter.
6. Records: All formal student complaints will be forwarded upon resolution to the VP for Student Affairs, who will keep an official log of all such complaints.
7. Complaints involving a Vice President should be directed to the President of the College, who will adhere to the process outlined in #4. There is no appeal process.

#### COMPLIANCE WITH COLLEGE DIRECTIVES

Failing to comply with the direction of clearly identified College employees in the performance of their assigned duties is a violation of community conduct standards.

#### CRIMINAL/CIVIL PROCEEDINGS

The College reserves the right to institute criminal or civil proceedings. Students likewise have the right to bring civil or criminal action through the courts.

If a student is involved in an incident (on or off campus) which results in a criminal or civil investigation, the College reserves the right to take appropriate action (including, but not limited to suspension from the College, restriction from the residence halls, etc.)

If the incident also results in a campus judicial action, the student may choose to delay the campus process until the criminal or civil proceeding has come to fruition. By choosing to delay the campus process, the accused student accepts suspension from the College and may not enter College property without the expressed authorization of the Dean of Students. If the accused student is unable to attend a campus hearing following the outcome of criminal proceedings, the hearing officer or board may proceed with reviewing the available evidence and make a determination

#### CRIMINAL AND DISCIPLINARY RECORD DISCLOSURE

The College of Idaho requires full disclosure from its applicants of criminal offenses and disciplinary actions (e.g. from other educational institutions). Once disclosure has been made, the Admission Committee will review the applicant's circumstances in conjunction with the Dean of Students and the Director of Campus Safety.

If accepted, applicants with a criminal history must agree to the following:

- Full disclosure of the incident(s) and release of information to the Dean of Students. The Dean of Students may share this information with other appropriate College departments.

- An agreement with the Dean of Students articulating the relationship between the College and the student.
- On-campus housing provided at the discretion of the College.
- The College has the right to dictate the student's participation in courses, on and off-campus school-related activities, and use of campus resources.

If a student is accepted and/or matriculated and is then discovered to have a criminal history or disciplinary record, that student's circumstances will be reviewed by the Admission committee and the Dean of Students. The committee and Dean of Students will make a decision about that student's acceptance retroactively. Not disclosing information about criminal history or disciplinary record is cause for immediate dismissal from the College.

### DELINQUENT STUDENT ACCOUNTS

Payment arrangements must be made during orientation for incoming students or prior to due dates referenced in The College of Idaho (C of I) catalog. Students having problems meeting their financial obligations to the College should address their questions and concerns with a student accounts representative in the Business Office.

The following measures will be taken to address delinquent financial obligations:

- Students with delinquent accounts will be contacted by the Business Office. Failure to respond to the notification in the specified timeframe may result in withdrawal from classes. Alternative payment arrangements must be made before a student is allowed to continue attending classes.
- Students who do not comply with alternative payment arrangements may be withdrawn from classes and re-enrollment is subject to the approval of the Delinquent Student Accounts Committee.
- Students with outstanding account balances will not be allowed to register for the next term until all balances are paid in full. Transcripts, grades and diplomas will not be released until all balances are paid in full. Students with outstanding balances will not be allowed to participate in graduation ceremonies.

All delinquent accounts may be subject to an interest charge at an annual rate of 12%.

The charge for returned funds is \$25.00.

Students will pay fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorneys' fees incurred in such collection efforts.

### EMPLOYEE-STUDENT RELATIONSHIPS

No employee shall enter into or continue a romantic or sexual relationship with a student or employee over whom he or she exercises academic, administrative, supervisory, evaluative, counseling or other authority or influence. If a romantic or sexual relationship should develop under such restricted circumstances, and/or such a relationship should develop and an employee is uncertain if these restrictions apply, it is the employee's responsibility to immediately notify his/her supervisor or dean in order to make arrangements for removing or otherwise addressing any authority differential. It is ultimately the employee's responsibility to make such alternative arrangements that meet the

supervisor's and human resource department's approval. If no such arrangement can be made, either the employee's relationship or employment status must cease.

## EXPRESSION

The integrity of The College of Idaho's residential, liberal arts, educational mission depends on maintaining total respect for the principle of free and responsible academic and creative expression. Within reasonable safeguards to protect against speech that violates the law, falsely defames, constitutes a genuine threat or harassment, substantially violates confidentiality, and/or disrupts regular College operations, the C of I maintains the right of those within its community to express their thoughts and perspectives regardless of how others may perceive the messages.

### Student Organizations and Events:

- All organized student events must adhere to the College's established event registration process (and must be publicly listed on the College calendar) and all other campus policies and procedures.
- Events must adhere to all local ordinances, and state/federal laws.
- Events may not last more than 24 hours unless granted special permission through the events registration process.
- No event may block entryways or exits of any classroom, office, or building.
- All expenses incurred as a result of an event will be the responsibility of the sponsoring organization.

A student organization may not publicize any program in any way before the program has been officially approved and confirmed through the Student Involvement Office. Recognized student organizations may post flyers in campus buildings on designated bulletin boards with permission of staff in that building. To post in residence halls, permission must be granted by an appropriate staff member. Posters may not be placed on directional signs or outdoor campus maps. Posters must be in good taste and can neither discriminate on the basis of race, religion, gender, sexual orientation, color, national origin, age, disability or marital status, nor promote inappropriate behavior. Alcohol may only be advertised on posters and any other form of advertisement for officially recognized College events approved by the Dean of Students or designee. Posters that violate these guidelines will be removed at the organization's expense. Chalk may be used, but must be limited to sidewalks around the McCain Student Center. For more information, contact the Student Involvement Office.

### Recommended information to be prominently displayed on all forms of publicity:

- The full name of the organization and "The College of Idaho" or "C of I"
- The title and nature of the program
- Date, time, and place of the program
- Admission criteria, such as ticket price, College ID required, etc.
- Raincheck dates and refund policy, if applicable
- Number to contact to request special services/accommodations when possible.

## FACILITIES ACCESS

Campus Safety personnel are responsible for locking and unlocking buildings. This includes opening buildings for special events. Calls for service are prioritized, and life-endangering calls hold a higher

priority than building entry. Unauthorized entry into, unauthorized use of, or misuse of or tampering with College property and/or computer systems and data is prohibited. Propping exterior doors and letting unidentified individuals into buildings undermines the College's ability to be a safe educational environment and is not allowed.

### FALSE INFORMATION

Dishonesty, including forgery, or giving fake information on official documents or to clearly identified College employees is prohibited.

### FEDERAL REGULATIONS

Over the years several regulations have been adopted that have as their purpose the protection of students' rights. Of particular interest are the following:

**Section 504 of the Rehabilitation Act of 1973** as amended, provides that no otherwise handicapped individual in the United States . . . shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. For more information, contact the Learning Support and Disabilities Services director.

**The Americans with Disabilities Act (ADA) of 1990** A comprehensive, federal civil rights law that prohibits discrimination on the basis of disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications. For more information, contact the Learning Support and Disabilities Services director.

**The Family Educational Rights and Privacy Act (FERPA)** otherwise known as "The Buckley Amendment," provides students with access to their school records. FERPA makes four guarantees to postsecondary students. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

A detailed outline of The College of Idaho "Student Records Policy" is contained in the Student Records section of the student handbook.

**Title IX of the Education Amendments Act of 1972** is the federal law prohibiting sex discrimination in educational institutions. The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."



The Title IX coordinator for The College of Idaho is [Reagan Rossi](#), 208-459-5855. Any inquiries regarding Title IX compliance should be directed to the Title IX Coordinator and/or the Office for Civil Rights.

**Students' Right to Know and Campus Security Act of 1990** requires the disclosure of information on completion and graduation rates, as well as security policies and procedures, crimes and crime rates. This information is in a variety of campus publications, including this Student Handbook and the Institutional Research Office's website. It is also available upon request.

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery)** requires all colleges and universities, both public and private, which participate in federal financial student aid programs to keep and disclose information about crime on and near their respective campuses.

**The Campus Sexual Violence Elimination Act (SaVE)** refers to the recent Violence Against Women Act (VAWA) amendments to the Clery Act. The Campus SaVE Act is a 2013 amendment to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. (The Campus SaVE Act)

**The Violence Against Women Reauthorization Act of 2013 (VAWA)** enacted on March 7, 2013 improves and expands legal tools and grant programs addressing domestic violence, dating violence, sexual assault, and stalking. VAWA 2013 reauthorizes critical grant programs created by the original Violence Against Women Act and subsequent legislation, establishes new programs, and strengthens Federal laws. (Office on Violence Against Women)

## FIRE SAFETY

Fire safety is extremely important in a community. A fire hazard is anything that could cause a fire or prohibit the safe and expedient ability of students to evacuate. Disregard for fire safety by ignoring evacuation procedures; placing false alarms; interfering with proper functioning of fire alarm, electrical systems or sprinklers; tampering with or removing bells, alarms, fire detection equipment, fire hoses, fire doors/door closures, exit signs, extinguishers or fire-fighting equipment is prohibited.

## GAMBLING

Gambling for money is prohibited on College property or at College events.

The following is a summary from applicable Idaho Statutes. For the full current statute see [TITLE 18 CRIMES AND PUNISHMENT: CHAPTER 38 GAMING](#). For more information, contact the Student Affairs Office or the Caldwell Police Department.

**Gambling defined (Idaho Code 18-3801):** "Gambling" means risking any money, credit, deposit or other thing of value for gain contingent in whole or in part upon lot, chance, the operation of a gambling device or the happening or outcome of an event, including a sporting event, the operation of casino gambling including, but not limited to, blackjack, craps, roulette, poker, baccarat or keno, but does not include:

1. Bona fide contests of skill, speed, strength or endurance in which awards are made only to entrants or the owners of entrants; or
2. Bona fide business transactions which are valid under the law of contracts; or
3. Games that award only additional play; or

4. Merchant promotional contests and drawings conducted incidentally to bona fide nongaming business operations, if prizes are awarded without consideration being charged to participants; or
5. Other acts or transactions now or hereafter expressly authorized by law.

**Gambling prohibited (Idaho Code 18-3802):**

1. A person is guilty of gambling if he:
  - a. Participates in gambling; or
  - b. Knowingly permits any gambling to be played, conducted or dealt upon or in any real or personal property owned, rented, or under the control of the actor, whether in whole or in part.
2. Gambling is a misdemeanor.

## GENDER INCLUSION

### GENDER IDENTITY AND RESTROOM USE

College of Idaho students, staff, faculty, and visitors are encouraged to use the restroom that is labeled with the gender with which they identify. Gender-inclusive restrooms are located in the McCain Student Union Office Suite on the top floor, on the southwest side of Hendren Hall (behind the Business Office entrance), on the main floor of the library, and in all residence halls. These restrooms are designated as safe spaces for people of all gender identities and expressions.

### LIVING ARRANGEMENTS

Residence Hall housing is assigned according to the gender binary, but the Office of Residence Life encourages students to select residence hall housing that is labeled for the gender with which they identify. Housing in the Village apartments and rental houses are not assigned according to the gender binary, and students can select housing in those living communities without disclosing a gender.

### NAME CHANGES

The student name associated with all official student records is the student's legal name. This name can only be changed after a legal name change has taken place. A student may, however, add a preferred name or pronoun to their student records. The preferred name will appear on all class rosters, and be used for the student's College email account, network log-in, and Self-Service and Canvas accounts. A new ID card will also be issued to the student at no charge. To add a preferred name to your student account, go to the Registrar's Office and request an Information Change Form.

### GRADE MEDIATION

If a student believes a course grade was improperly or unfairly assigned, the College has a grade mediation procedure to help resolve the matter. The evaluation of a student's academic performance is the sole responsibility of the person appointed to teach or supervise the course. A student who questions the validity of a faculty member's final evaluation of his or her academic work should confer with that faculty member within the first six weeks of the next full academic semester (i.e., discussion of Fall or Winter grades must begin within the first six weeks of Spring semester, and Spring grades within the first six weeks of Fall semester). If the matter cannot be resolved between the faculty member and the student, the student should seek the appropriate department or division chair or academic advisor to act as a mediator between the student and faculty member. However, the faculty member assigned to teach the course retains the final responsibility for assigning the course grade. After the final

outcome, if the student and/or mediator feels that the faculty member in question has been unprofessional in resolving the matter, they should send a letter to the Vice President for Academic Affairs to be placed in the file of the faculty member and considered by the Faculty Evaluation Committee as part of the regular evaluation process.

If the student writes a letter to the Vice President for Academic Affairs to be placed in the file of the faculty member, a copy of the letter will be given by the VPAA to the faculty member and to the mediator, so that they may be informed of the comments. Either or both the faculty member and the person who served as mediator may write letters for the file as well.

The mediator will prepare a brief summary of the interaction with the student and its outcome and will give a copy of the summary to the student, the faculty member, and the Vice President for Academic Affairs. He or she will also retain a file copy. The file copy and the Vice President's summary will be retained through the subsequent evaluation period of the faculty member in case it would need to be referred to for any reason.

If the faculty member whose grade is questioned is no longer employed by the College or is otherwise unavailable because of sabbatical leave or some other reason:

- The student meets with the department chair of the faculty member's department (or, if the faculty member involved is the department chair, then the student meets with the division chair).
- The department chair and the student's academic advisor help the student prepare a petition for review by a special committee appointed by the Vice President for Academic Affairs in consultation with Curriculum Council; the committee shall consist of one member from the faculty member's department or a closely aligned discipline, one faculty member from the division, and one faculty member from outside the division.
- This special committee will review all available material and speak with people who may have insight into the situation and will come to some resolution that may include – but is not limited to – changing the grade(s) in question to Pass.
- The timelines for beginning the grade mediation procedure are the same whether or not the faculty member continues at the College.
- The decision of the special committee is final.

## HARASSMENT

*Applying to all students, faculty, staff, administrators, trustees, volunteers and non-College of Idaho employees.*

The College is committed to supporting academic freedom and freedom of speech in an environment of open and vigorous dialogue within the reasonable limits of the law. Further, The College of Idaho is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle teaching methods or freedom of expression generally, nor will it be permitted to do so. Illegal harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of the College, its tradition of intellectual freedom and the trust placed in its members.

It is a violation of the College's policy and may be a violation of both state and federal law for any employee, student, faculty, staff, administrator, trustee, volunteer, or non-College of Idaho employee to harass or discriminate against any other employee or student on the basis of sex, race, color, age, religion, disability, national origin, veteran status, sexual orientation, gender identity, or any other basis protected by law. Verbal or physical conduct that may constitute harassment includes, but is not limited to: actions; words; flirtations; advances; propositions; verbal abuse; jokes; negative stereotyping; verbal commentaries or degrading words used to describe an individual based on an individual's sex, race, color, age, religion, disability, national origin, veteran status, sexual orientation, gender identity or any other basis protected by law.

With respect to sexual harassment in particular, the following conduct is strictly prohibited by College policy and under Title IX (see [Title IX](#) policy for more detailed information):

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement within the College;
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
2. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, abusive or offensive work or academic environment. Examples of sexual harassment include, but are not limited to:
  - Demeaning and/or derogatory harassment toward one's gender;
  - Demeaning behavior, staring, pinching, touching and other physical contact, or blocking the movements of another person;
  - Unwelcome sexual comments, innuendoes, jokes, abusive personal remarks, etc.;
  - Sexually explicit displays or distribution of pictures, materials, or objects in the work area;
  - Unwelcome amorous advances or propositions, physical conduct, obscene gestures;
  - Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual or other discriminatory meanings;
  - Unwelcome requests for sexual favors or repeated social contact; or
  - Sexual assault or other unwelcome sexual contact.

Any member of the College community who believes he, she or some other member of the College community is a victim of harassment by any member of the Board of Trustees, administrator, member of the staff or faculty, employee, student, volunteer, non-College of Idaho employee or any other person in connection with the College shall promptly report the matter to the attention of his/her immediate supervisor, the Department of Human Resources, Dean of Students or the Vice President for Academic Affairs ("VPAA"). In every case, the Department of Human Resources should be notified of the report to ensure a thorough and prompt investigation, if appropriate. However, the campus disciplinary system applies for investigation and resolution of complaints of harassment made against a student, unless the complaint involves conduct by a student who also is employed by the College and relates to that student's conduct as an employee. If a student believes he or she or some other member of the student

community has been the victim of harassment by another student, a complaint should be made as outlined in the campus disciplinary system.

Every member of the Board of Trustees, administrator, member of the staff or faculty, employee, or student is covered by and subject to the provisions of this policy. This policy also applies to visitors, campus guests, tourists, vendors, contractors, repair people, sales people or clients.

If an investigation is initiated and conducted by or upon direction of the Department of Human Resources, the process and information will remain confidential to the extent reasonably possible and will be disclosed only on a need-to-know basis. If warranted by its investigation and based on the seriousness or repetitiveness of the offense, the Department of Human Resources will recommend appropriate discipline, sanctions or other action be taken in response to the report or complaint of harassment. If the subject of the recommended discipline or sanctions is a faculty member, the Department of Human Resources will make a recommendation to the VPAA (unless the VPAA is the subject of the report or complaint, in which case the recommendation will be made to the President). For reports or complaints against non-faculty members, the recommendation by the Department of Human Resources will be made to the President (unless the President is the subject of the report or complaint, in which case the recommendation will be made to the Chairman of the Board of Trustees).

Retaliation against any person who opposes harassment, complains of harassment, provides information related to a complaint of harassment or participates in an investigation of a complaint of harassment is strictly prohibited. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to disciplinary action in accordance with this policy.

All volunteers, temporary, regular, part-time, full-time and adjunct employees will be required to sign an acknowledgment that they have received, will read and understand this policy.

The Department of Human Resources will be responsible for administering the policy and the program, including education for all personnel.

## HAZING AND BULLYING

Hazing and/or bullying by individuals or student organizations is not permitted or tolerated at The College of Idaho.

### HAZING

Hazing is defined as any activity expected of someone joining or affiliating with a group (or to maintain full status in a group) that intentionally or unintentionally humiliates, degrades, risks emotional and/or physical harm, or causes destruction to property, regardless of the person's willingness to participate.

Some examples of hazing may include, but are not limited to:

- Requiring violation of federal law, Idaho law, local law, or the C of I student code
- Activities that cause exhaustion, or loss of sleep
- Feats of endurance
- Activities that could cause sickness or death
- Requiring an individual to eat or drink anything;
- Subjecting individuals to road trips, kidnaps, or leaving them to find their way home without resources and/or directions.

Idaho Law Title 18 Crimes and Punishment Chapter 9 Assault and Battery 18-917. [HAZING](#)

## BULLYING

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may inflict harm or distress, including physical, psychological, social, or educational harm. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Cyberbullying:** Cyberbullying is bullying that takes place using electronic technology.

Some examples of bullying and cyberbullying may include, but are not limited to:

- Taunting
- Malicious teasing
- Making threats
- Insulting
- Posting harmful or cruel text or images using the internet or other digital communication devices.
- Rumors sent by email or posted on social networking sites.
- Creating fake profiles.

Bullying is **NOT** a single instance of social rejection, meanness or unkindness; unplanned actions of intimidation or hostility; or shared arguments, conflicts or fights.

Idaho Law Title 18 Crimes and Punishment Chapter 9 Assault and Battery 18-917A. [STUDENT HARASSMENT, INTIMIDATION, BULLYING](#)

## HEALTH INSURANCE

The College of Idaho requires all full-time students to have health insurance. A fee for student health insurance is included in fees collected by the Business Office unless the student can show proof of coverage through their parent's policy, a spouse's coverage or through employment. Please see the Business Office for insurance questions.

For Health Insurance Information on Policies go to: [Consolidated Health Plan for The College of Idaho](#)  
From here, you can find links to the brochure, claim forms and more. Please contact the Business Office if you have any questions.

## IMMUNIZATIONS

The College of Idaho believes it is in the best interests of the campus community for every student to be vaccinated appropriately. Listed below are the immunizations required of all students for the 2017-2018 school year.

<b>Required Immunizations</b>	<b>Description</b>
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Measles, Mumps, Rubella (MMR)	Two doses administered at least 28 days apart. A positive MMR titer (blood test) will be accepted in lieu of this series if no records are available.
Meningococcal	Single dose administered within the last five years. If vaccine was given after the age of 16, you do not need another one.
Tetanus, Diptheria, Acellular Pertussis (Tdap)	Single dose administered within the last ten years.
Hepatitis A	Two dose vaccine series. A positive Hepatitis A titer (blood test) will be accepted in lieu of this vaccination if no records are available.
Hepatitis B	Three dose vaccine series. A positive Hepatitis B titer (blood test) will be accepted in lieu of this vaccination if no records are available.
Varicella	Two doses of Varicella-containing vaccine administered at least 28 days apart. If a student had chicken pox as a child, a positive titer (blood test) will be accepted in lieu of this vaccination series.
Tuberculin (TB)	A TB skin test (Monteux or Quantiferon) within the last year. If a student has a positive TB skin test, then a chest X-ray taken within the last year is required. Any student coming from or returning from a high risk country * must obtain an updated TB skin test.
Polio	Primary series in childhood with IPV alone, OPV alone, or IPV/OPV sequentially.
<b><u>Recommended Immunizations</u></b>	<b><u>Description</u></b>
HPV	Three dose vaccination series
Influenza	Single dose annually
Meningitis B	Two dose vaccine series

**Documentation** A copy of the student's official immunization record must be provided to the Health Services Department. Documentation can be hand delivered to the Health Center located in Hendren Hall, faxed to (208) 459-5182 attn: Health Services, or mailed to The College of Idaho, Student Health Center, 2112 Cleveland Blvd., Caldwell, ID 83605. The College will accept vaccine records signed by a medical doctor, school health records or transcripts documenting immunizations and/or state immunization bank records.

**Timeline** Students must provide all immunization documentation to the Health Services Department no later than the first day of classes for the semester in which the student intends to enroll. Students who have an incomplete immunization record as of the 15th day of classes will be removed from the residence halls until all requirements are met (no refunds available). In addition, students with incomplete records will have a hold placed on their account and will not be able to register for the following semester. Students participating in intercollegiate sports who have incomplete immunization records will not be allowed to practice or compete until they are in compliance with the College's immunization policy.

**Exemptions** The College of Idaho believes it is in the best interests of the campus community when every student is immunized (herd immunity) and, therefore, the College discourages nonmedical exemptions to required vaccines. The College, however, will consider a medical or religious request for exemption to vaccines; in such instances, a Medical/Religious Exemption request form must be submitted for review. Exemption forms can be obtained from the Health Center and must be submitted to the Health Center by the first day of classes for the semester in which the student intends to enroll. Students will be notified as to the status of their exemption request by the third day of classes. Students who do not have an approved exemption and still have an incomplete immunization record as of the 15th day of classes will have a hold placed on their account and will be removed from the residence halls (no refunds available) until all requirements are met. Students participating in intercollegiate sports who have incomplete immunization records will not be allowed to practice or compete until they are compliant with the College's immunization policy. Should an outbreak occur on campus, students with approved exemptions or incomplete immunization records may be restricted from attending classes or other College activities, and/or removed from the residence halls until there is no further immediate risk to the student (no refunds available).

\*International and exchange students coming from or returning from these countries must have TB testing done:

Angola, Bangladesh, Brazil, China, Democratic Peoples Republic of Korea, Democratic Republic of Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, United Republic of Tanzania, Viet Nam, Cambodia, Central African Republic, Congo, Lesotho, Liberia, Namibia, Papua New Guinea, Sierra Leone, Zambia, Zimbabwe, Cameroon, Malawi, Uganda, Botswana, Chad, Guinea-Bissau, Swaziland, Kazakhstan, Ukraine, Uzbekistan, Azerbaijan, Belarus, Kyrgyzstan, Peru, Republic of Moldova, Somalia, Tajikistan.

(Source: World Health Organization Global Health Observatory, Tuberculosis incidence June 2015.)



All international students, except those from countries currently identified as being low risk are required to have either a TB (tuberculin) skin test or IGRA (Interferon Gamma Release Assays) blood test.

Students with a history of BGC vaccination are not excluded from tuberculin testing.

If the skin test is positive, a chest X-ray, evaluation for needed treatment, and MD clearance for activities are required.

**Note:** Students registered prior to Fall of 2015 are only required to provide proof of receiving the Measles, Mumps and Rubella (MMR) and Meningococcal vaccines, but are encouraged to receive all recommended vaccinations.

## INFORMATION TECHNOLOGY

### GENERAL INFORMATION

Information Technology's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the College of Idaho's established culture of openness, trust and integrity. Information Technology is committed to protecting the College of Idaho's faculty, staff, students, and the College from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage, network accounts, e-mail, web browsing, and file sharing are the property of the College of Idaho. These systems are to be used for educational, research and administrative purposes in serving the interests of the College in the course of normal operations.

Effective security is a team effort involving the participation and support of every one of the College of Idaho faculty, staff, student, and affiliates who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. If you have questions or concerns, please contact anyone in the IT Department and also check the <https://yotenet.collegeofidaho.edu> webpage for IT specific announcements, information, tutorials and the most recent College of Idaho IT news and documentation.

### PURPOSE

The purpose of this policy is to outline the acceptable use of technology at the College of Idaho. These regulations are in place to protect faculty, staff, student, and the College of Idaho. Inappropriate use exposes the College of Idaho to risks including virus attacks, compromise of network systems and services, and legal issues.

### SCOPE

This policy applies to all faculty, staff, students, contractors, consultants, temporaries, and other workers at the College of Idaho, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the College of Idaho and all devices connected to the College's network that are not owned by the College of Idaho.

### ENFORCEMENT

Any user found to have violated this policy may be subject to disciplinary action, up to and including dismissal from the College, termination of employment, or legal action.

## DEFINITIONS

**Spam** - Unauthorized and/or unsolicited electronic mass mailings.

**User** - A "user" is any person, whether authorized or not, who makes any use of any College resource from any location. For example, users include those who access IT resource in a College computer lab, or via the wireless network. A "user's status" means their relationship with the College, i.e., student, faculty, staff, contractor, alumni/alumnae, member of public, etc.

**YoteTech** – Student workers in the IT Office

## GENERAL USE AND OWNERSHIP

- While the College of Idaho's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the College systems remains the property of the College of Idaho. In order to protect the College of Idaho's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the College of Idaho.
- Everyone is responsible for exercising good judgment regarding the reasonableness of personal use.
- Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, users should be guided by departmental policies on personal use, and if there is any uncertainty, users should consult their supervisor or manager.
- For security and network maintenance purposes, authorized users within the College of Idaho may monitor equipment, systems and network traffic at any time, per Information Technology's Audit Policy.
- The College of Idaho reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## SECURITY

### **OUR #1 SECURITY TIP**

The IT Department will NEVER ask for your login information via email or online form.

We may ask for your password in person if it's required to provide you service, like for the YoteTechs or if your employee computer has a major problem and it's only affecting your account. We shred student passwords after using them and we encourage employees to change theirs after seeing us.

Providing your password is completely optional and is only needed to speed service.

If you call us for help, especially if you're a new student or unable to come see us on campus, we may ask for your password to verify that your information matches ours or to try to replicate your problem. We do our very best to avoid verification but sometimes it's required. We will never call you, unsolicited, and ask for your information. Never give any personal information to someone who contacts you unexpectedly and/or without prompting.

So, just to clarify, the IT Department will NEVER ask for your login information via email or online form.

## FERPA

The federal regulation known as FERPA applies to all student information kept by the College and its users. Any employee who views or processes protected information is subject to FERPA's rules, as is any student whose employment or duties exposes them to protected information. FERPA applies to "eligible students," which means any student who is 18 or older or has enrolled at a postsecondary institution. As such, any C of I student is protected by FERPA and, generally, no student information may be shared without the student's consent.

In brief this means that faculty and staff may not disclose, discuss, or otherwise distribute student information like course enrollments, grades, GPAs, disciplinary records, or personal information. The Registrar's Office provides the College with interpretation and enforcement of FERPA's rules. Please contact the office to clarify exactly what information is and is not protected by FERPA. Some students may opt to restrict all of their information, and in that case certain FERPA rules become more restrictive. Use extreme caution when handling this "Directory Hold" information.

## OFFICE 365

In Fall 2006 The College of Idaho made its first foray into the cloud. Back then "cloud" was barely a term and Live@Edu, as it was called, only offered student email. Our internet connection was a whopping 10 Mbps for all of that data. Now we have 1,000 Mbps internet service and we use Office 365, the world's most comprehensive cloud-based (aka: online) communication and collaboration platform. Seriously, no hyperbole here. There's cloud storage (1 TB for every user), file sharing, online document editing, presentation tools, intranet sites, chat and instant messaging, enhanced email (with 50 GB mailboxes!), and a private social network.

### **STAYING SAFE IN OFFICE 365**

When using Office 365 services you need to be aware that synced data could be unintentionally downloaded to an uncontrolled, non-College device. If the device is shared, through any means, there is a risk that an unauthorized third party could access the information. This results in a disclosure and breach of FERPA's protections, putting you and the College at risk of private or Federal legal action. Office 365 complies with FERPA for data security when it's stored in the cloud, but once downloaded, the burden of security falls to the end user.

So how might this affect you? If you use Office, OneDrive, email, or any other Office 365 application to access protected information you must make sure that the information remains protected when you are finished. Signing in to Office on your personal device can permit any user to access your OneDrive-based documents. Downloading a document will leave it behind on the device where another user can open and read it. Setting up email on your phone and not protecting it with a secure lock screen (PIN, pattern, or fingerprint) can let a thief access all of your messages. It's very important that you keep these risks in mind when using Office 365. To be safest you shouldn't access protected information from shared personal devices.

To help protect your information, both in Office 365 and on the wider web, follow these DOs and DON'Ts.

### **DO**

- Sign out of Office 365 when you're finished with it, and sign out of any other site that contains sensitive information

- Check and clean your downloads, cookies, and browsing history if you've been working with protected information on a shared computer
- Access secure sites only over HTTPS; look for the lock icon, the https:// URL, and a verified site owner, all listed in the address bar of your browser
- Keep your computer secure with software updates for your operating system and applications

## **DON'T**

- Allow sites that host secure information, like Office 365, or financial websites, to save your password or remember you. It's usually okay to remember your username but we do not recommend storing your password, especially when things use your YoteNet ID for sign in.
- Access protected information or accounts from public computers unless absolutely necessary.
- Visit a website if your browser shows you a security or certificate warning.
- Install software from a website you don't know or expect to install software. Most of those sites are fake and will give you seriously nasty malware.

## **BE AWARE OF WHAT YOU SHARE**

As with social media, you should think about what you share with others in Office 365. And you do think about your social media presence, right?

Some of the most powerful features in Office 365 include sharing and collaborating with documents and ideas. You can upload a document to OneDrive, share it with people inside or outside of the College, and edit it together in real-time. You can post an idea to Yammer for feedback and discussion. But if you aren't careful with what and how you share information you might publish something that shouldn't be published. When sharing documents make sure you know the target person or group. If the information is protected by FERPA this is extra important.

Does the other person need the information? Could anything being shared be damaging if released? Are you setting permissions to let them see it or have full control? Is the group accurate or does it contain old or unknown members? Is this a public forum where everyone can see it? Who's everyone, and should they see it?

These kinds of questions have always been important when working with information, but the cloud's ubiquity and ease of access means information in it is simply more available. Clearly defining where your information is going is an important first step. The IT Department centrally controls this on campus but our control is different in the cloud. Make sure you know your intended audience and purpose when you share something in Office 365. Use the principle of least privilege to grant collaborators only what they need to work with you.

## **IF YOU SUSPECT A BREACH**

If you see something, say something. It's that simple. Report something that isn't right to the data owner or, if it's extra serious or high risk, to IT.

If you think your account has been breached your first action should be changing your password. Sign in to a campus computer, press Ctrl-Alt-Del, and click Change a Password. This will lock out anyone who may have access to your account. If you think protected information in your account may have been

targeted let us know right away so that we can start an investigation. Don't touch the files you suspect to allow us to perform forensic analysis on them and determine if something's not right.

### **PUTTING IT ALL TOGETHER**

If you've reached this section and aren't completely terrified, good! If you ARE completely terrified, don't be.

Staying safe online is primarily driven by common sense. If something seems off (or too good to be true) it probably is. Skip it and move on without clicking anything or providing any information. Be alert when you're online, be conscious of what you're doing, and be observant as you work and play. And if something does happen or you're not sure how to handle a situation just contact us.

### UNACCEPTABLE USE

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a user at the College of Idaho authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the College of Idaho-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

### **SYSTEM AND NETWORK ACTIVITIES**

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the College of Idaho.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the College of Idaho or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a College of Idaho computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any the College of Idaho account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless you have explicit permission from the Director of Information Technology.
- Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the user's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, the College of Idaho employees to parties outside the College of Idaho.

#### **EMAIL AND COMMUNICATIONS ACTIVITIES**

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), which is not considered official College business.
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of anytype.
- Use of unsolicited email originating from within the College of Idaho of Idaho's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the College of Idaho or connected via the College of Idaho's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

## INTELLECTUAL PROPERTY

### PURPOSE

Dedicated as it is to teaching, learning, and creative activity, The College of Idaho respects the intellectual property of those outside the College and seeks to clarify rights and responsibilities pertaining to intellectual property created by members within the College community. The purpose of this policy is to delineate the specific allocation or sharing of intellectual property rights.

### DEFINITION

Intellectual Property for the purposes of this policy is any of the following:

- Copyrightable material that is the product of creative and scholarly activity. Examples include but are not restricted to such written materials as manuscripts, manuals, books, plays, poems, and articles, images in print, art media, photography, or electronic format; music such as sound recordings, lyrics, or musical scores; and computer software such as programs, smart phone applications, databases, web pages, and courseware.
- Patentable works such as machines, processes, materials, biological agents, devices, and software excluded from copyright.
- Trademarked and service-marked materials such as words, names, logos, domains, slogans, or words adopted by the College in its own promotional identity.

#### RESPECT FOR THE INTELLECTUAL PROPERTY OF OTHERS

All members of the College community shall be individually responsible for the proper and fair use of the intellectual property of others. It is incumbent on the individual to know and to apply sound scholarly principles in crediting others for their ideas in the spirit of the College of Idaho Honor Code. The individual is likewise responsible for the fair use of copyrighted materials. Pirating or other unauthorized use of such materials is strictly prohibited. Failure to abide by the principles of properly credited and fair use of such materials subjects a member of the community to possible sanction under disciplinary policies in place elsewhere within the College.

#### GENERAL RULE FOR PROTECTION OF COMMUNITY MEMBERS' INTELLECTUAL PROPERTY

The College of Idaho encourages creative work by all its members. All work in the normal course of educational activity that does not involve a specific and substantial outlay of College funds or of College-administered funds from an external agency are the property of the author, inventor, or creator, except as indicated below. Where ownership of intellectual property is to be owned by the College, the author, inventor or creator will reasonably cooperate in the execution of any applications, notices, assignments or other documents necessary to acquire, perfect or register the intellectual property in the name of the College.

1. **Commissioned Works of Non-Employees** Work products contracted for from outside parties are, unless otherwise stipulated in writing, the intellectual property of the person contracted. For the College to own the intellectual property of non-employees, such ownership must be stipulated in the contract commissioning the work.
2. **Commissioned Work from Faculty, Employees or Students** It is sometimes in the College's interest to commission work from members within its community for its own purposes—e.g., for celebration or promotion. Such works, whether paid or unpaid or submitted subject to the terms of a competition, shall belong to the College, unless otherwise so specified in writing by the College. For example, a student poem created in a classroom or during free time belongs to the student (under the General Rule), but a poem selected as winner in a “125th College Anniversary Poetry Contest” belongs to the College unless the terms of the contest expressly provide otherwise. A faculty member's painting done as part of normal creative activity belongs to the faculty member (again, under the General Rule), but a poster commissioned from that same faculty member to advertise a College event belongs to the College. For commissioned works owned by the College, the creator is granted a retained limited license to incorporate his or her work into portfolios or other promotional materials to advertise or promote the creator's

work. The terms of such limited license do not permit commercial use or commercial reproduction of the work.

3. **Institutional Works** The College retains ownership of works created for College purposes in the course of the writer's, inventor's, or creator's day-to-day employment. Any such work assigned to staff artists, programmers, video camera operators, or communications personnel as part of their regular duties belongs to the College. Students paid or given specific academic credit by the College for videotaping or blogging cede their intellectual property rights to such materials to the College. For these works also, the creator is granted a retained limited license to incorporate his or her work into portfolios or other promotional materials to advertise or promote the creator's work. The terms of such limited license do not permit commercial use or commercial reproduction of the work.
4. **Scholarly or Research Projects Specifically and Substantially Funded by the College or Outside Agency** Sometimes the College devotes substantial resources to a project by special dedication of additional funding or by a significant allocation of support staff, instrumentation, or facilities. Where the funding or support for such projects comes from an outside agency or foundation, the researcher or creator must abide by the intellectual property provisions, if any, stipulated by the funding agency. College staff can help in interpreting such policies, but it is the final responsibility of the grantee to understand and to abide by the intellectual policy provisions of his or her grant. If the agreement does not specify ownership of the intellectual property, the College's General Rule will prevail. Where the specific and substantial funding or support comes from College resources, the College will ask participants to sign an agreement on allocation of intellectual property rights as between the College and the participants.
5. **College of Idaho Name, Seal, or Logos** Faculty, staff, and students may use The College of Idaho's name, seal, logos, or other marks to identify themselves and the institution in the course of official College business, in accordance with standards described in the College's visual identity guidelines (available from the Office of Marketing and Communications). For personal purposes, no seal or logo may be used. Personal use of the College name must be restricted only to purposes of identification: e.g., "Jane Doe, Professor of Physics, The College of Idaho"; or "John Doe, Class of '83, The College of Idaho." No use of College identifiers that might imply College endorsement or responsibility for events or activities shall be allowed except by the express, written consent of the President. Any and all use of the College name, seal, logos, or other marks for commercial purposes is prohibited unless approved contractually by the Vice President for Finance or specifically authorized in writing by the President.

Note: The above policy was drawn from policies promulgated by Tufts University, Washington and Lee University, and Reed College. None of these policies were copyrighted.

## LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS

The College of Idaho Campus Safety department maintains a close working relationship with the Caldwell Police Department, the Caldwell Fire Department and the Canyon County Sheriff's Office. The campus community is expected to cooperate with these agencies.



## LEAVE OF ABSENCE POLICY

### VOLUNTARY LEAVE OF ABSENCE

Ordinarily, the College expects full-time students to complete the bachelor's degree in four academic years. However, at times family, medical, personal, or financial emergencies arise that may interrupt one's studies. Students who must leave the College for a short time but who intend to return to their studies may request a Voluntary Leave of Absence for up to four consecutive semesters. Students who do not return within two years will be re-classified as Withdrawn from the College: withdraw policies and procedures will then apply\*. The Voluntary Leave of Absence process is initiated with the Dean of Students. Students receiving financial aid are advised to consult the Student Financial Aid Office before requesting a Voluntary Leave of Absence in order to verify how their financial aid package might be impacted.

\*Note: the two years in LOA status will count toward the six-year catalog timeframe.

The Dean of Students may grant a voluntary medical leave of absence anytime during a semester or session, so long as appropriate medical documentation is provided.

### INVOLUNTARY MEDICAL LEAVE OF ABSENCE

The College may require a student to take a medical leave of absence in certain circumstances when the student's health may be adversely impacted or the community may be adversely impacted by the student's continued presence on campus. This policy describes how these leaves of absence can be issued and appealed.

An Involuntary Medical Leave of Absence may be issued if:

1. A student is engaging in, or is threatening to engage in, behavior that poses a significant danger of causing substantial harm to the health, safety or welfare of the student or others; or
2. The student's behavior has resulted in substantial harm to the health, safety, or welfare of the student, or others and the behavior continues, or there is a risk the behavior will continue, posing a significant danger of causing substantial harm to the health, safety, or welfare of the student or others; or
3. The student's behavior has resulted in significant disruption of the teaching, learning or administrative activities of other members of the campus community and the behavior continues, or there is a risk the behavior will continue, with the likely result of such behavior substantially impeding the education processes or proper activities or functions of the College and its personnel.

Before issuing an Involuntary Medical Leave of Absence, the Dean of Students or designee will, when possible:

1. Consult with others who can provide relevant information about the student's condition, and
2. Provide the student an opportunity to present information about his or her circumstances. If the student is unable or unwilling to meet with the Dean in a timely manner, the student's opportunity to provide information is waived.

The Dean or designee will issue an Involuntary Medical Leave of Absence in writing (email to the student's College of Idaho address and hardcopy to student's campus mailbox) to the student. The written notice will include:

- The effective date of the leave.
- The reasons for requiring the leave.
- The conditions for re-enrollment.
- Any restrictions imposed on the student's access to the campus or College-sponsored activities.

A student wishing to return from an Involuntary Medical Leave of Absence must:

- Notify the Dean of Students of desire to return.
- Document fulfillment of all conditions placed on re-enrollment.
- Meet all other admission and enrollment requirements of the College.

The Dean will notify the student in writing of the decision to approve or deny returning to campus and/or re-enrollment.

### LEWD AND INDECENT BEHAVIOR

Engaging in lewd, indecent, or obscene behavior, including public urination, on College property or at a campus function or event is prohibited.

### MEAL PLANS

All students must participate in a meal plan. No food service is provided during the Thanksgiving and December Holiday break periods. Limited food options are available during the fall, winter, and spring breaks, by using Coyote Cash, cash, or by purchasing a break week meal plan.

### MISSING STUDENT POLICY

The following policy and procedure has been established to assist in locating members of our community who, to the best of our knowledge, are determined to be missing.

- Missing persons should be reported to Campus Safety.
- Once a report has been made, the Department of Campus Safety will immediately start an investigation and attempt to locate the individual. The College may use any of its resources to assist in finding the missing person. These resources may include ID card tracking, keying into residences, checking with peers and faculty and vehicle registration searches.
- The appropriate law enforcement agencies will be contacted no later than 24 hours after the student is reported missing. If there is any indication of foul play, the local police department will immediately be contacted for assistance.
- Contact will be made with parents, legal guardian, or other confidential contact (which can be designated at the Campus Safety Department) no later than 24 hours after the student is reported missing.

### MOTOR VEHICLES/PARKING

#### PURPOSE

The purpose of this policy is to establish the regulations governing the operation of motorized vehicles on College property, the granting of permission to park vehicles on campus and the enforcement of parking regulations for the benefit of the entire College of Idaho community.

## MOTORIZED VEHICLES

No unauthorized operation of motorized vehicles (of any type or size) allowed on College property. Operation of motorized vehicles is limited to appropriately designated roadways and parking lots.

## PARKING

Parking a vehicle on the College campus is a privilege granted by the College. The College may amend these rules and regulations at any time. Any person who parks a vehicle on the campus agrees to abide by the rules and regulations contained in this Parking Policy. The information gathered in the vehicle registration process is for the purpose of administering the Parking Policy and may be used, at the College's discretion, for other College management purposes including location of the vehicle owner in the event of an emergency. Failure to abide by the rules and regulations contained in this Policy may result in the imposition of fines, impoundment of the vehicle, towing and storage of the vehicle at the owner's expense, disposition of an abandoned vehicle, or any combination of these repercussions.

### *CURRENT STUDENTS, FACULTY AND STAFF PARKING PERMITS*

All student, faculty and staff motor vehicles parked on College property must display a current College of Idaho parking permit. Current students, faculty and staff can register their vehicle with Campus Safety to obtain a parking permit.

### *HANDICAPPED PARKING*

Marked handicapped spaces are available in each parking lot. Temporary handicapped parking permits for College spaces are available from the Campus Safety Office. Vehicles parked in a handicapped space without a valid State or College issued permit will result in a citation being issued and may be towed at the owner's expense

### *RESIDENCE HALL PARKING LOTS*

The College maintains parking lots near each residence hall that are reserved for students who have purchased a residential parking permit for the corresponding residence hall in which they reside. The fee for a residential permit is \$105.00 per academic school year and they are made available based on seniority of class standing. Residential permits are limited to the number of spaces available.

Vehicles with current residential permits can also be parked in the general lots.

### *GENERAL PARKING LOTS*

General parking lots are located next to the JA & Kathryn Albertson Activity Center, the McCain

Student Center and Jewett Auditorium. All students, faculty and staff may park in any of the general parking lots. The fee for student general permits is \$80.00 per academic school year. The parking fee is not pro-rated and is subject to change each year. Parking permits for faculty and staff are provided as part of their employment package and are obtained from Campus Safety.

Failure to properly display a current parking permit, or violations of parking regulations, will result in a citation and/or the vehicle being towed at the owner's expense. Students, staff and faculty who park in visitor sections of the General lots will be subject to citation. When a parking citation is issued against a vehicle, the fine shall be paid by the person who is the registered holder of the campus parking permit or by the registered owner of the vehicle if the vehicle is not registered with the College. The loaning of a vehicle does not relieve the registered owner/operator of the responsibility to comply with College of Idaho parking regulations.

Parking citations may be paid at the Campus Safety office. Unpaid parking citations may result in holds placed upon registration, graduation, transcript requests and other College related services. Outstanding balances may also be billed through a collections agency. Parking citations may be appealed if submitted to Campus Safety within 5 working days. Appeals are adjudicated by an appeals committee and their decision is final.

#### *VISITORS AND TEMPORARY PERMITS*

Visitors are always welcome to our campus, and should park in the Visitor sections of the General parking lots. There are also specifically marked parking spaces in the Hayman Parking Lot for visitors to the Admissions Office, and in the Simplot Parking Lot for visitors to the library. Visitors who received parking citations in error or during large scheduled events should contact their College host or Campus Safety at 459-5151. Hosts should forward citations needing to be voided to Campus Safety with a short explanatory note.

Temporary, short term parking permits are issued on a case-by-case basis and can be obtained from Campus Safety for those times when, for example, your registered vehicle is temporarily out of commission, parents are visiting, etc.

#### *PARKING ENFORCEMENT*

Parking permits serve as permission to park in designated parking lots and are not a guarantee of a parking space. Lack of a readily available designated parking space is not an excuse for violation of any parking regulation. Vehicles should only be parked in assigned parking lots and spaces.

- Violators of parking regulations will be subject to a \$25.00 fine for each offense. Vehicles with no parking permit or unauthorized placement of parking permit will be subject to \$25.00 fine. Handicapped parking violations are \$100.
- Permits must be displayed clearly on the lower left rear window or the left rear bumper of the vehicle.
- When parking, make sure your vehicle is in a marked space.
- Red Curbs and fire lines are for emergency vehicles. Blocking these areas will result in citation and possible towing. If your vehicle is missing call Campus Safety at 459-5151. Parking permits are the property of The College of Idaho. Resale and/or transfer of permits are prohibited.
- Use or possession of lost/stolen permits may result in fine, impoundment and judicial action.

**LOCK YOUR VEHICLE.** Keep all valuables locked and out of sight. While Campus Safety actively patrols parking lots, The College of Idaho is not responsible for loss or damage of vehicle or any contents left in the vehicle. All such risks are being assumed by the owner. Only a license to park is granted.

#### *TEN WAYS TO AVOID PARKING CITATIONS*

1. Obtain a current C of I parking permit.
2. Properly display your C of I parking permit. Follow the directions, which accompany your parking permit. Permits may not be transferred between different vehicles or people.
3. Obtain a temporary parking permit even if you have a vehicle for a short period of time.
4. Remember, by parking in a College lot you are agreeing that you have read the signs posted for that lot. Be aware that some parking areas are designated for specific purposes, individuals, or times, and your permit will limit which lots in which you may park.

5. Unless you have the proper state-issued permit, NEVER park in a space reserved for the handicapped. Doing so makes you eligible for a \$100.00 fine from Campus Safety. The Caldwell City Police department also tickets these spots.
6. If your vehicle breaks down and is illegally parked, immediately contact Campus Safety day or night and inform them of the situation.
7. If you lend your vehicle out, make sure the user knows The College of Idaho's parking regulations. You will be held responsible for all parking and driving violations issued to your vehicle.
8. Do not drive on pathways except with pre-approval from Campus Safety or other appropriate personnel.
9. Follow all Idaho driving codes and posted signs. Please report all accidents to Campus Safety.
10. Take time to read the complete parking/driving regulations found on this page, and if in doubt call Campus Safety at 459- 5151.

Failure to follow these rules may result in fines. Not knowing the rules is not a legitimate excuse.

### NOISE AND QUIET HOURS

Members of the campus community are expected to be courteous about the noise they create at all times. Quiet hours are generally considered from midnight to 10 a.m. every day. During finals, quiet hours will be extended to 24 hours a day beginning on the last day of classes until exams are over. The College will also adhere to and enforce local city ordinances on disorderly conduct.

### READING DAYS

Reading Days at The College of Idaho provide students time at the end of a semester for review and study in preparation for final examinations. To that end, these days will be unscheduled, with no formal class sessions, meetings, or labs; no papers, assignments, or examinations may fall due or be scheduled on Reading Days. Reading Days are not breaks but allow necessary preparation for academic success. Reviewing course materials, preparing final papers, or organizing final presentations are appropriate activities. Instructors, at their discretion, may choose to hold optional review sessions with their classes, but these sessions may not be required and may not introduce new material on which students will be tested. Extracurricular activities, including varsity athletics, should follow the same scheduling guidelines as for exam periods.

### RESIDENCY REQUIREMENT

A hallmark of a College of Idaho education is the residential campus experience. Residents make life-long friendships, connect with classmates, and explore autonomy and healthy decision-making in our residence halls. Our upper class students may discover the thrill of creating a living space that is uniquely theirs in our apartments or rental houses, or they mentor and provide leadership modeling to younger students, as well as carry on the campus traditions that make our community dynamic and unique. These residential experiences are a part of our identity as a residential campus, and they lay the foundation for a truly transformative college experience. **For these reasons, as well as others, the College requires that all students who are under 21 as of September 1st, who are unmarried or without an equivalent same-sex partner, and who do not have dependent children, live in campus housing for six semesters (typically three years). On-campus housing is provided to full-time students who are under 26 years old. Other students may live on campus as appropriate space permits.**

Students may petition to be exempted from this requirement. *Non-Academic Petitions* are found on the *Forms* page of the Residential Life website.

## ROOF ACCESS

Unless otherwise authorized, accessing roofs or fire escapes creates a potentially hazardous situation and is prohibited. Nothing is to be thrown from a window or roof, or hung from the outside of windows, as these also create hazardous circumstances.

## SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS

The College supports a variety of safety awareness and crime prevention programs through Campus Safety and other college departments.

## SEX OFFENDER INFORMATION

### SEX CRIMES PREVENTION ACT

Information concerning registered sex offenders may be obtained by contacting the Idaho State Police Headquarters, 700 S. Stratford Dr., Meridian, ID 83642 or by phone at (208) 884-7000. You may also view the sex offender registry with the Idaho State Police at [Idaho Sex Offender Registration](#)

## SMOKING AND TOBACCO

The College of Idaho is strongly committed to maintaining and improving the health and well-being of its community members. Smoking and other tobacco use is therefore not permitted on College property. "Smoking" means inhaling and exhaling smoke or vapor, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, or other product, in any manner or in any form.

## SOLICITATION AND ENTREPRENEURSHIP

Commercial solicitation is strictly prohibited. The operation of any commercial business from College facilities is prohibited unless authorized by the VPSA, VP of Finance & Administration, or their designee.

## STANDARDS OF CONDUCT

Standards of behavior that C of I considers essential to its educational mission and its community life are found in this policy. These general behavioral expectations and the resultant policies represent a reasonable regulation of student conduct.

The College of Idaho students

- Act with respect for both our on-campus community members and for the greater community of which we are a part
- Are honest in all endeavors
- Act with regard for each other's health and welfare
- Are thoughtful with words and actions
- Are responsible for what they do and say
- Are accountable to community members
- Act with integrity and civility

## MISCONDUCT DEFINITIONS

It is expected that students, as part of the College community, will conduct themselves in such a way as to respect the rights of others and observe the legal norms of the larger society. These expectations are

described in various College publications including, but not limited to, The College of Idaho Catalog and the Student Handbook. Any action, activities or behaviors that are inconsistent with these rights and norms are prohibited. These include, but are not limited to, the following categories:

- Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community;
- Knowingly receiving, retaining, or disposing of lost or mislaid property of a member of the College community or of the College itself;
- Unauthorized entry into, unauthorized use of, or misuse of College property and/or computer systems and data;
- The operation of a motorized vehicle on College property other than designated roadways;
- Misuse of, or tampering with, fire alarm systems, smoke detectors, emergency lighting, fire extinguishers or other security equipment;
- Acts which harm or are intended to harm, intimidate, or humiliate another member of the College community through the use of physical force, the threat of force, or verbal abuse, as well as other forms of insults;
- Use or known possession of any explosives, dangerous chemicals, fireworks, or weapons on College premises (firearms may be registered and stored with Campus Safety);
- Engaging in, or inciting others to engage in conduct which interferes with or disrupts a College function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or restrains other members of the College community or visitors;
- Failing to comply with the direction of clearly identified College employees in the performance of their assigned duties;
- Abuse of the rights of others in residential living situations, such as quiet hour or visitation violations;
- Engaging in lewd, indecent, or obscene behavior on College property or at a campus function or event;
- Dishonesty, including forgery, or giving fake information on official documents or to clearly identified College employees;
- Accessing rooftops or other areas of campus that have potential of causing, or resulting in, bodily harm.

All inappropriate actions, activities or behaviors may not be specifically covered in the misconduct categories listed above. However, actions, activities or behaviors that are reasonably similar to those specified above, or otherwise specified as inappropriate in the Catalog or Student Handbook, may be considered misconduct and inconsistent with the reasonable standards of behavior that C of I expects from its students.

## STUDENT RECORDS

### GENERAL INFORMATION

In accordance with various sections of the 1974 Family Educational Rights and Privacy Act (FERPA), the College has adopted a policy to protect students against potential threats to their individual rights inherent in the maintenance of records and the disclosure which may be requested regarding them.

When a student enters The College of Idaho and submits the requested personal data, there is an assumed and justifiable trust placed upon the College to maintain security of that information for the protection of the rights of the student.

#### DEFINITIONS

"Student" means "any person with respect to whom an educational agency or institution maintains education records or personally identifiable information, but does not include a person who has not been in attendance at such agency or institution" (Title 20 U.S.C. 1232g(a)(6)). The Family Policy Compliance Office has stated that each institution may determine when a student is "in attendance" in accordance with its own enrollment procedures. At The College of Idaho, a student is considered enrolled when he/she has registered for one or more courses or academic instruction to be given at the College (including any off-campus locations operating under an academic agreement with the College as part of a College-approved program of study); or is between academic terms and has completed the immediately preceding term and is eligible for re-enrollment; or is on approved leave status. Any individual who was an enrolled student at the time of any alleged misconduct shall be considered a student for the purpose of the College's Student Honor Code and disciplinary procedures. (Some text adopted from the University of California system and the University of Nebraska-Lincoln.)

Education Records - Any records (in handwriting, print, tapes, film, or other medium) maintained by The College of Idaho or an agent of the College that are directly related to a student, except for a personal record.

Personal Record - A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute. These include:

- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Records maintained by the College nurse if the records are used only for treatment of a student and made available only to those persons providing the treatment;
- Alumni records which contain information about a student after he or she is no longer in attendance at the College and the records do not relate to the person as a student;

#### ANNUAL NOTIFICATION

Students are notified of their FERPA rights annually by publication in the Student Life Handbook.

#### RIGHT OF COLLEGE TO REFUSE ACCESS

The College of Idaho reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents;
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975;
- Records connected with an application to attend The College of Idaho if that application was denied;
- Those records which are excluded from the FERPA definition of education records. For additional information as to what constitutes "exclusionary" records, the student should see the Dean of Students.



## REFUSAL TO PROVIDE COPIES

The College of Idaho reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in either of the following situations:

- The student has an unpaid financial obligation to the college.
- There is an unresolved disciplinary action against the student.

## FEEES FOR COPIES OF RECORDS

The student is expected to cover reasonable fees in connection with copying, postage, and handling.

## TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

<b>Record</b>	<b>Location</b>	<b>Custodian</b>
Admissions Records	Hendren Hall	Registrar; Dean of Enrollment
Academic Records	Hendren Hall	Registrar
Health Records	Hendren Hall	Nurse; Counseling Center Director
Financial Records	Hendren Hall	Director of SFA; Controller
Placement Records	Hendren Hall	CEL Director
Conduct Records	McCain Student Center	VP for Student Affairs

## EDUCATION RECORDS

### *PROCEDURE TO INSPECT EDUCATION RECORDS*

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate College official, a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access will be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to her/him.

### *CORRECTION OF EDUCATION RECORDS*

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- A student must ask the Dean of Students to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights;

- The College of Idaho may comply with the request or it may decide not to comply. If it decides not to comply, The College of Idaho will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights;
- Upon request, The College of Idaho will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing;
- The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education record. The student may be assisted by one or more individuals, including an attorney.
- The College of Idaho will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision. If The College of Idaho decides the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If The College of Idaho discloses the contested portion of the record, it must also disclose the statement.
- If The College of Idaho decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

#### *DISCLOSURE OF EDUCATIONAL RECORDS*

The College of Idaho will disclose information from a student's education records only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records.  
A school official is:
  - A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
  - A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.

School official has a legitimate educational interest if the office is performing a task that is specified in his or her position description or by a contract agreement:

  - Performing a task related to a student's education;
  - Performing a task related to the discipline of a student;
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))<sup>2</sup>

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))<sup>2</sup>
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))<sup>2</sup>
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

#### PUBLIC OR DIRECTORY INFORMATION

The College of Idaho has designated the following items as public "Directory Information":

- Student name
- Student ID number

- Address (local and home)
- Telephone listing (local and home)
- Electronic mail address
- Photograph
- Date and place of birth
- Major and Minor fields of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

The College may disclose any of these items without prior written consent.

A currently enrolled student may, however, request in writing that any or all categories of this information not be disclosed. Such request (in writing) must be done prior to the registration closing date, and should be submitted by the closing date, and should be submitted to the Registrar. The College of Idaho may release without written consent those items identified as public or directory information.

## STUDENT RIGHT TO KNOW

### THE COLLEGE OF IDAHO'S ANNUAL SECURITY REPORT

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by The College of Idaho; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the Department of Campus Safety or [on our website](#).

### STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

This legislation requires the disclosure of information on completion and graduation rates, as well as security policies and procedures, crimes and crime rates. This information is in a variety of campus publications, including the Student Handbook and the Institutional Research Office's website. It is also available upon request. In compliance with the Campus Security Act, the College is furnishing the following additional information:

The College of Idaho Department of Campus Safety is the safety and security division of the College. Officers are assigned to this department after a background investigation. Annual, on-going training is provided. Many officers come from a variety of safety and security backgrounds including law enforcement, fire department, military, and private security. These officers are supervised by the Director of Campus Safety. The officers handle the full range of public safety services and enforce all laws as well as College policies.

The College works closely with the Caldwell Police Department, Canyon County Sheriff and Prosecutor's Victim/Witness Program. Any reports received by the College are forwarded to the Dean of Students (or

his designee) so that the best interests of students, employees and the community can be served. C of I considers personal safety a priority. Incident reports and safety concerns are reviewed and acted upon according to professional law enforcement standards and College of Idaho policies.

Students are required to comply with the directives of Campus Safety officers and any College official in performance of their assigned duties. Students are required to present valid identification when requested to do so. Campus Safety officers may detain a suspect when there is reasonable suspicion or probable cause to believe that a crime has been committed.

Campus Safety is responsible for the enforcement of policies, rules and regulations set forth by The College of Idaho, and to report criminal violations to the proper authorities. To report crimes or emergencies, members of the College community should call 459-5151 if off campus or x5151 from any campus extension. For life-threatening emergencies, call 9-911 from any campus extension or press the red button on any courtesy phone located throughout the campus. Be prepared to advise the dispatcher where the emergency is located.

## SURVEILLANCE AND RECORDING POLICY

### USE OF SURVEILLANCE EQUIPMENT AND SOFTWARE

Surveillance equipment and software may only be placed on campus and monitored by authorized College personnel. The use of surveillance equipment and software must be coordinated with The College of Idaho Campus Safety Department and Information Technology Services as appropriate in order to prevent or deter crimes and protect public safety and to facilitate official College of Idaho Department of Campus Safety investigations into criminal activities or violations of campus policy.

### AUDIO RECORDING OF INVESTIGATIONS AND CONDUCT PROCEEDINGS

Undisclosed private audio recordings of any meeting or proceeding as part of an official College investigation are prohibited. The College of Idaho may record certain proceedings and will make those recordings available upon request to those with a legitimate interest in the information.

### VIDEO RECORDING AND PHOTOGRAPHING

Video recording and photographing of campus buildings and events taking place in areas open to the public is allowed by those with a right to be on campus, provided it does not interfere with official College business or endanger the safety of others.

## THEFT AND VANDALISM

Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community is prohibited. Knowingly receiving, retaining, or disposing of lost or mislaid property of a member of the College community or of the College itself is also a violation of this policy.

## VIOLENCE

Acts which harm or are intended to harm, intimidate, or humiliate another member of the College community through the use of physical force, the threat of force, or verbal abuse, as well as other forms of insults are prohibited.

## WEAPONS

The College of Idaho is committed to maintaining a safe and secure environment for all of its students and employees. The College aims to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

The College of Idaho regulates the possession and use of firearms and explosives on the campus and prohibits the possession of firearms and explosives on or in campus owned property. This policy includes any device which can expel a projectile, other dangerous weapons including knives, explosives, ammunition, fireworks, or other items which, in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to persons and property on The C of I campus, violation of the regulations may result in administrative action from the College or prosecution under the appropriate city, state, or federal law.

- No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapons permit, while upon properties owned or controlled by the College without permission from the Director of Campus Safety. Weapons, ammunition, and/or any other types of explosive material are strictly forbidden inside campus owned housing units.
- A student residing in an on-campus residence area who wishes to bring a hunting or target weapon with him/her to school shall check it in with The C of I Campus Safety Department immediately upon arriving at school and may check it out just prior to use.
- Firearms storage facilities are available at the Campus Safety office located in Hendren Hall near the Student Services Entrance. Residents must complete a firearms storage request form prior to storing any weapon inside the Department of Campus Safety storage facility.
- Weapons stored in vehicles located on campus property must be located in the trunk of the vehicle or behind the seat of the pickup.
- The College of Idaho Department of Campus Safety reserves the right to refuse to relinquish any firearm to an individual if, at the time of pick up, the individual is under the influence of any drug or intoxicating substance, or if the officer believes the individual's judgment to be impaired to the extent that the person may pose a threat to themselves or others. The Campus Safety Department is not responsible for items damaged or lost.

## EXCEPTIONS

- Events, demonstrations, classes, or other activities sponsored by, or authorized by The College of Idaho when authorized by the Director of Campus Safety, in strict accordance with existing regulations. At no time may the weapons be inside campus owned or operated housing units.
- Any law enforcement officer of the State of Idaho or of a federal law enforcement agency in the performance of their duty.

## CAMPUS SAFETY REPORT

The College's 2016 annual campus safety and fire report is available [on our website](#).

## DEFINITIONS

- **"Campus community"** means The College of Idaho.
- **"Student"** means "any person with respect to whom an educational agency or institution maintains education records or personally identifiable information, but does not include a person who has not been in attendance at such agency or institution" (Title 20 U.S.C. 1232g(a)(6)). The Family Policy Compliance Office has stated that each institution may determine when a student is "in attendance" in accordance with its own enrollment procedures. At The College of Idaho, a student is considered enrolled when he/she has registered for one or more courses or academic instruction to be given at the College (including any off-campus locations operating under an academic agreement with the College as part of a College-approved program of study); or is between academic terms and has completed the immediately preceding term, has not withdrawn, and is eligible for re-enrollment; or is on approved leave status. Any individual who was an enrolled student at the time of any alleged misconduct shall be considered a student for the purpose of the College's Student Honor Code and disciplinary procedures. (Some text adopted from the University of California system and the University of Nebraska- Lincoln.)
- **"College employee"** and **"College official"** include any professional or paraprofessional performing duties assigned by the College.
- **"College property"** and **"College premises"** include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- **"Organization"** and **"club"** mean any number of persons who have complied with the formal requirements for The College of Idaho recognition.



## FREQUENTLY ASKED QUESTIONS

- What if I lose my ID card?
- How can I get someone's campus telephone number?
- Where do my student fees go?
- What does the College Seal signify?
- How do I make telephone calls?
- What is my mailing address?
- What is my email address?

### **WHAT IF I LOSE MY ID CARD?**

If you lose your ID card, you will be required to pay \$20 to have it replaced. If you have meal service, report a lost card to Bon Appetit and the Business Office. Once reported, the first card will be canceled. ID cards are issued through the Campus Safety office located in Hendren Hall.

### **HOW CAN I GET SOMEONE'S CAMPUS TELEPHONE NUMBER?**

Student phone numbers are not considered public information. Faculty and staff numbers are located on the home page. Click on the "Directories" link at the bottom of the page.

### **WHERE DO MY STUDENT FEES GO?**

All full-time undergraduate students pay \$186.96 in Associated Student fees per semester. The ASCI Student Senate has established budgeting procedures to allocate this money for student interests. Funds are dispersed to student organizations and clubs for all-campus activities such as dances, outings, speakers, leadership retreats and services.

- \$61.66: The general ASCI fund, which is controlled by the Executive Council and Senate. These funds are used to support all student clubs and organizations, as well as campus-wide programs and activities.
- \$3.00: Support of Caldwell Fine Arts, a community organization based on campus that brings in a variety of musical, artistic and unique performing arts groups to the Caldwell community and C of I.
- \$12.00: Production of the Coyote, the student-run campus newspaper
- \$5.00: Mainstage Productions, the production company that supports all productions by the C of I theater department.
- \$13.73: Outdoor Recreation Department (Outdoor Program), which is responsible for planning and organizing outdoor-related activities for students.
- \$45.00: Program Council, which funds student activities, such as BBQ's, movies, dances, speakers, entertainment and all other campus-wide activities, usually of a social nature.
- \$10.01: Student Union Building (SUB) Committee, which is specifically responsible for student programs and the atmosphere in the McCain Student Center.
- \$9.95: Technology Committee, which is responsible for supporting and coordinating all technology-related efforts that relate to students.
- \$2.50: Trail, the campus yearbook. This fee includes the price of the yearbook, along with production cost support.
- \$13.89: Special Projects
- \$2.22: Co-Curricular Activities

- \$5.00: Athletic Department
- \$3.00: High Impact Practices Grant

If you would like to have a say in how ASCI funds are allocated, contact a student senator. If you really want to get involved in the money allocation process, consider becoming a senator.

#### **WHAT DOES THE COLLEGE SEAL SIGNIFY?**

Rev. William Judson Boone, the founder and first president of the College, used an inscription discovered by a centurion on the walls of the catacombs under the city of Rome and made it a part of the official seal of the College. The message scholars have ascribed to it is, "Oh Lord, be to me my Savior, my King, my Law, my Light, my Leader." Translated, the Latin words stand for:

- LUX = light
- DUX = leader
- LEX = law
- REX = king

Dr. Boone illustrated each with representations of the sun for light, a flag and sword for leader, a book for law, and a crown and scepter for king.

#### **HOW DO I MAKE TELEPHONE CALLS?**

- From an on-campus number to an on-campus number, dial the four-digit extension only. Do not use the 459 prefix as this ties up an entire trunk line and limits in-coming calls. Example: To reach the Student Affairs Office (459-5150) from on-campus, dial 5150.
- For local calls, dial 9 (for an outside line) + number.
- For an emergency call dial 9-911.
- For toll-free (800) calls dial 9 + 1 + 800 + number.
- Personal long-distance calls require calling collect or using a calling card.

#### **WHAT IS MY MAILING ADDRESS?**

The College of Idaho - 2112 Cleveland Blvd. - Caldwell, ID 83605

#### **WHAT IS MY EMAIL ADDRESS?**

Example: joe.jones@yotes.collegeofidaho.edu

## RESIDENCE LIFE

### GENERAL INFORMATION

The Office of Residence Life maintains three different housing options for The College of Idaho community.

The residence halls are traditional dormitory housing with shared bathrooms and common areas. Residents form strong community bonds in this setting and are supported in this growth by a wide-range of intentionally developmental programming. An example of this is that residents are responsible for crafting some of their own living policies. The residence halls are staffed with professional and student staff, trained to build strong communities, to respond to resident needs and emergencies and to connect residents with campus resources.

The Village apartments offer Juniors and Seniors the convenience of being on campus coupled with a more independent living environment. The Village is staffed with an apartment manager to provide minimal programming and to address concerns and apartment issues. Village residents are students who already have strong ties to the C of I community.

The College also owns a number of one, two, three, and four bedroom houses in the immediate neighborhood. These houses are available to students to rent. These houses are intended for students who have Junior or Senior standing who have already made a strong connection to the community and now wish for a more autonomous living environment. While staff provides our house residents support and guidance (such as conflict mediation in roommate disputes), addressing house-management issues is the responsibility of the residents (such as paying bills on time, abiding by a rental agreement, house cleaning and care). This structure is intended to help students learn the concrete skills necessary to negotiate the world outside C of I.

### PROPERTY LIABILITY

Students are responsible for providing insurance against loss or damage to their property. The College of Idaho, its officers, employees, agents and/or the Office of Residence Life are not liable for property that may be lost, stolen, or damaged in any way.

### MEAL PLANS

All students must participate in a meal plan. No food service is provided during the Thanksgiving and December Holiday break periods. Limited food options are available during the fall, winter, and spring breaks, by using Coyote Cash, cash, or by purchasing a break week meal plan.

### SUMMER HOUSING

As space and the summer schedule permits, the College offers limited housing during the summer for current students. Because the College has limited support resources in the summer, housing is only offered to students in good academic, financial, and disciplinary standing. Summer housing is offered at the discretion of the Director of Residence Life. Additionally, summer housing residents need to be aware that summer is used to complete repairs and clean campus facilities. Students in summer housing may need to move frequently to accommodate College work. Summer housing availability will be advertised in early March.

## CAMPUS HOUSING AGREEMENT

- The College of Idaho has a six-semester residency requirement. All students under 21 on September 1st who have not already lived on campus for six semesters (3 years), are required to live on campus unless that student has a spouse and/or dependent children. Exceptions are made for extraordinary circumstances through the Non-Academic Petition Process (contact the Office of Residence Life for more information).
- To apply for on-campus housing at The College of Idaho, a new student must submit a Matriculation Deposit and a Community Living Agreement to the College. This is done as a part of the Admission process. Priority is based on the date the Matriculation Deposit is received.
- Current students apply for housing during the Room Draw process and by contacting the Office of Residence Life. By being assigned to campus housing, residents agree to an academic year commitment and to the College policies governing housing.
- This agreement is a full academic year commitment. Any exceptions must be petitioned through the Non-Academic Petition process (contact Office of Residence Life) and be approved prior to occupancy.
- This agreement is for space in College housing. Typically, students do not move between residence halls, the Village apartments, or rental houses, but the College reserves the right to relocate students if necessary.
- Students are not allowed to sublet any College residential space, nor are agreements transferable between students. Rental house residents also sign an agreement for space in a rental house.
- This information creates an agreement to use on-campus housing. The non-enforcement by the College of any of these regulations or procedures shall not constitute a waiver of any subsequent breach of the same or any other regulation or procedure.
- Housing in the residence halls does not include the December Holiday Break. The residence halls are closed during this time for maintenance projects and to ensure maximum safety and security. Limited housing is available during this break to international students and athletic team members required to remain for practice and competition. Students who wish to stay over the break must follow procedures to do so issued in the fall by the Office of Residence Life.
- Students are responsible for knowing and complying with all regulations published in the Student Handbook and The College of Idaho Catalog. The College has the right to amend this agreement and may occasionally issue additional regulations concerning housing.
- It is important to remember that by living in the residence halls, in the Village apartments, or in the rental houses, the student is committed to the terms and conditions of the agreement. The College has the right to take disciplinary action against a resident and/or terminate this agreement for failure by any person occupying the residential unit to comply with the terms and conditions of this agreement.
- The College is an equal opportunity institution and offers living accommodations without regard to race, age, color, sexual orientation, national origin, or disability as provided for in Title IV and Title IX and sections 503 and 504 of the Rehabilitation Act of 1973 and the American and Disabilities Act of 1990.

## CANCELLATION OF CAMPUS HOUSING

- After Room Draw (housing selection) for continuing students, and once occupancy has begun for new students, a resident cannot cancel the agreement and resultant financial obligations without a financial penalty. A student may request an early termination by filing a Non-Academic Petition. Approval of a petition is granted only in extenuating circumstances (e.g. graduation from the College, leave of absence, or withdrawal from the College). If the petition is denied and the student moves out, the student will be financially liable for the remainder of the period of the agreement and/or will be put on academic hold until complying with the residency requirement. If a student is approved to cancel their housing, the fees for that room will be refunded on the schedule found in the catalog.
- The cancellation day is the date the student properly checks out. Students will be charged until they have checked out with a staff member and returned their keys.
- Returning students are charged a \$300 room cancellation fee for terminating their agreement after Room Draw but prior to occupancy.
- Any student suspended or expelled from College housing as a result of disciplinary action is financially responsible for the remaining balance of the residence agreement.
- The College has the right, using established procedures, to suspend, withdraw or change accommodations, guest privileges or access to campus accommodations to any person(s) for violation of the College regulations, for health and safety reasons, when the resident is no longer a student, for nonpayment of College-related bills, or when the amount owed to the College constitutes a financial hardship.
- The College expects all students in campus housing to attend classes regularly, show academic progress toward a degree, and maintain full-time status. Failure to attend classes on a regular basis, failure to demonstrate academic progress, or failure to maintain full-time status may result in cancellation of campus housing.

## LIVING IN CAMPUS HOUSING

- Room assignments will be made for all new students who have submitted their Matriculation Deposit and Community Living Agreement.
- Residents are required to check-in and check-out of their room, house, or apartment by completing an inventory or condition report with a member of the Residence Life Staff. This will become the basis for the assessment of charges due to damage or loss. If the student fails to complete and return the inventory or condition report, it will be assumed that the space was in acceptable condition and fully equipped with furniture and furnishings. It is the resident's responsibility to ensure that the report is an accurate reflection of the condition of the space.
- Students must officially check in no later than 5 p.m. on the first day of classes in order to maintain their room assignment.
- There is a freeze on room changes during the first two weeks of Fall and Winter terms. Students must complete established room change procedures (contact the Office of Residence Life) and may not change rooms without proper authorization from a professional staff member.
- Residence Life maintains a waitlist for new and continuing students' specific room requests until August 1st. After this date the waitlist is dissolved. If necessary, a new waitlist will be formed once residents are allowed to move in the Fall, which is after the two-week room freeze. While

every effort will be made to adhere to the order of the waitlist, the order in which students are moved, as well as the rooms to which they are moved is at the discretion of Residence Life staff.

- If before, or during the term of occupancy, one resident in a multiple occupancy living unit terminates their agreement, the remaining student(s) may be consolidated with a roommate assigned by the College. The College reserves the right to reassign and consolidate residents to other halls or living units at any time. A resident who is the sole occupant of a multiple occupancy living unit and chooses not to reserve their space as a double-single may be consolidated within their same residence hall or into another similar living unit. Failure to consolidate under directive will result in additional housing charges. The College has the right to use a multiple occupancy living unit as a single residence in certain cases.
- Students who wish to request a specific roommate may do so by indicating the person on the Community Living Agreement or by contacting the Office of Residence Life. Each person must indicate the other person for the assignment to be made. Like room assignments, roommate requests will be honored whenever possible. However, space availability, waiting list priority, and prior assignments may have an impact on the College's ability to honor every roommate request. If roommates discourage or fail to accept the occupancy of an assigned roommate, they will be subject to disciplinary action. If residents fail to make room for new occupants, staff may consolidate or pack possessions and assess charges.
- The College has the right of entry to any room by authorized representatives for the purpose of establishment of order, repairs, maintenance, inventory correction, extermination, cleaning, elimination of conditions of annoyance, or in case of emergency or other reasonable purposes. College officials may search a living unit if they have reason to believe that a policy violation or illegal activities have taken place. Students may not deny access to College personnel attempting to exercise the College's rights or to perform the College's obligations.
- In some rare cases, irreconcilable differences with roommates are unable to be resolved through facilitated moderation and discussion. In these instances, the College will step in and administratively reassign some or all of the residents involved.
- The College reserves the right to reconfigure housing and room assignments.
- ADA and other special request housing: Requests for a specific type of housing as a result of disability status are reviewed only after the student has registered with the Learning Support and Disability Services Office. Though the College will attempt to find appropriate housing as requested, housing is limited and the College cannot guarantee any particular type of housing.

## CAMPUS HOUSING POLICIES

The College of Idaho is concerned for the welfare and personal development of each of its students. The College recognizes and affirms the values of personal responsibility and accountability and seeks to provide an atmosphere where these values are supported.

It should be recognized, however, that the College does not operate in a vacuum. Students and other members of the College community are a part of a larger society. Students are subject to the same federal, state and local regulations as the general public. Your actions reflect not only on yourself, but also on the College and its relationship within the community.

The following policy statements have been established to protect the rights of all students. It is hoped you will understand the rationale for them. If you have any questions or comments, please contact a member of the Student Affairs staff.

Policies are developed for three general purposes: to ensure the health and safety, especially fire safety, of residents; to clarify the business transaction and protect the College's property; and to facilitate a reasonable living environment for residents. At the beginning of each semester residents of each floor and in some cases each residence hall meet to create residence hall standards. As a group, residents determine such community standards as quiet hours, bathroom and floor cleanliness and etiquette, use of common areas, and the best way to maintain the established standards.

Resident Assistants facilitate these meetings and post the standards for each community. These standards are based upon the Residents' Rights and Responsibilities.

### RIGHTS / RESPONSIBILITIES

This document was written by a committee of residents and adopted in 2001.

- I have the right to a safe living environment.
  - I have the responsibility to be aware and to regulate who is in my hall community, including guests and visitors, and to know what is going on around me at all times.
- I have the right to a reasonably peaceful and quiet space to sleep and study.
  - I have the responsibility to observe quiet and courtesy hours, to keep stereo, television, and voices at a reasonable level, and to remind others that I expect the same from them.
- I have the right to choose my means of recreation and relaxation in and around the residence hall.
  - I have the responsibility to modify my behavior so that it does not interfere with the rights of others or the laws of the State of Idaho and The College of Idaho.
- I have the right to personal privacy.
  - I have the responsibility to respect the privacy of others and to assist the College in this effort.
- I have the right to confront another's behavior when it infringes upon my rights.
  - I have the responsibility to examine my own behavior as part of this equation and to be reasonable and mature, both when confronting another about his/her behavior and when being confronted about my own behavior.
- I have the right to information.
  - I have the responsibility to read and know the contents of the College of Idaho Student Life Honor Code and Residence Hall agreement, and to keep myself informed by being involved in student government, reading bulletin boards, and being timely in communicating concerns or problems to residence hall and college staff.

### POLICIES

**Alcohol:** Students of legal age who consume alcoholic beverages are expected to do so in moderation and in a manner that ensures other residents' rights to privacy, sleep, and study. Students 21 and over may store and consume alcohol in their rooms or in other locations deemed appropriate by College officials. Residence Life staff may initiate a non-disciplinary meeting with any repeatedly intoxicated student to discuss behavioral and health concerns on the College's behalf.

**Bathrooms:** Residents should use the bathroom labeled with the gender with which they identify.

**Bicycles:** Bicycles must be stored in individual rooms or designated bicycle storage, available in residence halls and the Village. Bicycles must be registered with Campus Safety. Forms are available at Campus Safety and in RA Offices. Bicycles left in student housing after the end of the year are considered abandoned.

**Charges for repair and cleaning:** Repair and cleaning charges are billed at \$30.00/hour not including materials. Residents are billed in increments of one hour.

**Cleaning:** Each residential unit is to be kept in order by its residents to maintain a comfortable, sanitary, and welcoming environment. Kitchens and common areas must be cleaned after use. Any cleaning necessary as a result of specific activities is the responsibility of those students in attendance. In the event that adequate health and safety standards are not being maintained or that the condition of the living unit discourages a roommate, or use by community members, the College may have the spaces cleaned at the resident's expense.

College custodial staff regularly cleans residence hall bathrooms and common areas. Village apartments and rental houses are cleaned each summer when vacated.

**Cleaning at Check-Out:** Students are responsible for the condition of their rooms, apartment, or house at check-out. When moving out of a living unit, it is the student's responsibility to remove all belongings and to clean the space. If the space is not adequately cleaned, residents must pay to have the living unit cleaned. There is an additional fee for disposing of furniture, tires, electronics, appliances, or other items that cannot be disposed of in a dumpster.

**Common Area Spaces:** Each residence hall has common area study and lounge facilities. These facilities are intended for use by all members of the community. Removal of furnishings from these areas is prohibited, as it hinders all residents' ability to use the space. Students who wish to use common area space for official functions must fill out an Event Registration Form through the Office for Student Involvement.

**Community Nuisance:** Some activities are not meant to take place indoors and by doing so add to wear and tear of the facility, as well as create a safety hazard and a nuisance to members of the community. Residents are asked to be mindful of their activities in College owned housing, and to monitor the impact the activity has on the community. If any activity becomes a nuisance, it may be prohibited.

**Community Responsibility:** The enforcement of campus policies is the responsibility of all members of the campus community. Students are expected to take reasonable actions to confront behavior that is in violation of community or campus standards. Any student present when a policy violation occurs may also be held responsible for the violation, even if that student is not directly involved.

**Damage:** The cost to repair damage is divided equally among all residents of a living unit, unless all residents agree that only one person is responsible. Students are billed for damages through their student account, or, in the case of a deposit, subtracting the cost of repair from the deposit.

**Decorations:** Decorations are allowed within your room. The only materials that may be used to hang decorations or other items to walls are double-sided tape, command strips, and small tacks. Nails and screws are prohibited. Windows and door exteriors are considered public spaces, as well as all common



areas in residence halls. These public spaces are maintained by Residence Life and Facilities. To maintain a safe environment for all students, any materials that are potentially offensive or discriminatory are prohibited in these areas and may be removed. Any material that creates a hostile or intimidating environment may be a violation of the College's harassment policy. Empty alcohol containers may not be displayed in public spaces.

**Electrical Appliances:** Televisions, stereos, alarm clocks, irons, microwaves, hot pots, coffee pots, small refrigerators, and other appliances with self-contained heating units may be used in the residence halls. Open-element appliances such as hot plates, toasters, electric fry pans, and halogen lamps are prohibited and may be confiscated. To keep fire hazards to a minimum, cooking is allowed only in the kitchen facilities provided in each residence hall. Similarly, joining more than one extension cord or surge protector ("daisy-chaining") is prohibited. If the number of otherwise permitted appliances operating on a single circuit creates a danger of circuitry overload, a College official may issue instruction for the safe use of the appliance in question or prohibit use.

**Fire Safety:** Use of fire or smoke-producing items such as Bunsen burners, portable stoves, kerosene lamps, candles, pipes, and cigarettes is prohibited. Induction heat ovens are also prohibited. In rental houses, fire places may not be used. Covering or disabling a smoke detector or other fire detection device is prohibited. In rental houses, residents are responsible for making sure that their detectors are working. Fire Department personnel, Campus Safety personnel and/or Residence Life staff may enter rooms and living area during fire alarms to ensure compliance with evacuation procedures. The College reserves the right to assess living units and/or individuals for the cost of responding to false alarms.

**Guest:** A guest is defined as a person not assigned to a particular room, apartment, or house but who is in the room, apartment or house at the invitation of an occupant. A resident's privilege to have a guest is subject to the following limitations:

- A host of a guest must have the permission of roommate(s). Since the residents of a residence hall room, apartment or house are the ones most aware of the actions in that room, apartment or house, the Residence Life staff must rely on the roommate(s) to bring any guest policy infractions to their attention. If a roommate(s) is uncomfortable with guests in the room, apartment or house they can seek the help of the Residence Life staff to rectify the situation.
- The presence of guests must not restrict the free access of floor or building residents to all common spaces and private spaces they may have or create any situation that infringes on the right of the roommate(s) to remain undisturbed.
- The presence of a guest must not be constant or continuous.
- A guest may not occupy a student's room, apartment or house when the student is not present.
- A resident may not give a guest a College issued key or ID card.
- The resident must accompany the guest inside the building.
- Residents are responsible for the behavior of their guests and visitors. Residents may be subject to disciplinary action for the misconduct of a guest or visitor and are liable for any damages cause by a guest or visitor.
- A person may be denied permission to be a guest in the future by Residence Life staff. Such action shall be taken when a staff member assesses that the person may pose a potential threat to students and/or property, that the person's presence becomes detrimental to the

community, or that the person is not willing or able to abide by established College policies. The person shall be informed of the reason when she/he is asked to leave.

- Residents are responsible for reporting the presence of guests who are minors (under 18) to residence life staff and registering them in the RA Office.

**Keys:** Room, entry, and in some cases storage keys are issued to residents at the beginning of occupancy. Keys are to be used only by the person to whom they are issued and may not be transferred or given to another person. It is illegal to duplicate College keys. Lost or stolen keys present a security risk and must be reported immediately to Residence Life staff. Residents will be charged for the cost of re-coring the door. Possession of a master key is prohibited and represents a serious violation of trust and safety; possession of a master key could result in expulsion from the College. A lost key will result in a minimum \$25 per door replacement charge. This covers the cost of new key(s), a replacement lock, and labor to replace the lock.

**Pets:** Fish that can be kept in aquariums no larger than 20 gallons, service animals, and animal companions required for documented assistance purposes are allowed.

**Recycling:** Blue recycle bins are located in each living unit. Large, green dumpsters are also available throughout campus. Recyclable items can be co-mingled and include: plastics, cardboard, paperboard, paper and aluminum. All items must be free of food waste.

**Repair requests:** Requests for facility repairs should be submitted via a work order. Requests can also be made to a Residence Life staff member. By making a repair request, a student is authorizing College staff to enter that student's room or living unit to make the requested repair.

**Residence Hall/Village Fees:** Residence Hall and Village fees provide funds for the enhancement of common area spaces, yearly deep cleaning as necessary, and programming. If damage occurs in a common area and the individuals responsible are not identified, the cost of the repairs will be charged against the enhancement funds for the respective living unit. The Office of Residence Life reserves the right to use these fees for building improvements. These fees are not refundable. Residents may also be assessed additional fees in living areas with high amounts of damage.

**Room Furnishings:** As a rule, room furnishings cannot be taken out of residence hall rooms or Village apartment. If a resident would like to bring his or her own furnishings to replace those in the room, the resident must pay a \$100 storage deposit, move the items to storage, and then return the items at check-out. If the items are returned in good condition, the resident will receive his or her \$100 deposit back.

**Safety to Self and Others:** The Director of Residence Life (or designee) may temporarily suspend or reassign a resident to another facility and restrict a resident from specific facilities pending an investigation and/or hearing. Whenever, in the judgment of The College, the continued presence of a resident in a particular facility constitutes a danger to that resident, to the safety of other persons in the community or to College property, or the seriousness of the allegations warrant such action, the Director (or designee) may also terminate that individual's housing agreement. The Office of Residence Life reserves the right to deny living arrangements to any student when the student's presence may be detrimental or disruptive to the living unit or pose a risk to the physical or mental well-being of the student or others.

**Safety Hazards:** Maintaining a safe campus is a community responsibility. No person shall create a safety or health hazard in any College housing through either their behavior or articles in their possession. Some furnishings, such as waterbeds and home-made lofts, create fire and other hazards and are prohibited.

**Storage:** Personal belongings cannot be stored in hallways, stairwells, and common areas of residence halls. Limited storage is available. To use this storage, residents must register with Residence Life and may have to pay a fee. The College is not responsible or liable for any items damaged or stolen while being stored in campus facilities. Items left after the end of the academic year will be considered abandoned property and disposed of by Residence Life staff.

**Telephones:** Students are responsible for supplying their own phone. Residence halls have a community-use telephone located outside of each RA Office. Rental houses have ports for phone hook-up.

**Waste/garbage:** Large blue dumpsters are located throughout campus. It is the resident's responsibility to dispose of his/her trash in appropriate containers. Students are expected to dispose of bodily fluids in the appropriate receptacles, such as a toilet or garbage can.

#### COMMUNITY STANDARDS

Each community may form their own policies around issues listed below. If the community is unable to agree upon standards, the following descriptions will be used as the policy.

##### **Noise and Quiet Hours**

Residents are expected to be courteous about the noise they create at all times. Quiet hours are from 10 p.m. to 10 a.m. Sunday through Thursday, and midnight to 10 a.m. Friday and Saturday. During finals, quiet hours will be extended to 24 hours a day beginning on the last day of classes until exams are over.

##### **Noxious Odor**

A noxious odor is any aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Examples include, but are not limited to, body odor, smoke, incense, perfume, air freshening spray, spoiled foods, garbage, or dirty laundry. When a noxious odor can be localized to a particular room, the resident(s) and/or guests are responsible for taking immediate corrective action.

##### **Common Area Use**

Each residence hall maintains common area spaces such as study lounges, game rooms, and volleyball courts. RHA and Residence Life staff determine specific purposes and hours of operation.

## GENERAL STUDENT CONDUCT PROCEDURES

The College of Idaho has a duty to protect its educational purpose through the setting of standards of scholarship and conduct for students and through the regulation and use of College facilities.

Disciplinary proceedings play a role in this process.

The student conduct procedures are the College's response to students alleged to have violated campus rules and expectations. These policies and procedures are intended to be a guide for use by reasonable people to infer appropriate behaviors within the campus community, not a criminal code. In instances when a student's actions may violate both campus rules and criminal laws, the student may be held accountable through both the College's student conduct procedures and through criminal or civil proceedings. This does not constitute double jeopardy.

The administration of discipline offers procedural equity to the accused student. The student conduct procedures, including the student's right to appeal a decision, are outlined in this policy. Students will be informed of the nature of the charges against them, and be given an opportunity to refute them.

The College of Idaho is not arbitrary in its actions, and there is provision for the appeal of a decision.

## UNDERSTANDING THE STUDENT CONDUCT PROCESS

Through accepting membership in the educational community, the student assumes the responsibility to abide by and meet the academic performance standards and student conduct expectations. When a student's behavior appears to come into conflict with campus expectations or policy the student can expect to be confronted and referred to a campus conduct officer or the student judicial board.

1. Complaint - Anyone can file a complaint using an Incident Report.
2. Investigation - In the case of a filed Incident Report, investigations are conducted by the Campus Safety department. After investigation, the Dean of Students (or designee) will decide whether or not a hearing is necessary. (Note: The complainant and respondent have the right to have one person of their choice, excluding any material witnesses, accompany them throughout the entire process. This person cannot play an active role in the process and is present only as support.)
3. Notice of Hearing - A Notice of Hearing letter is sent to the individuals involved requesting they appear before a conduct officer or the judicial board. If the respondent fails to appear, a hearing takes place without the respondent in accordance with campus policy regarding Failure to Appear and Finding Without Response (below).
4. Hearing - During the hearing the student explains their actions. Hearings may be conducted by a college conduct officer or the student judicial board.
5. Conclusion - In cases where a hearing has taken place, the conduct officer or judicial board makes a decision based upon preponderance of evidence (more likely than not) and a Notice of Findings letter is sent, indicating sanctions, if any.
6. Appeals - See Appeals section below.
7. Sanctions – See sanctions section below.

## FAILURE TO APPEAR AND CONCLUSION WITHOUT RESPONSE

Students are required to appear for campus student conduct proceedings when requested to do so by an investigator, conduct officer or the student judicial board. The failure of any student to appear for a

student conduct proceeding could be grounds for disciplinary action. If a student fails to appear for a conduct proceeding, or is unable to attend as a result of criminal proceedings, the conduct officer or judicial board may move forward with reviewing the available evidence and make a determination.

#### INTERIM ACTION PENDING INVESTIGATION

The Dean of Students (or designee) has the discretion to temporarily suspend a student from the College and/or from the residence halls or reassign a resident to another facility and restrict the student from specific facilities pending an investigation and conclusion whenever in the Dean's judgment the continued presence of a student constitutes a danger to the student or the safety of persons or property, or the seriousness of the allegations warrants such action.

#### APPEALS

The complainant or respondent may appeal any decision made in the event of:

- Significant procedural error,
- An unreasonable sanction, or
- New and relevant information that was not available at the time of the investigation.

A written letter outlining the basis for the appeal and including all relevant information in support of the appeal must be filed with the Dean of Students' office within five (5) working days of the decision. The Dean of Students or designee will review the written appeal and decide if there are reasonable grounds to move forward with the appeal process. If there are not sufficient grounds for appeal, the judicial board's or conduct officer's decision will stand and is final. If there are sufficient grounds for the appeal, the Dean of Students or designee will make a final decision. In either case, involved parties will be notified.

#### SANCTIONS

Misconduct, and thus the College's response to misconduct, varies widely. Sanctions depend upon the severity of the misconduct, previous conduct violations, the attitude of the individual(s) involved, and the impact upon the College and greater community. Sanctions may include, but are not limited to:

- Written warning
- Disciplinary fines
- Educational projects
- Community service
- Referral for substance abuse evaluation, education, and/or treatment
- Referral for personal counseling
- Restitution for damages
- Special restriction or loss of privilege
- Disciplinary probation
- Imposed room reassignment
- Suspension from residence halls
- Suspension from the College
- Expulsion from the College
- Referral to public law enforcement agencies

Students who fail to complete or fulfill assigned sanctions within the time allowed are subject to additional disciplinary actions including fines, increased sanctions, academic holds, notation on transcripts and/or in some cases, suspension from the College. Suspension and/or expulsion from the College must be approved through the Dean of Students.

#### STUDENT JUDICIAL BOARD

In keeping with the ASCI Code, The College of Idaho has established a Student Judicial Board. The Judicial Board strives to find truth in all matters presented and execute fair and rational judgment in the decisions derived in the proceedings.

The Judicial Board agrees that students who have violated the student handbook should be held accountable through established procedures. The goals of sanctions are to encourage positive behavior change and self-responsibility. ASCI Code stipulates that the Student Judicial Board shall be vested with the following powers:

- to hear all disciplinary cases referred to it by members of the Administration and members of faculty;
- to interpret the ASCI Constitution and to pass on the constitutionality of any legislation or executive action;
- to render advisory opinions upon request of the Senate or of the Executive officers;
- to have the power to recommend to the College administration all writs or punishments necessary and proper for the full exercise of its jurisdiction.

The Dean of Students has ultimate responsibility for student conduct procedures and can exercise procedural discretion as circumstances warrant.

## TITLE IX

It is against The College of Idaho policy and prohibited by Title IX to discriminate based on sex in education programs and activities. Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination. Included in the definition of sex discrimination: sexual misconduct, including sexual harassment, sexual assault, sexual battery, and rape; relationship and dating violence; stalking; bullying; hazing; and bias (hate) crimes. Students, as well as other persons, are protected by Title IX regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race or national origin in all aspects of the College's educational programs and activities.

The Title IX coordinator for The College of Idaho is [Reagan Rossi](#), (208)459-5855. Any inquiries regarding Title IX compliance should be directed to the Title IX Coordinator and/or the Office for Civil Rights.

## DEFINITIONS

***Unequivocal Consent*** Consent that is informed, freely and actively given, via mutually understandable words or actions which indicate a willingness to engage in an activity at the same time, in the same manner with another individual or individuals. It is the responsibility of the sexual initiator to make sure that he or she obtains unequivocal consent from his or her partner before engaging in any sexual activity. Consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction. Consent which is obtained through the use of force, actual or implied, whether that force is exerted physically or through threats, intimidation or coercion, does not constitute unequivocal consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

***Sexual Misconduct*** Any sexual act directed against another person forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving unequivocal consent.

***Rape*** Penetration, no matter how slight, of the vagina or the anus with any body part or object, or oral penetration by a sex organ of another person, without the unequivocal consent of the victim.

***Forcible Fondling*** Touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving unequivocal consent because of their youth or because of their mental incapacity.

***Statutory Rape*** Non-forcible sexual intercourse with a person who is under the age of legal consent.

***Sexual Harassment*** Any unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. It includes unwarranted sex-related comments, sexually explicit comments or graphics, unwelcome touching, etc. Sexual harassment can take the form of making derogatory jokes based on sex, crude or offensive language, spreading rumors about a person's sexuality, placing a compromising photo on the web, or ogling. These behaviors cause the recipient discomfort or humiliation, and continue after the recipient has made clear that they want them to stop.

**Relationship Violence** The actual or threatened physical, sexual or psychological and emotional abuse between persons in a platonic, professional or intimate relationship. The violence is motivated by the perpetrator's desire to exert control and/or power over the victim in a way that undermines the victim's sense of safety and self.

**Dating Violence** The actual or threatened physical or sexual violence or psychological and emotional abuse toward a current or former dating partner.

**Stalking** The willful, repeated, and malicious following, harassing or threatening of another person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. This includes, but is not limited to, being telephoned, e-mailed or text-messaged, being waited for outside or inside places, being watched from afar, and/or being followed.

**Hazing and/or Bullying** Hazing and/or bullying by individuals or student organizations is not permitted or tolerated at The College of Idaho.

**Hazing** is defined as any activity expected of someone joining or affiliating with a group (or to maintain full status in a group) that intentionally or unintentionally humiliates, degrades, risks emotional and/or physical harm, or causes destruction to property, regardless of the person's willingness to participate.

Some examples may include, but are not limited to:

- Requiring violation of federal law, Idaho law, local law, or the C of I student code
- Activities that cause exhaustion, or loss of sleep
- Feats of endurance
- Activities that could cause sickness or death
- Requiring an individual to eat or drink anything;
- Subjecting individuals to road trips, kidnaps, or leaving them to find their way home without resources and/or directions.

Idaho Law Title 18 Crimes and Punishment Chapter 9 Assault and Battery 18-917. [HAZING](#)

**Bullying** is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may inflict harm or distress, including physical, psychological, social, or educational harm. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose

**Cyberbullying** is bullying that takes place using electronic technology.

Some examples of bullying and cyberbullying may include, but are not limited to:

- Taunting
- Malicious teasing
- Making threats
- Insulting
- Posting harmful or cruel text or images using the internet or other digital communication devices.
- Rumors sent by email or posted on social networking sites.



- Creating fake profiles.

Bullying is NOT a single instance of social rejection, meanness or unkindness; unplanned actions of intimidation or hostility; or shared arguments, conflicts or fights.

Idaho Law Title 18 Crimes and Punishment Chapter 9 Assault and Battery 18-917A. [STUDENT HARASSMENT, INTIMIDATION, BULLYING](#)

**Bias Crimes** Crimes that are motivated in whole or in part by hatred against a victim based on his or her race, religion, sexual orientation, gender identity, ethnicity, national origin or disability.

**Retaliation** No person shall intimidate, threaten, coerce, or discriminate against any individual who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding. Retaliation against a person who has filed a complaint or who assists enforcement agencies in discharging their investigative duties violates Title IX.

### AVAILABLE RESOURCES

Sexual misconduct will not be tolerated on campus. Students who have experienced sexual misconduct may suffer from one or more common, but highly stressful, reactions. These include depression, self-blame, intense anxiety, confusion, a feeling of loss of control and recurrent nightmares. These reactions may continue long after the assault. Discussing the experience with a trained professional can be very helpful. The following college and community resources are available:

Campus resources -

- Title IX Coordinator: (208) 459-5855
- Dean of Students: (208) 459-5841
- Residence Life: (208) 459-5121
- Campus Safety: (208) 459-5151

College confidential resources -

- Counseling Center: (208) 459-5561
- Campus Minister: (208) 459-5282
- Advocates: (208) 459-5555

Community resources -

- WCA Rape Crisis Center: (208) 345-7273
- Caldwell City Victim Witness Coordinator: (208)455-3112
- Canyon County Victim Witness Unit: (208)454-7391
- Idaho Coalition Against Sexual and Domestic Violence: (208) 384-0419
- Idaho Council on Domestic Violence and Victim Assistance: (208) 332-1540

### WHAT SHOULD I DO?

Students who experience sexual misconduct are often unsure what to do. If you believe you or someone you know has experienced sexual misconduct, the following should serve as a guide:

- Go to a safe place.

- Call an advocate, counselor, friend, relative, or someone you trust to come and be with you.
- Preserve evidence. Do not shower, douche, bathe, change clothing, or remove anything from the scene of the assault.
- Get medical attention. In order to protect your health and attend to any injuries or infections that may arise from the assault, medical treatment is necessary. Even if you don't think you want to report the assault or press charges, it is important to be examined by a physician as soon as possible after the assault. Emergency room personnel are trained in the collection of physical evidence which will help you if you should later choose to use legal avenues.
- Decide whether to report the incident to campus or law enforcement authorities.

#### THE IMPORTANCE OF REPORTING

The College strongly urges students who have experienced sexual misconduct to come forward and report (the report can be confidential) their experiences to campus officials and/or appropriate law enforcement (see **Reporting Sexual Misconduct**). Not only do the reports help identify potential predators, but more importantly, they connect students to invaluable resources that may help the student deal with the inevitable repercussions that follow such a traumatic event.

#### REPORTING SEXUAL MISCONDUCT

Filing a report with the College does not commit a student to pressing charges with local law enforcement, but the information provided about an incident or individual may be critical to preventing further violence. Where there is reason to believe that an incident of sexual violence has occurred, the person who has been violated has the following reporting options:

- File a report with the College and/or with local law enforcement authorities.
- Notify any College personnel. (Note: Every employee is a mandatory reporter, who has an obligation to notify campus authorities). The report provides the College and the community with the obligation to identify the person responsible and take reasonable action to address the factors that might prevent such an occurrence in the future.
- File a confidential report with a College licensed mental health counselor, campus minister or student advocate, acting in their official capacity, who guarantees that no name shall be attached to the report unless permission is given to do so. This report will be used by the College administration to track trends, to plan educational awareness programming, and to address other community safety concerns, but the student's name will not be disclosed and no official actions will be taken without the student's permission (as allowed under law).

Reports to the College may be made to any of the following:

Campus resources -

- Title IX Coordinator: (208) 459-5855
- Dean of Students: (208) 459-5841
- Residence Life: (208) 459-5121
- Campus Safety: (208) 459-5151

College confidential resources -

- Counseling Center: (208) 459-5561

- Campus Minister: (208) 459-5282
- Advocates: (208) 459-5555

Reports to local law enforcement authorities may be made to any of the following:

- 911
- Caldwell Police Department non-emergency dispatch:(208) 454-7531
- Campus Safety is also available to help facilitate reporting to local law enforcement

#### LEARNING SUPPORT & DISABILITY SERVICES

Students with disabilities may request reasonable accommodations at any point throughout the reporting and conduct process. Students are responsible for notifying conduct officials of their disability, and may request reasonable postponement of the conduct process in order to obtain accommodations. Students should immediately contact the Learning Support & Disability Services Department to arrange for accommodations. Information received or provided as part of the conduct process prior to the official notification of accommodations is considered valid, as is the integrity of the conduct process up to that point, and will not be considered as grounds for appeal.

#### COLLEGE RESPONSE TO SEXUAL MISCONDUCT

The College of Idaho will promptly investigate all allegations of sexual misconduct, and take appropriate measures to ensure the safety of our campus community. The College may pursue enforcement of its own policies whether or not legal proceedings are underway or in prospect and may use information from third party sources, such as law enforcement agencies and the court, to determine whether College rules have been broken. The College makes no attempt to shield members of the College community from the law, nor does it intervene in legal proceedings against a member of the community.

#### TITLE IX STUDENT CONDUCT PROCESS

1. Complaint – Incident is reported to Campus Safety.
2. Interim Actions – The Dean of Students (or designee) has the discretion to take actions, up to and including temporarily restrict a student from the College and/or the residence halls, reassign a resident to another facility, restrict the student from specific facilities or official College events, and/or make alternative course arrangements pending an investigation and conclusion, whenever, in the Dean’s judgement the continued presence of a student constitutes a danger to persons or property, or the seriousness of the allegations warrant such action.
3. Investigation – A notice of investigation is sent to the complainant and the respondent. Campus Safety conducts an investigation. The complainant and the respondent have the right to have one person of their choice (excluding any material witnesses) accompany them throughout the entire process. This person does not play an active role in the process and is present only as support.
4. Investigative Summary – Summary is provided to complainant, respondent, Conduct Officers, and Title IX Coordinator for final review and clarification. (hard copies will be retained by appropriate College personnel only). If the investigative summary indicates the allegation is unsubstantiated or there is insufficient evidence, the Conduct Officers will notify the complainant and respondent of such and the process will conclude (the complainant or respondent may still appeal).

5. Meeting with Conduct Officers – Complainant and respondent each meet with the Conduct Officers and are given an opportunity to speak to the investigative summary.
6. Notice of Conclusion – Conduct Officers come to a conclusion based on the investigative summary and notify complainant and respondent in writing (and in person when feasible) of the College’s decision. The College uses a preponderance of evidence (more likely than not) standard for determining conclusions.
7. Appeal – Complainant or respondent has the right to appeal the Conduct Officers’ conclusions. (see Appeals section below)
8. Sanctions – Student completes any sanctions articulated in the Notice of Conclusion.
9. Petition – Suspended students may petition to return to good standing and re-enroll at the College (see Petition Process section below).

As recommended by the Department of Education Office of Civil Rights, the College of Idaho makes reasonable efforts to complete the investigation, conduct and appeal process within 60 days of the initial notification.

#### FAILURE TO APPEAR AND CONCLUSION WITHOUT RESPONSE

Students are required to appear for campus student conduct proceedings when requested to do so by an investigator or Conduct Officer. The failure of any student to appear for a student conduct proceeding could be grounds for disciplinary action. If a student fails to appear for a conduct proceeding, or is unable to attend as a result of criminal proceedings, the Conduct Officer may move forward with reviewing the available evidence and make a determination.

#### APPEALS

The complainant or respondent may appeal any decision made in the event of

1. significant procedural error,
2. an unreasonable sanction, or
3. new and relevant information that was not available at the time of the investigation.

A written letter outlining the basis for the appeal and including all relevant information in support of the appeal must be filed with the Dean of Students Office within five (5) working days of the decision. (note: appeals received after five working days will be permitted if relevant information not available at the time of the investigation is provided by a government or law enforcement agency).

The Dean of Students, in collaboration with the Title IX Coordinator, will review the written appeal and decide if there are reasonable grounds to move forward with the appeal process. If it is decided there are not sufficient grounds for the appeal, the Conduct Officers’ conclusion will stand and is final. If it is decided that there are sufficient grounds for the appeal, those appeals involving a procedural error or unreasonable sanction will be jointly considered by the Dean of Students and Title IX Coordinator, and their conclusion is final; those appeals involving new information will be referred back to the investigators and Conduct Officers for reconsideration.

The Conduct Officers will make a recommendation for a final conclusion to both the Dean of Students and Title IX Coordinator, who will then make the final decision.

## SANCTIONS

Misconduct, and thus the College's response to misconduct, varies widely. Sanctions depend upon the severity of the misconduct, previous conduct violations, the attitude of the individual(s) involved, and the impact upon the College and greater community. Sanctions may include, but are not limited to:

- Written warning
- Disciplinary fines
- Educational projects
- Community service
- Referral for substance abuse evaluation, education, and/or treatment
- Referral for personal counseling
- Restitution for damages
- Special restriction or loss of privilege
- Disciplinary probation
- Imposed room reassignment
- Suspension from residence halls
- Suspension from the College
- Expulsion from the College
- Referral to public law enforcement agencies

Students who fail to complete or fulfill assigned sanctions within the time allowed are subject to additional disciplinary actions including fines, increased sanctions, academic holds, notation on transcripts and/or in some cases, suspension from the college. Suspension and/or expulsion from the College must be approved through the Dean of Students.

Compliance with these policies and procedures does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## PETITION PROCESS

1. Suspended student provides a written statement (no later than one month prior to the desired start term) to the Dean of Students and Title IX Coordinator requesting to return to the College (no sooner than the sanction permits). The statement should minimally include:
  - Reasons for returning, and any other relevant information supporting the petition to return.
  - Documentation of the completion of all assigned sanctions (pending expiration of the suspension).
  - A transcript from any higher education institution attended during the suspension from the College, as well as a letter indicating good academic standing at that institution.
2. The College will notify the Complainant of the petition.
3. The Dean of Students and Title IX Coordinator will review the petition and consult relevant College personnel, as deemed necessary. The College reserves the right to request additional information (in writing or in person) from the suspended student before making a decision.

4. The Dean of Students and Title IX Coordinator will notify the Respondent and Complainant in writing of the decision. The College reserves the right to approve a petition contingent on certain conditions.

# STUDENT INVOLVEMENT

## GENERAL INFORMATION

The Student Involvement Office provides advising and administrative support for student organizations on campus. The staff works closely with campus student groups to sponsor a variety of campus programs, provide leadership training, offer resource assistance, develop programming procedures, and provide advising to the ASCI Executive Council, Senate, Program Council, and Greek Council.

## MISSION

The mission of the Department of Student Involvement at The College of Idaho is to enrich the value of education through engaging, supporting, and inspiring all students to become active members of our community. By integrating in-class and out-of-class learning we provide positive experiences which promote personal growth.

## CONTRACTS

All agreements between a student organization and an outside individual or company must be made in writing via a contract.

Students are not legal signatories of the college, and may not sign contracts or agreements, or enter into any verbal agreements on behalf of their organization.

The Chief Financial Officer, via the Dean of Students and/or Student Involvement Director, signs all contracts on behalf of student organizations.

## FISCAL POLICIES AND SPENDING GUIDELINES

- To be eligible for a student fee allocation, an organization must have membership open to all students and be officially recognized by the College.
- Student organizations must conduct all of their financial transactions through their account in the Business Office.
- Student fee funds, as defined under "Frequently-Asked Questions" is for the general use of the entire student body and may not be used for:
  - direct donations to charities;
  - direct benefit of political candidates or lobbyist groups;
  - supporting the candidacy of individual students/slates seeking student government office;
  - publications that do not conform to The College of Idaho Advertising Policy (see Advertising Policy);
  - the purchase of alcohol; or
  - any illegal activity.
- Student Fee funds, if not used during the semester in which they are received, will become the possession of the Associated Students of The College of Idaho (ASCI) and transferred into its account.
- Money received through fund raisers, raffles, and donations is not bound by the same spending guidelines as student fee money. However, spending is subject to approval by the Student Involvement Director and/or Chief Financial Officer.

- The treasurer and president of an organization are the only students who may sign paperwork authorizing financial transactions on behalf of the organization. Checks, purchase orders, cash advances and other Business Office materials may only be picked up by an executive officer of the organization or an officially designated member.
- The Student Involvement Director must sign all expenditure requests.
- Expenditure requests exceeding \$250 must also be signed by the organization's advisor.
- Cash advances, with permission from the Student Involvement Director, may be obtained from the Business Office for up to \$50.
- Back-up documentation, e.g. invoices and receipts, is required for all expenditure requests and reimbursements.
- The ASCI treasurer will, at least once per year, audit all student organizations that receive a direct allocation from student funds.
- An organization with limited membership may request an allocation to fund any event that is open to all students.
- Any student group who wants to host a raffle must register the raffle with the Business Office.

### VEHICLE RESERVATIONS AND RENTAL PROCEDURES

In order for anyone to drive a College vehicle, or rent a vehicle through the College, they must attend a vehicle safety course and pass a driving test in addition to having their driver's license cleared through Campus Safety. This means that everyone must plan ahead to allow enough time to complete these necessary steps before using a College vehicle. In order for student organizations to use a College vehicle, the following must be done:

1. Driving tests are offered monthly through Campus Safety and the Office of Student Involvement.
2. Fill out an Event Registration Form.
3. The Director of Student Involvement will evaluate the needs of the organization and decide if it is appropriate for the group to drive themselves or whether the group should use commercial transportation (bus or airline).
4. Once the drivers have been cleared to drive by Campus Safety and the Director of Student Involvement, the student organization needs to reserve the vehicle by contacting Campus Safety and providing them with the names of the people who will be driving the vehicle(s).
5. If the drivers are cleared, Facilities will contact the Director of Student Involvement for final authorization.
6. College vehicles are reserved on a first-come first-served basis. College vehicles are rented to student organizations at a rate of .55/mile. Student organizations must show that they have the funding before a vehicle will be reserved.
7. Upon receiving the keys to any campus vehicle, a list of students to be transported in the vehicle must be left with Campus Safety and the Student Involvement Office.
8. Cancellations: a reservation for a vehicle must be cancelled at least 72 hours before the date of pickup. Groups that do not cancel a reservation, but do not use the vehicle, will be subject to a fee.
9. If a vehicle is damaged, the group is responsible to pay for repair and rental costs.



## ADVERTISING POLICY

A student organization may not publicize any program in any way before the program has been officially approved and confirmed through the Student Involvement Office. Recognized student organizations may post flyers in campus buildings on designated bulletin boards with permission of staff in that building. To post in residence halls, permission must be granted by an appropriate staff member.

Posters may not be placed on directional signs or outdoor campus maps.

Posters must be in good taste and can neither discriminate on the basis of race, religion, gender, sexual orientation, color, national origin, age, disability or marital status, nor promote inappropriate behavior. Alcohol may only be advertised on posters or any other form of advertisement for officially recognized College events when approved by the Dean of Students or designee. Posters that violate these guidelines will be removed at the organization's expense. Chalk may be used, but must be limited to sidewalks around the McCain Student Center. For more information, contact the Student Involvement Office.

Recommended information to be prominently displayed on all forms of publicity:

- The full name of the organization and "The College of Idaho", or "C of I";
- The title and nature of the program
- Date, time, and place of the program
- Admission criteria, such as ticket price, college ID required, etc.
- Rain dates and refund policy, if applicable
- Number to contact to request special services/accommodations when possible.