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1-800-377-3529

*“Lewis-Clark State College will not discriminate on the basis of race, religion, color, age, sex, national origin, disability, veteran status, or sexual orientation.”*

Lewis-Clark State College is accredited by the  
Northwest Commission on Colleges and Universities.  
8060 165<sup>th</sup> Avenue NE, Suite 100  
Redmond, WA 98052-3981

For additional accreditations go to  
[www.lcsc.edu/ir/facts-about-lcsc/](http://www.lcsc.edu/ir/facts-about-lcsc/) Fact Book.

**2017-2018**

### **Preface**

By becoming a member of our campus community, you have garnered many new privileges and have accepted several new accountabilities. The purpose of this handbook is to showcase a few of them.

This is not a substitute for your General Catalog, course syllabi, or other instructional materials given to you by college faculty and staff. Instead, you should view this as a critical complement to your other campus resources.

Good luck with your academic career. If at any time you would like to share your thoughts or concerns, please visit the Student Affairs webpage at [www.lcsc.edu/student-affairs/warrior-solutions/](http://www.lcsc.edu/student-affairs/warrior-solutions/).

### **Other Student Handbooks**

In addition to those outlined in this official Student Handbook, some departments or divisions have policies specific to their programs. These handbooks are available on the department or division websites, such as the Nursing and Health Sciences Division, Residence Life, and Social Work.

The handbooks will contain information pertaining to particular major/program or division requirements. Check with your instructional division or your advisor to determine if there is a specific handbook enforced in your particular major.

*These policies are subject to change at the discretion of Lewis-Clark State College. Any new or updated policies supersede previous policies. Updates can be found at [www.lcsc.edu/](http://www.lcsc.edu/). This handbook does not create a contract between students and the college.*

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Dear Student:

Welcome to the 2017-18 Academic Year at Lewis-Clark State College!

This promises to be an exciting year for LCSC and the excitement will be punctuated with our Founder’s Day Celebration in January 2018. This date will mark the 125<sup>th</sup> anniversary of the founding of our institution! Leading up to Founder’s Day, you’ll hear a number of people speak of the college’s past, which is filled with interesting stories and amazing accomplishments. You’ll also hear about the college’s future – something you are helping to shape each and every day you are a part of our campus community. I know I speak for the faculty and staff at LCSC when I tell you how honored we are to serve you and look forward to seeing your accomplishments as you unlock your vast potential with us.

Sincerely,

Andrew T. Hanson, Ph.D.  
Vice President for Student Affairs

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## DIRECTORY

**Phone: 208-792-5272**

**Toll Free: 800-933-5272**

**TTY: 800-377-3529**

**Mailing  
Address:  
500 8<sup>th</sup> Avenue  
Lewiston, ID  
83501**

**Online: [www.lcsc.edu](http://www.lcsc.edu)**

### **Office/Program**

Academic Advising  
 Academic Programs - Dean  
 Admissions  
 Adult Learning Center  
 Associated Student Body  
 Athletic Department  
 Business Division  
 Business Technology & Service  
 Career & Advising Services  
 Coeur d'Alene Campus  
 Coeur d'Alene Police Department  
 Community Programs - Dean  
 Controller's Office (Student Accounts)  
 Counseling Center  
 Disability Services  
 e-Learning Services  
 Educational Talent Search  
 Financial Aid Office  
 First Year Experience  
 Health Services  
 IT Helpdesk  
 Humanities Division  
 International Programs  
 LCSC Bookstore  
 Learning Resource Center  
 Lewiston Police Department  
 Library  
 Movement & Sport Sciences

### **Phone (208)**

792-2313  
 792-2325  
 792-2210  
 792-2238  
 792-2256  
 792-2275  
 792-2293  
 792-2466  
 792-2313  
 666-6707  
 769-2320  
 792-2282  
 792-2202  
 792-2211  
 792-2211  
 792-2239  
 792-2503  
 792-2224  
 792-2208  
 792-2251  
 792-2231  
 792-2297  
 792-2177  
 792-2242  
 792-2095  
 749-0171  
 792-2236  
 792-2600

### **Campus Location**

#### **Building & Room # / Address**

Reid Centennial Hall 208  
 Sacajawea Hall 226  
 Reid Centennial Hall 102  
 Clearwater Hall, 400 Main St.  
 Student Union Bldg 219  
 Activity Center 168  
 Thomas Jefferson Hall 106  
 Sam Glenn Complex 200  
 Reid Centennial Hall 208  
 1031 N Academic Way, Ste. 140  
 Coeur d'Alene, ID 83814  
 3818 Schreiber Way  
 Sam Glenn Complex 211  
 Administration Bldg 103  
 Reid Centennial Hall 111  
 Reid Centennial Hall 111  
 Sam Glenn Complex 214  
 Administration Bldg 1  
 Reid Centennial Hall 110  
 Reid Centennial Hall 203  
 Sam Glenn Complex 205  
 Sam Glenn Complex 112  
 Thomas Jefferson Hall 007  
 Reid Centennial Hall 23  
 Williams Conference Center  
 Sam Glenn Complex 218A  
 1224 F Street  
 Library  
 Sacajawea Hall 232

Native American/Minority & Veterans Services	792-2812	Reid Centennial Hall 214
Natural Science Division	792-2295	Meriwether Lewis Hall 306
Nursing & Health Sciences	792-2250	Sacajawea Hall 118
Career & Technical Programs - Dean	792-2225	Mechanical & Technical Bldg 101
Registrar	792-2223	Reid Centennial Hall 108
Residence Life	792-2053	Talkington Hall
ROTC	272-7504	Student Union Bldg 140
Security	792-2226	Meriwether Lewis Hall 110
Social Science Division	792-2291	Sacajawea Hall 232
Social Work Program	792-2866	Expedition Hall 16
Sodexo Food Services	792-2244	Student Union Bldg 119
Student Activities	792-2804	Student Union Bldg 208/219
Teacher Education	792-2600	Sam Glenn Complex 212
Technical & Industrial	792-2220	Mechanical Technical Bldg 101
Testing Center	792-2100	Library 161
TRiO Student Support Services	792-2300	Reid Centennial Hall 215/217
Vice President for Student Affairs	792-2218	Reid Centennial Hall 112
Workforce Training	792-2388	1920 N. 3rd Avenue, Lewiston

## **OUR HISTORY**

After the 1893 Idaho Legislature proposed a new institute of higher education, the City of Lewiston donated 10 acres on a barren, sandy hill overlooking its sparse business district. The hill had no city services, no luxury of lights, electricity or water. What it had, however, was potential.

In the absence of a permanent home, then President Knepper contacted local businessmen to arrange for temporary quarters in Lewiston's business district. With carpenters and masons laboring on the hill above them, 46 students assembled to become the first class of Lewiston State Normal School on January 6, 1896.

Almost six months later, Lewiston celebrated the completion of the college's first building. The survivor of a disastrous 1917 fire, reconstruction, changes in function, and a major 1993 renovation, that building still stands -- the oldest one still used in the state's higher education system, named after the man whose vision and relentless lobbying for a college in Lewiston: James W. Reid Centennial Hall.

The primary mission of the college was to prepare teachers for serving in the region's many one-room, rural schools. Growth, in terms of students and programs, continued steadily, prompting the Idaho State Board of Education to expand the college's role in 1943 to a four-year institution. At the same time it authorized the awarding of the bachelor of arts degree in education. Reflecting that function, the state legislature changed the institution's name to Northern Idaho College of Education in 1947.

Concern over enrollments and Idaho finances following the outbreak of the Korean War, mixed with political maneuvering, led to the closure of NICE in 1951. The legislature reopened the Lewiston college in 1955 under the new name of Lewis-Clark Normal School. After reopening, LCNS operated as a branch of the University of Idaho. In 1963, the legislature restored the college's autonomy and returned its status as an independent, four-year undergraduate institution with a unique niche in the state's higher education system.

LCSC received regional accreditation as a four-year degree-granting institution in 1973 and has since been re-accredited. The State Board of Education reaffirmed the role of Lewis-Clark State College in October 1973 with a continued emphasis on serving undergraduate students in the areas of liberal arts, sciences and education, and providing a strong vocational-technical program.

Today, LCSC's three-part mission encompasses traditional academic programs, career and technical education programs, and community college and community service programs. With 90 opportunities leading to baccalaureate and/or associate degrees/certificates, LCSC serves a diverse student body using a variety of delivery methods.

## **WARRIOR TRADITIONS**

### **Colors**

Navy Blue, White and Red

### **Logo**



**LEWIS-CLARK STATE**  
— COLLEGE —

### **Fight Song**

*Let's fight you noble Warriors,  
We're with you all the way,  
Fight on you noble Warriors,  
Let's win the game today.*

*LCSC is our college, It's the best in Idaho,  
And we're proudest of the Warriors!  
Cheer them as they go!*

*So fight you noble Warriors,*

*We're with you all the way,  
Fight on you noble Warriors,  
Let's win the game today!*

*In the valley of two rivers,  
Lewis-Clark State College stands,  
With a team, the mighty Warriors, Best in all the Land!*

## **ANNUAL EVENTS**

### **Welcome Fair**

First day of classes in August

[www.lcsc.edu/student-activities/welcome-fair/](http://www.lcsc.edu/student-activities/welcome-fair/)

### **Multicultural Week**

September

[www.lcsc.edu/multi-cultural-week/](http://www.lcsc.edu/multi-cultural-week/)

### **Homecoming**

October

[www.lcsc.edu/homecoming/](http://www.lcsc.edu/homecoming/)

### **ASLCSC Craft Fair**

1<sup>st</sup> Saturday in December

[www.lcsc.edu/student-activities/craft-fair/](http://www.lcsc.edu/student-activities/craft-fair/)

### **Native American Awareness Week**

March

[www.lcsc.edu/minority-programs/native-american-awareness-week/](http://www.lcsc.edu/minority-programs/native-american-awareness-week/)

### **Family Weekend**

Last weekend of April

[www.lcsc.edu/alumni/students/family-weekend/](http://www.lcsc.edu/alumni/students/family-weekend/)

### **Dogwood Festival & Art Under the Elms**

April

[www.lcsc.edu/ce/dogwood/](http://www.lcsc.edu/ce/dogwood/)

### **Graduation**

May

[www.lcsc.edu/graduation/](http://www.lcsc.edu/graduation/)

### **NAIA World Series**

May 26 – June 6

<http://naiaworldseries.com/>

## CAMPUS LIFE

To enrich the college experience, LCSC has a number of clubs, organizations, and other activities in which students can get involved. Stay informed through our events calendar by downloading the app at [www.lcsc.edu/orientation](http://www.lcsc.edu/orientation), watch for updates on bulletin boards or monitors that can be found in all the buildings, or check out posters on the kiosk in front of Reid Centennial Hall. You can also follow the activities on our social media pages.



#TheWarriorWay #LCSC

### **Alumni Association**

[www.lcsc.edu/alumni/](http://www.lcsc.edu/alumni/)

- WOW – Week of Welcome
- Family Weekend
- Senior Sendoff
- Warrior Wednesday Events

### **The Associated Students of Lewis-Clark State College (ASLCSC)**

[www.lcsc.edu/aslcsc/](http://www.lcsc.edu/aslcsc/)

- Appoints and elects students to student government positions
- Interacts with college administrators
- Assures full student access to a quality education

### **Athletics**

[www.lcwarriors.com/](http://www.lcwarriors.com/)

Check out the schedule of events and support the Warriors

### **Center for Arts and History**

[www.lcsc.edu/cah/](http://www.lcsc.edu/cah/)

- Sponsors events including art exhibits which are either free to students or offered at discounted admission prices.

### **Clubs & Organizations**

[www.lcsc.edu/student-activities/clubs-organizations/](http://www.lcsc.edu/student-activities/clubs-organizations/)

- Dozens of clubs and organizations for everyone

### **Float-n-Tote**

[www.lcsc.edu/campus-recreation/float-n-tote/](http://www.lcsc.edu/campus-recreation/float-n-tote/)

- The LCSC Float-n-Tote Rental Center carries all name brand equipment, including NRS, Riot, and Extrasport.

### **Intramural Sports**

[www.lcsc.edu/campus-recreation/intramurals/](http://www.lcsc.edu/campus-recreation/intramurals/)

- Available for full & part-time students
- Student funded

### **Outdoor Recreation**

[www.lcsc.edu/campus-recreation/lcsc-outdoor-adventures/](http://www.lcsc.edu/campus-recreation/lcsc-outdoor-adventures/)

- Provides opportunities for wilderness-based activities
- Regularly schedules hiking, rock climbing, skiing, and float trips

### **Radio Station/KLCZ**

[www.klcz.com](http://www.klcz.com)

- Free-form, non-commercial, educational radio station
- Owned and operated by LCSC students, faculty, and staff
- Broadcast from Lewiston, Idaho on 88.9 FM at 224 Watts and streamed.

### **The Pathfinder**

[www.lcsc.edu/pathfinder/](http://www.lcsc.edu/pathfinder/)

- Student newspaper of Lewis-Clark State College

### **Talking River**

[www.lcsc.edu/talking-river/](http://www.lcsc.edu/talking-river/)

- Literary Journal published biannually by ASLCSC
- National publication

### **Theatre and Music programs**

[www.lcsc.edu/humanities/](http://www.lcsc.edu/humanities/)

- Plays, concerts, and other performances are offered throughout the academic year and most are free of charge to students.

### **Warrior Entertainment Board**

[www.lcsc.edu/warrior-entertainment/](http://www.lcsc.edu/warrior-entertainment/)

- Student planned entertainment including concerts, movies, comedy nights, dances & more.

### **Warrior Zone**

[www.lcwarriors.com/sports/2016/3/11/warrior-zone.aspx](http://www.lcwarriors.com/sports/2016/3/11/warrior-zone.aspx)

- Official student fan group of Warrior athletics.
- Support and enjoy the great athletic teams on campus.
- For \$5, members receive a Zone t-shirt, chances to win prizes, free pizza at select events, invitations to special events, an e-newsletter, and more.

*We believe in promoting the free exchange of ideas in an environment that celebrates the dignity, worth and contributions of all ethnic and cultural backgrounds as a means of enabling individuals to reach their greatest potential. Regardless of race, color, age, sex, religion, national origin,*

*disability, veteran status, genetic information or sexual orientation, you will be treated and respected as a human being.*

## **MISSION & VISION**

Lewis-Clark State College (LCSC) will fulfill the Idaho State Board of Education's vision of a seamless public education system by integrating traditional baccalaureate programs, professional-technical training programs, and community college and community support programs within a single institution, serving diverse needs within a single student body, and providing outstanding teaching and support by a single faculty and administrative team.

The college's one-mission, one-team approach will prepare citizens from all walks of life to make the most of their individual potential and will contribute to the common good by fostering respect and close teamwork among all Idahoans. Sustaining a tradition that dates back to its founding as a teacher training college in 1893, LCSC will continue to place paramount emphasis on effective instruction—focusing on the quality of the teaching and learning environment for traditional and non-traditional academic classes, professional-technical education, and community instructional programs.

As professed in the college's motto, “Connecting Learning to Life,” instruction will foster powerful links between classroom knowledge and theory and personal experience and application. Accordingly, LCSC will:

- Actively partner with the K-12 school system, community service agencies, and private enterprises and support regional economic and cultural development
- Strive to sustain its tradition as the most accessible four-year higher-education institution in Idaho by rigorously managing program costs, student fees, housing, textbook and lab costs, and financial assistance to ensure affordability
- Vigorously manage the academic accessibility of its programs through accurate placement, use of student-centered course curricula, and constant oversight of faculty teaching effectiveness
- Nurture the development of strong personal values and emphasize teamwork to equip its students to become productive and effective citizens who will work together to make a positive difference in the region, the state, the nation, and the world.

### **Mission & Core Themes**

Lewis-Clark State College is a regional college offering instruction in the liberal arts and sciences, professional areas tailored to the educational needs of Idaho, applied technical programs which support the local and state economy and other educational programs designed to meet the needs of Idahoans.

### **Core Theme One:**

#### **Connecting Learning to Life Through Academic Programs**

The first segment of the three part mission of Lewis-Clark State College is fulfilled under aegis of Academic Programs. This theme guides the offering of undergraduate instruction in the liberal arts and sciences and professional programs tailored to the educational needs of Idaho.

### **Core Theme Two:**

#### **Connecting Learning to Life Through Professional-Technical Programs**

The second segment of the three part mission of Lewis-Clark State College is fulfilled under the aegis of Professional-Technical Programs. LCSC functions under this theme by offering an array of credit and non-credit educational experiences to prepare skilled workers in established and emerging occupations that serve the region's employers.

### **Core Theme Three:**

#### **Connecting Learning to Life Through Community Programs**

The third and last theme of Lewis-Clark State College is fulfilled through Community Programs. The primary function of Community Programs is to provide quality delivery of outreach programs and services to students, customers and communities throughout Region II as well as degree completion programs in Region I.

## **DIVERSITY**

### **Concise Vision Statement:**

Lewis-Clark State College creates an environment that respects, celebrates, and protects the dignity, worth and contributions of persons from all backgrounds and identities as a means of enabling individuals to reach their greatest potential.

### **Vision Statement**

As a four-year comprehensive public college, Lewis-Clark State College is committed to providing a learning environment that affords people of all backgrounds and identities the opportunity to achieve their highest educational goals. We are especially cognizant of the distinctive relationship between Lewis-Clark State College and Native Americans because of the historical significance, proximity and frequent collaboration with the Nez Perce Tribe on projects and programs of mutual benefit. The college's educational and enrichment programs, curricula, faculty, staff and students benefit from the promotion of awareness, acceptance, and knowledge of the distinct cultural, ethnic, and life experience differences that contribute to individual and group identity.

### **Goals and Actions**

- LCSC is experienced as a welcoming place by persons from all backgrounds and identities.
  - Assess the college climate (curriculum, faculty, staff, and students) and establishes baseline data about LCSC climate for future measures of evaluation.
  - Designs and implements interventions aimed at enhancing the campus climate.
- LCSC supports access to educational opportunities for underrepresented populations.

- Assess current promotion, recruitment, and public relations mechanisms currently implemented to establish baseline data for future measures of evaluation.
- Assess support for underrepresented populations to establish baseline data for future measures of evaluation.
  
- Designs and implements interventions aimed at enhancing promotion, recruitment, public relations and support for educational opportunities.
  
- LCSC follows the best practices to bring awareness, acceptance, and knowledge to curricula, faculty, staff, and students of distinct cultural, ethnic, and life experience differences that contribute to individual and group identity.
  - Offers diversity training for all faculty, staff, and students.
  - Regularly disseminates diversity information to the college campus.
  - Facilitates frequent collaboration with the Nez Perce Tribe on projects and programs of mutual benefit.
  
- LCSC does not tolerate discrimination of any kind.
  - Creates a well-publicized and safe mechanism for campus constituents to report issues that hinder LCSC's progress towards its vision.
  - Responds sensitively and according to best practices.

## ACADEMICS

### Academic Calendar

#### Fall 2017

Classes begin	Monday, Aug 21
Last day to register/add/drop online	Friday, Aug 25
Last day to pay without late fees	Friday, Aug 25
Last day to add classes or to drop without 'W' grade on transcript (10th day)	Friday, Sep 1
Labor Day (campus closed)	Monday, Sep 4
Instructor and Division Chair approval now required to add classes	Tuesday, Sep 5
Spring class schedule posted to WarriorWeb	Monday, Oct 16
Mid-term grades due/posted to WarriorWeb	Friday, Oct 20
Last day to drop from classes or withdraw from college for the semester	Thursday, Nov 9
Advance registration for Spring (currently enrolled student only)	Monday - Thursday, Nov 13 - 16
Open registration begins for Spring (new students)	Friday, Nov 17
Thanksgiving Break (no classes)	Monday - Friday, Nov 20 - 24

Last day to apply for graduation (Spring)	Friday, Dec 1
No final exam week	Monday - Friday, Dec 4 - 8
Final exam period	Monday - Thursday, Dec 11 - 14
Final grades due at 12pm	Friday, Dec 15
Final grades posted to WarriorWeb	Monday, Dec 18

### Spring 2018

Spring admission application deadline	Monday, Jan 8
New Student Orientation	Friday, Jan 12
Idaho Human Rights Day (campus closed)	Monday, Jan 15
Classes begin	Tuesday, Jan 16
Last day to pay without late fees	Monday, Jan 22
Last day to register/add/drop online	Monday, Jan 22
Instructor approval required to add classes	Tuesday, Jan 23
Last day to add classes or to drop without 'W' grade on transcript (tenth day)	Monday, Jan 29
Instructor and Division Chair approval now required to add classes	Tuesday, Jan 30
Presidents' Day (campus closed)	Monday, Feb 19
Mid-term grades due/posted to WarriorWeb	Friday, Mar 16
Spring Break (no classes)	Monday - Friday, Mar 26 - 30
Last day to drop from classes or withdraw from college for the semester	Thursday, Apr 5
Advance registration for Summer/Fall (currently enrolled students only)	Monday - Thursday, Apr 9 - 12
Open registration begins for Summer/Fall	Friday, Apr 13
No final exam week	Monday - Friday, Apr 30 - May 4
Last day to apply for graduation (Fall)	Tuesday, May 1
Coeur d'Alene commencement	Sunday, May 6
Final exam period	Monday - Thursday, May 7 - 10
Lewiston commencement	Friday, May 11
Final grades due at 12pm	Monday, May 14
Final grades posted to WarriorWeb	Tuesday, May 15

*For questions pertaining to final exams in the event of an unexpected campus closures see policy 5.313 at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/).*

## **Advising**

At LCSC, educational advising is viewed as the foundation for a successful academic program. First-time academic freshmen, transfer students with less than 14 credits, and transfer students who have not yet completed developmental math and/or English courses will initially be advised through the Central Advising Program. Visit with your advisor to discuss career and/or academic planning questions. If you have further questions, you can contact Career & Advising Services at 208-792-2313.

## **Adding/Dropping Classes**

### **Adding Classes**

- Submit an Add/Drop Form to the Office of the Registrar (RCH 108) or send an e-mail to [registrar@lcsc.edu](mailto:registrar@lcsc.edu)
- Before the 10th day of the term (Fall 17 - September 1, 2017) - instructor signatures are required on the Add/Drop form to add all classes.
- After the 10th day of the term - instructor signatures and division chair authorization will be required on the Add/Drop form to add all classes.

### **Dropping Classes**

- Submit an Add/Drop Form to the Office of the Registrar (RCH 108) or send an e-mail to [registrar@lcsc.edu](mailto:registrar@lcsc.edu)
- Before the 10th day of the term (Fall 17 - September 1, 2017) - students may drop classes without any transcript notation.
- After the 10th day of the term - a grade of "W" will be noted on the transcript when students drop (withdraw) from classes.
- Students cannot drop all classes using an Add/Drop form. This is referred to as a total withdrawal and requires the Total Withdrawal Form. Students can also withdraw online via WarriorWeb during the withdrawal period.
- Students must petition to withdraw or drop classes after November 9, 2017 (Fall 17).

## **Attendance**

Lewis-Clark State College does not enforce a global attendance policy for all students. Individual faculty members may limit the number of absences a student is granted in a given class in order to receive a passing grade. Students who receive federal financial aid must demonstrate proof that they are actively pursuing their schedule of courses. Faculty members take attendance (or engage students in a meaningful online academic exercise) during the first two weeks of classes and submit attendance/participation data as a means of showing proof or pursuit. Students requiring leave from courses should contact their instructors and advisors.

Military and firefighters should refer to [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.302 for the necessary guidelines.

Student athletes and students involved in extracurricular school activities should refer to [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.314 for the necessary guidelines.

## **Disability Accommodations**

Students in need of disability related services, including testing accommodations, should contact the Disability Services (DS) office before the start of each semester to assure accommodations can be in place for the start of the semester, or as soon as possible after the beginning of the semester. For more information [www.lcsc.edu/disability-services/](http://www.lcsc.edu/disability-services/) or contact 208-792-2211.

## **FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

### **Definitions:**

- Education records: Records, in any media, that are directly related to a student and maintained by Lewis-Clark State College (LCSC) or by a party acting for the institution.

Records NOT protected by FERPA include:

- records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
- records maintained by college security/law enforcement unit
- records of employment which relate exclusively to individuals in their capacity as employees (records of students employed by the college as a result of their status as students are education records, e.g. work-study)
- records created, or maintained by a physician, psychiatrist or other recognized professional acting in his or her professional capacity (including counseling and health records)
- Student: Any individual who is enrolled in a LCSC credit or non-credit course on the first day of the course or after.

### **Directory Information:**

Lewis-Clark State College considers the following Directory Information and WILL release this information WITHOUT the written consent of the student.

- Student name
- Address listings
- Telephone listings
- Photograph
- E-mail address
- Dates of attendance
- Enrollment status
- Class level
- Previous colleges attended
- Major/minor field of study

- Degree types and dates
- Club and athletic participation records
- Height and weight of members of athletic teams
- Scholarships Awarded
- College Leadership Position
- High-School attended/hometown
- Satisfactory academic standing/ honor roll or other recognition lists

**Non-Directory Information:**

Lewis-Clark College considers the following Non-Directory Information and therefore will NOT release this personally identifiable information without the student's written consent.

- Date of birth/age
- Social security number
- Student ID number
- Class schedule/roster
- Unsatisfactory academic standing
- Grades
- GPA (term and cumulative)
- Transcript
- Gender
- Credits (term and cumulative)

Student consent must be obtained before disclosing non-directory information, with some exceptions. Any information not defined explicitly as directory information is considered non-directory information. FERPA permits disclosure of non-directory information without student consent in circumstances outlined below:

- School faculty and staff who have a need to know to fulfill their official responsibilities.
- Other schools to which a student is transferring.
- Accrediting organizations.
- Organizations doing certain studies for or on behalf of the college.
- Appropriate parties in connection with financial aid to a student.
- Records can be released to parents of an eligible student if the student is a dependent for IRS tax purposes (except for health or counseling records which will not be disclosed without student consent or as required by law).
- Certain government officials in connection with local, state or federally-supported education programs.
- Individuals who have obtained court orders or subpoenas.
- Faculty and school officials who have a need to know concerning disciplinary action taken against a student.
- Persons who need to know in cases of health and safety emergencies when necessary to protect the health and safety of the student and/or others.
- State and local authorities to whom disclosure is required by state laws.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which education records and personally identifiable information (PII) contained in such records, including Social Security number, grades, or other private information, may be disclosed without student consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may be allowed to disclose student records and PII to a third-party designated by a Federal or State Authority to evaluate a federal or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may be allowed access to education records and PII to provide researchers performing certain types of studies with information; in certain cases, this can take place even when LCSC objects to or does not request such research. Federal and State Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent, PII from student education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about a student that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA gives certain rights to parents regarding their children's educational records at the primary and secondary level. These rights transfer to the student upon reaching 18 years of age or attending any school beyond the secondary level.

Under FERPA a student does not have a right to access and review certain records including:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in the student's file before 01/01/75.
- Confidential letters, etc., associated with admissions, employment, job placement or honors to which a student has waived rights of inspection and review.
- Educational records containing information about other students such as grades, test scores, etc.

The Solomon Amendment requires colleges and universities to release information regarding enrolled students to the military for recruitment purposes. Students may restrict disclosure to the military by restricting all disclosure of personal information.

Students may submit a "Directory Information Restriction Request" form to the Office of the Registrar to prevent directory or non-directory information from being released. Placing a full Non-Disclosure hold on student records will cause any and all future requests for contact information from LCSC persons, on non-essential matters, and from non-institutional persons and organizations, including scholarship organizations, prospective employers, and transcript request, etc., to be denied. The restriction will remain in place even after students have stopped attending or have graduated from Lewis-Clark State College and will only be removed if rescinded in writing by the student.

## **Student Rights:**

FERPA affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the instructional division, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of a student's education record that the student believes is inaccurate or misleading. Students should ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally-identifiable non-directory information contained in a student's education records, except for those disclosures permitted under FERPA. FERPA permits disclosures of education records to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the Registrar & Records Office regarding any perceived FERPA violation. Upon receipt of the complaint, the Registrar will work with the Vice President for Student Affairs to investigate the complaint and take all necessary action to comply with the requirements of FERPA.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lewis-Clark State College to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4604

### **Student Schedules:**

The Registrar & Records Office will not release class schedules or locations for any student. In the event that a student needs to be contacted, a message will be delivered to the student. However, this will only be done in emergency situations where the health and/or safety of an individual are of concern. It is the responsibility of all students to make available their whereabouts to parents, children, spouses or anyone else they deem appropriate.

### **Communicating with Students about their Records:**

When talking to students about their records, LCSC staff must make a reasonable attempt to verify that students are who they claim to be. This applies to in-person, phone and e-mail exchanges. An exception exists for inquiries received from an LCSC e-mail account.

- **In-person:** Before divulging information about a student's record, staff should ask for photo ID from that student. If the student does not have photo ID, staff should ask the student for at least one of the following: Student ID, SSN, birth date, phone number, or address. Staff who remain unsure about a student's identity should ask for answers to a combination of the above.
- **LCMail:** Since students must use their usernames and passwords to access their LCMail accounts, LCSC student e-mail is considered "secure" by the institution. Staff can assume that inquiries received from a student's LCMail account are from the student. No further verification is needed.
- **Other E-mail or Phone:** Before divulging information about a student's record, staff should ask the student for one of the following: Student ID, SSN, birth date, phone number, or address. Staff who remain unsure about a student's identity should ask for answers to a combination of the above.

### **Solomon Amendment & FERPA**

The Solomon Amendment requires colleges and universities to release information regarding enrolled students to the military for recruitment purposes. Students may restrict disclosure to the military by restricting all disclosure of personal information except by express written consent.

Students' names, student identification numbers, and social security numbers are given to the Associated Student Body Office for purposes of verification during student elections. This information is returned to the Registrar's Office after the elections have been validated.

“Sole possession notes” (those made by one person and kept in the possession of the maker) are not considered education records. However, sharing these notes with another person or placing them in an area where they can be viewed by others will make them education records and, therefore, subject to FERPA.

Other records that are not considered education records:

- Records maintained by a law enforcement unit of the educational agency.
- Records relating to individuals who are employed by the institution that relate exclusively

to their capacity as employees.

- Records relating to a student which are created or maintained by a physician, psychiatrist (or related professional) used solely in connection with the provisions of treatment to the student.

Students who have ceased attendance, or have graduated from the college have the same rights as students currently attending. They also have the right to submit a “Directory Information Restriction Request” form.

Under common law regarding privacy rights, the privacy interest of an individual expires with that individual’s death. However, information on deceased students will only be made available to survivors or third parties via a subpoena to the Registrar.

**NOTE:**

Messages for students will only be taken in emergency situations where the health and/or safety of an individual is of concern. The Registrar’s Office will not release class schedules or locations for any student, rather a message will be delivered to the student.

It is the students' responsibility to make available their whereabouts to parents, children, spouses or anyone else they deem appropriate.

**Grade Grievance**

The purpose of the grade grievance process is to provide students with an opportunity to appeal a final course grade for one or more of their classes at LCSC. For a complete guideline to the process go to <http://catalog.lcsc.edu/student-affairs/registrar-records/#gradingtext> or [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.310. Questions can also be directed to the Registrar & Records Office at 208-792-2223.

**Grading**

Grades (final and mid-term) are available for student viewing and printing via WarriorWeb. Mid-term grades are not official grades (as they are not posted to the transcript nor impact the GPA). Final grades are required for all courses. Mid-term grades are required for full-term (16 week) academic courses numbered 1-299. For more information [www.lcsc.edu/registrar/grades-honors/](http://www.lcsc.edu/registrar/grades-honors/) or contact Registrar & Records at 208-792-2223.

**Graduation**

The graduation application is available on [WarriorWeb](#). Log in and click on the "Apply to graduate" link within your academic profile. You must meet with your assigned advisor before applying as he/she will approve your application via WarriorWeb.

- Applicants for Spring graduation must submit applications by December 1.
- Applicants for Fall graduation must submit applications by May 1.

**Plagiarism**

Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student

must represent one's own ideas, concepts and current understanding. For more information [www.lcsc.edu/student-affairs/student-code-of-conduct/academic-dishonesty/](http://www.lcsc.edu/student-affairs/student-code-of-conduct/academic-dishonesty/).

### **Read&Write™**

LCSC students, faculty and staff have FREE access to Read&Write™, an award-winning literacy software tool that can help students improve reading, writing, research, and study skills. Read&Write™ also has a variety of tools that benefit the English language learner who may struggle with reading fluency, comprehension, and word pronunciation. More information about the software is available on the Read&Write™ website which may be accessed at [www.lcsc.edu/disability-services/readwrite](http://www.lcsc.edu/disability-services/readwrite).

### **Registration**

Registration dates are based on class level as determined by the number of credits that students have earned at the time of registration (currently enrolled credits do not apply).

- Seniors, Post-baccalaureates: 90 completed credits or more
- Juniors: 58–89 completed credits
- Sophomores: 26–57 completed credits
- Freshmen: 0–25 completed credits

Web registration will be available at 12 midnight each date during the Advance Registration period. Only currently enrolled students may register prior to open registration. For more information [www.lcsc.edu/registrar/registration/](http://www.lcsc.edu/registrar/registration/).

### **Student Right-to-Know**

The Consumer Information page [www.lcsc.edu/consumer-information/](http://www.lcsc.edu/consumer-information/) includes links to reports required by the Student Right-to-Know Act along with other disclosures important to students and their families. The content is reviewed annually but updated often as college policies change. Hard copies of information included on the page may be requested by contacting the Office of the Vice President for Student Affairs:

Vice President for Student Affairs  
Lewis-Clark State College  
500 8th Avenue  
Lewiston, ID 83501  
208-792-2218  
1-800-933-5272, ext. 2218  
[studentaffairs@lcsc.edu](mailto:studentaffairs@lcsc.edu)

### **Total Withdrawal**

The deadline for withdrawal from college for Fall and Spring semesters is the Thursday before Advance Registration. Withdrawing from all classes after this deadline requires a petition appeal. Students withdrawing from all enrolled courses (total withdrawal from college) at any time must initiate withdrawal by logging on to WarriorWeb and submitting a Total Withdrawal Form. For

more information go to [www.lcsc.edu/registrar/petitioning-withdrawing/](http://www.lcsc.edu/registrar/petitioning-withdrawing/) or contact Registrar & Records at 208-792-2223.

### Withdrawal from a Single Course

Students withdrawing from one or more courses at any time must initiate withdrawal by completing an add/drop form, which may be obtained in front of Room 108 in Reid Centennial Hall.

### Tutoring/Academic Assistance/Labs

The college provides a number of tutoring or academic assistance programs for students at no extra charge. In some cases, access to the service is contingent upon being enrolled in a specific program. The following are some of these resources:

Lab/Tutoring	Location/Website
<b>Accounting Tutor</b> available on the Lewiston and Coeur d'Alene campus to all students enrolled in accounting classes	Schedule & Location available at: <a href="http://www.lcsc.edu/business/accounting-tutor/">www.lcsc.edu/business/accounting-tutor/</a>
<b>Anatomy and Physiology Lab</b> open to all students	Sacajawea Hall 246 Schedule available at: <a href="http://www.lcsc.edu/science/tutoring/">www.lcsc.edu/science/tutoring/</a>
<b>Computers/Printing</b> available to all students <i>(printing costs vary)</i>	Library, SUB 202, printing kiosk near SUB Info Desk, Pi'amkinwaas
<b>Computer Science Lab</b> open to all students enrolled in computer science classes	Meriwether Lewis Hall 240 Schedule available at: <a href="http://www.lcsc.edu/science/tutoring/">www.lcsc.edu/science/tutoring/</a>
<b>Learning Resource Center</b> open to all Career & Technical students	Sam Glenn Complex 218A Schedule available at: <a href="http://www.lcsc.edu/career-technical-education/learning-resource-center/">www.lcsc.edu/career-technical-education/learning-resource-center/</a>
<b>Math and Science Tutoring Center</b> open to all students	Meriwether Lewis Hall 320 Schedule available at: <a href="http://www.lcsc.edu/science/tutoring/">www.lcsc.edu/science/tutoring/</a>
<b>Spanish Language Lab</b> available to students enrolled in Spanish classes	Library 172 Schedule available at: <a href="http://www.lcsc.edu/humanities/spanish/spanish-language-lab/">www.lcsc.edu/humanities/spanish/spanish-language-lab/</a>
<b>TRIO Student Support Services</b> must meet federal qualifications and complete an application for consideration	Reid Centennial Hall 211  <a href="http://www.lcsc.edu/student-support-services/">www.lcsc.edu/student-support-services/</a>
<b>Writing Center</b> available to all students	Library 172  Schedule available at: <a href="http://www.lcsc.edu/writing-center/">www.lcsc.edu/writing-center/</a>

### Services Available for Coeur d'Alene Students

Lab/Service	Phone	Location
<b>Accounting Tutor</b>	<a href="mailto:accountinglabceda@lcmail.lcsc.edu">accountinglabceda@lcmail.lcsc.edu</a>	Lee-Kildow Hall
<b>American Indian Services</b>	208-769-3365	Edminster Student Union Bldg, Rm 003
<b>Career Services</b>	208-769-7821	Edminster Student Union Bldg, 2 <sup>nd</sup> Floor
<b>Disability Student Services</b>	208-769-5947	Seiter Hall, Rm 100
<b>IT HelpDesk</b>	208-792-2231 or 1-800-527-2445	Harbor Center
<b>Library Services</b> Students may physically check out books from the NIC library; online library services are at LCSC library website	208-769-3355 <a href="http://www.lcsc.edu/library/">www.lcsc.edu/library/</a>	Molstead Library
<b>Online Writing Lab (OWL)</b>	<a href="mailto:writnglab@lcmail.lcsc.edu">writnglab@lcmail.lcsc.edu</a>	
<b>Student Computers</b>	208-666-6707	Harbor Center
<b>Student Health Services</b>	208-769-7818	Edminster Student Union Bldg, Rm 210
<b>Testing Center</b>	208-676-7203	Timber Hall
<b>Veteran Services</b>	208-666-8027	Edminster Student Union Bldg, Rm 004
<b>Writing Center</b>	208-769-3298	Lee Hall Annex, Rm 101

### FINANCIAL

#### ATM

We have ATMs available at the east entrance to the Activity Center and east entrance to the Student Union Building. Both ATM's take MasterCard, Visa, American Express, Plus and Quest.

#### Deadlines for Payment

It is important to be aware of the financial deadline dates to make the best use of your finances. Pay your fees in full, or sign a payment plan contract, by the fee payment deadline date to avoid late fees. For important deadlines go to [www.lcsc.edu/student-accounts/dates-deadlines/](http://www.lcsc.edu/student-accounts/dates-deadlines/).

## Direct Deposit

All LCSC students are encouraged to sign up for LC Direct Deposit in order to receive reimbursement in the most time and cost efficient manner.

LC Direct Deposit funds are deposited into your designated bank account the next business day from the automated email notification. Funds **cannot** be removed from your bank account, as per the terms and agreements of LC Direct Deposit, funds can only be deposited into your bank account.

### Easy sign up instructions:

Log-on to Warrior Web, (if you do not have a login, contact the helpdesk at X2231), select *Employee Menu*. Under *Financial Information* choose the **My Bank Information (U.S.)** link. Review and agree to the **Electronic Refund Information**, and complete the **My Bank Information (U.S.)** form.

## Financial Aid Appeals

In the event you need to appeal a decision concerning your financial aid you can find information at [www.lcsc.edu/financialaid/financial-aid-freddie/freddie-appeals/](http://www.lcsc.edu/financialaid/financial-aid-freddie/freddie-appeals/) or appeals forms at [www.lcsc.edu/financialaid/financial-aid-forms/](http://www.lcsc.edu/financialaid/financial-aid-forms/) under the appropriate year. Contact Financial Aid at 792-2224 if you have any questions concerning their process.

## Loans

If you apply for federal financial aid through the FAFSA, you may be offered loans as part of your financial aid package. A loan is money you can borrow, but must pay back. For more information about loans go to [www.lcsc.edu/financialaid/loans/](http://www.lcsc.edu/financialaid/loans/).

## Payment Options

Tuition, fees, housing and meal charges can be paid with **cash, check, money order, and credit/debit** cards at the Cashier's Window or mail your check to LCSC, c/o Controller's Office, 500 8th Avenue, Lewiston, ID 83501. You can also call the Cashier with your credit card or E-check information at (208) 792-2351.

Charges on your student account can also be paid with financial aid. Make sure your aid will post to your Student Account before the fee payment deadline or see if you need a Payment Plan Contract.

Log in to Warrior Web to "Make a Payment" with Electronic Check (E-check), American Express, Discover Card, MasterCard and Visa. Instructions on how to make payments online are provided below.

*PLEASE NOTE: A **non-refundable service fee of 2.5%** will be assessed, in addition to the amount you are paying, for **ALL credit and debit** card payments. There is **NO fee assessed to pay with E-Check** (electronic check).*

## Payment Plans

A payment plan may be available to students who do not have a delinquent account with the college and have not defaulted on any previous financial obligations incurred at the college. For more

information about payment plans go to [www.lcsc.edu/student-accounts/payment-options/payment-plans/](http://www.lcsc.edu/student-accounts/payment-options/payment-plans/).

### **Priority Deadline**

Students must meet the **March 1** deadline to be considered for priority financial aid such as grants, loans, work study, scholarships, and out-of-state scholarships.

### **Refunds**

The refund policy is subject to change without prior notice. Refunds are based on a 16-week semester for **Fall and Spring** terms, contingent upon payment in full of tuition and fees. Upon completion of the institutional withdrawal process, students are entitled to a refund of tuition and fees as established by the institution and federal regulations regarding Title IV federal financial aid. Failure to initiate and/or complete the institutional withdrawal process from college will result in zero refund. The Summer School refund policy is abbreviated due to the shortened length of individual sessions. For more information go to [www.lcsc.edu/student-accounts/refund-policy/](http://www.lcsc.edu/student-accounts/refund-policy/) including the refund schedule.

### **Residual Checks**

Financial aid and scholarship funding is awarded by the Financial Aid Office and disbursed by Student Accounts. If financial aid exceeds the amount of charges, residual funds are due to the student and can be processed by paper check or by electronic funds transfer to the student's bank account. **The aid disbursement before the term begins is limited to \$2500 for fall/spring semesters.** Remaining residual funds will be released after attendance has been confirmed.

### **SALT™**

Lewis-Clark State College has teamed up with SALT™, a new membership program, to help our students manage their money and student loans. Here's the best part - these services are being offered **free of charge**. For more information or to sign up go to [www.lcsc.edu/financialaid/salt/](http://www.lcsc.edu/financialaid/salt/).

### **Satisfactory Academic Progress (Financial Aid)**

Federal law says that you must be making "Satisfactory Academic Progress" (SAP) toward a degree for you to be eligible for and to receive federal financial aid funds. These standards apply to all periods of attendance, even periods when you did not receive financial aid. For more information go to [www.lcsc.edu/financialaid/satisfactory-academic-progress-policy/](http://www.lcsc.edu/financialaid/satisfactory-academic-progress-policy/).

### **Scholarships & Waivers**

LCSC provides access to a wide variety of institutional scholarships, out-of-state tuition scholarships/waivers and outside funding opportunities. Scholarships are available for various majors, minority students, first-year freshman and non-traditional students. For a full list of scholarships and waivers available go to [www.lcsc.edu/financialaid/scholarships-and-waivers/](http://www.lcsc.edu/financialaid/scholarships-and-waivers/).

### **Tuition & Fees**

LCSC charges students by the credit for part-time enrollment. Students enrolling in 12 - 19 credits are charged a flat rate for fall and spring semesters; there is no full-time rate for summer. Students

who are not Idaho residents will incur non-resident tuition when registering full-time. **Please review the [Tuition and Fee Schedule](#) for details.** For information about campus housing and meal rates please contact [Residence Life](#).

To help you navigate some of your financial questions go to [www.lcsc.edu/student-accounts/glossary-of-financial-terms/](http://www.lcsc.edu/student-accounts/glossary-of-financial-terms/).

For more information contact:

### **Financial Aid**

Reid Centennial Hall 114

208-792-2224

[www.lcsc.edu/financialaid/](http://www.lcsc.edu/financialaid/)

### **Student Accounts**

Administration Bldg 103

208-792-2202

[www.lcsc.edu/student-accounts/home/](http://www.lcsc.edu/student-accounts/home/)

## **SERVICES & RESOURCES**

*Business hours subject to change with campus closures or summer hours.*

<b>BLACKBOARD</b>	Sam Glenn Complex 214	792-2239
<a href="http://www.lcsc.edu/e-learning/students/blackboard-orientation">www.lcsc.edu/e-learning/students/blackboard-orientation</a> <a href="https://lcsc.blackboard.com/">https://lcsc.blackboard.com/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
Blackboard Learn is not just for students taking online classes. Students enrolled in hybrid classes complete up to 70% of their coursework in Blackboard, and lecture instructors may utilize several online elements as well. It is important to understand the basics of how Blackboard works. (See e-Learning Services)		
<b>BOOKSTORE</b>	Williams Conference Center	792-2242
<a href="http://www.bkstr.com/lewis-clarkstatestore/home/en">www.bkstr.com/lewis-clarkstatestore/home/en</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
The LCSC Bookstore has your textbooks, supplies, apparel, water bottles, backpacks, bags, gifts, collectibles, and much more.		

<b>CAREER ASSESSMENT/ COUNSELING</b>	Reid Centennial Hall 208	792-2313
<a href="http://www.lcsc.edu/careers/home/">www.lcsc.edu/careers/home/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>Career and Advising Services (CAS) is available to assist with many aspects of your college experience, from exploring a possible career direction to academic planning and the MyTrek process. We offer online tutorials on job applications, interviewing, resume building, and letters of reference. The CAS staff is available to assist students with on-campus and off-campus jobs through the Job Match program.</p>		
<b>CENTER FOR NEW DIRECTIONS</b>	Reid Centennial Hall 208	792-2313
<a href="http://www.lcsc.edu/cas/cnd/">www.lcsc.edu/cas/cnd/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>The Center for New Directions helps students and community members in transition to become personally and economically self-sufficient. We provide career and educational counseling to help individuals recognize their abilities and interests, set goals, solve problems, and find a positive life direction.</p>		
<b>CHARGING STATIONS</b>		
<p>Reid Centennial Hall, the Library, and Student Union Building have charging stations for electronics available to students.</p>		
<b>CHILDCARE - KinderCollege</b>	805 4th St, Lewiston	792-2254
<a href="http://www.lcsc.edu/kinder-college/">www.lcsc.edu/kinder-college/</a>		
Hours	Monday – Friday 6:30 a.m. – 6 p.m.	
	Saturday & Sunday Closed	
<p>Our childcare facility exists to provide quality child care to children of LCSC students, children of faculty/staff and to community members. The KinderCollege is licensed by the City of Lewiston to provide care for children six weeks to 6 years of age. See the website for rates.</p>		
<b>COUNSELING SERVICES</b>	Reid Centennial Hall 111	792-2211
<a href="http://www.lcsc.edu/student-counseling/">www.lcsc.edu/student-counseling/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>We provide a confidential place for students to come to discuss any issue or concern they may have ranging from homesickness and adjustment to college, or to other mental health or emotional concerns.</p>		

<b>DEGREES</b>		
<a href="http://www.lcsc.edu/degrees/">www.lcsc.edu/degrees/</a>		
Check out the list of over 180 degree programs available.		
<b>DISABILITY SERVICES</b>	Reid Centennial Hall 111	792-2211
<a href="http://www.lcsc.edu/disability-services/">www.lcsc.edu/disability-services/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
Students in need of disability related services should contact the Disability Services office before the start of each semester to assure accommodations can be in place for the start of the semester, or as soon as possible after the beginning of the semester.		
<b>e-LEARNING</b>	Sam Glenn Complex 214	792-2239
<a href="http://www.lcsc.edu/e-learning/">www.lcsc.edu/e-learning/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
Lewis-Clark State College offers alternative delivery methods of classroom instruction to students with time and geographic constraints: fully online courses, hybrid courses, and web-enhanced lecture classes. e-Learning Services facilitates the delivery of instruction for such courses. In addition, we provide administrative support of Blackboard, development of online and technology-enhanced courses, faculty and student services, technical support, and faculty training.		
<b>EMAIL/LCMAIL</b>	Sam Glenn Complex 112	792-2231
<a href="http://www.lcsc.edu/lcmail/">www.lcsc.edu/lcmail/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
LCMail is Lewis-Clark State College's student email system powered by Google. If you already have a Gmail account you will need to sign out before you can sign into your LCMail account. Your LCMail account email address is username@lcmail.lcsc.edu. If you are unsure of your username contact the Helpdesk. (See Helpdesk)		
<b>EVENTS</b>		
<a href="http://www.lcsc.edu/event-calendar">www.lcsc.edu/event-calendar</a>		
Check out the event calendar for a full list of campus events and activities or download the apps from <a href="http://www.lcsc.edu/orientation">www.lcsc.edu/orientation</a> .		
<b>FITNESS CENTER</b>	Activity Center	792-2366
<a href="http://lcwarriors.com/sports/2016/3/11/fitness-center.aspx?id=4">http://lcwarriors.com/sports/2016/3/11/fitness-center.aspx?id=4</a>		

Fall/Spring Hours	Monday – Thursday 5.45 a.m. – 10 p.m.	
	Friday 5:45 a.m. - 8 p.m.	
	Saturday 9 a.m. - 1p.m. & Sunday 12 p.m. - 4 p.m.	
Summer Hours	Monday – Thursday 5.45 a.m. – p.m.	
	Friday 5:45 a.m. - 6 p.m.	
	Saturday & Sunday Closed	
The hours during breaks or holidays will be limited or closed. You must present your WarriorOne card for access to the facilities.		
<b>FOOD SERVICES/ SODEXO</b>	Student Union Building	792-2244
<a href="http://www.lcsc.edu/sub/sodexo-food-services/">www.lcsc.edu/sub/sodexo-food-services/</a>		
Market Place Hours	Monday – Friday	Breakfast 7:30 a.m. - 10:30 a.m.
	Monday – Thursday	Lunch 11 a.m. - 1:30 p.m.
	Friday	Lunch 11 a.m. - 1 p.m.
	Monday - Friday	Dinner 5:30 p.m. - 7 p.m.
	Saturday - Sunday	Brunch 10:30 a.m. - 1 p.m.
		Dinner 5:30 p.m. - 7 p.m.
Jitterz	Monday – Friday 7 a.m. – 3:30 p.m.	
Doks	Monday – Friday 7 a.m. – 4 p.m.	
<b>Meal Plans</b>	<a href="https://lcsc.sodexomyway.com/shop/c/19">https://lcsc.sodexomyway.com/shop/c/19</a>	
Silver Block*	10 Meals @ the Marketplace	\$75 + tax
Gold Block*	25 Meals @ the Marketplace	\$170 + tax
Warrior Block*	60 Meals @ the Marketplace	\$370 + tax
*All meal plans expire at the end of the academic year.		
<i>Residence Hall students can find their meal plans at <a href="http://www.lcsc.edu/residence-life/rooms-rates-meal-plans/meal-plan/">www.lcsc.edu/residence-life/rooms-rates-meal-plans/meal-plan/</a></i>		
<b>HEALTH SERVICES</b>	Sam Glenn Complex 205	792-2251
<a href="http://www.lcsc.edu/student-health/">www.lcsc.edu/student-health/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m. (Clinic Hours Vary)	

	Saturday & Sunday Closed	
<p>All LCSC students, full and part-time, are eligible to utilize services at Student Health and Student Counseling Center. Clinical services at SHS include medical care for acute problems, preventative health visits, testing, immunization, care for pre-existing conditions and physical exams. If you require more specialized care, your clinician may refer you to a specialist in the local community for further evaluation and treatment.</p>		
<b>HELP DESK/ INFORMATION TECHNOLOGY</b>	Sam Glenn Complex 112	792-2231
<a href="http://www.lcsc.edu/it/for-students">www.lcsc.edu/it/for-students</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>The IT department offers the following services for students: LCMail and WarriorWeb support, assistance connecting to the open, non-secured wireless - LCSC-wlan.</p>		
<b>HOUSING/ RESIDENCE HALLS</b>	Talkington Hall Basement	792-2053
<a href="http://www.lcsc.edu/residence-life/">www.lcsc.edu/residence-life/</a>		
Off-Campus Housing <a href="http://www.lcsc.edu/residence-life/off-campus-rentals/">www.lcsc.edu/residence-life/off-campus-rentals/</a>		
Business Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>Lewis-Clark State College’s Residence Life program is dedicated to helping students make an easy transition from high school to college by creating an academically supportive on-campus community where ideas are shared, fun is had, and lifelong friendships are formed.</p>		
<b>ID CARDS</b>	Student Union Building Info Desk	792-2060
<a href="http://www.lcsc.edu/warrioronecard/">www.lcsc.edu/warrioronecard/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>Get your WarriorOne Card (student ID) at the Student Union Building Information Desk for free after you register for classes. We will activate your card automatically after your student fees are paid so you can join in the fun.</p>		
<b>JOB SEARCH/ CAREER SERVICES</b>	Reid Centennial Hall 208	792-2313
<a href="http://www.lcsc.edu/careers/">www.lcsc.edu/careers/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	

<p>Career and Advising Services (CAS) is available to assist with many aspects of your college experience, from exploring a possible career direction to academic planning and the MyTrek process. We offer online tutorials on job applications, interviewing, resume building, and letters of reference. The CAS staff is available to assist students with on-campus and off-campus jobs through the Job Match program.</p>		
<b>LCSC APPS</b>		
<a href="http://www.lcsc.edu/orientation">www.lcsc.edu/orientation</a>		
Find links to LCSC Event Calendar mobile app.		
<b>LIBRARY</b>		792-2396
<a href="http://www.lcsc.edu/library/">www.lcsc.edu/library/</a>		
Hours	Monday – Friday 7:30 a.m. – 10 p.m. Saturday 12 p.m. – 6 p.m. Sunday 12 p.m. – 10 p.m.	
<p>The library offers many exciting resources for you to utilize. The library has over 90,000 books including many pleasure reading books and new release DVDs. Our librarians can help you with your research when you make a reference appointment or get help 24/7 using the Ask-a Librarian Chat. You can also use one of our six study rooms, scan a document, print out class materials, chill on a yoga ball, or check out a laptop or a projector. Don't forget our online materials, including millions of articles, and lots of streaming video.</p>		
<b>LOST &amp; FOUND/SECURITY</b>	Meriwether Lewis Hall 110	792-2226
<a href="http://www.lcsc.edu/security/lost-and-found/">www.lcsc.edu/security/lost-and-found/</a>		
Hours	Monday – Friday 8 a.m. – 4:30 p.m. Saturday & Sunday Closed	
<p>Lewis-Clark State College Security Department maintains a lost and found to help reunite people with their possessions. We hold Items for 45 days and high value (\$100+) items for 90 days. Items not claimed in the allotted time will be donated to charity or destroyed.</p>		
<b>MAIL ROOM</b>	Sam Glenn Complex 120	792-2214
Hours	Monday – Friday 8 a.m. – 12 p.m. and 1 p.m. - 4:30 p.m. Saturday & Sunday Closed	
<p>You may purchase postage at the mail room in Sam Glenn Complex, lower level. They do not sell actual stamps, but they can weigh your envelope or package and provide postage for it. You can also pick-up packages if you live in the Residence Halls and receive a notice.</p>		
<b>NAME/ADDRESS CHANGES</b>	Reid Centennial Hall 108	792-2223
<a href="http://www.lcsc.edu/media/188505/Address-Namechangeform.pdf">www.lcsc.edu/media/188505/Address-Namechangeform.pdf</a>		

<b>PARKING PERMITS</b>	Meriwether Lewis Hall 110	792-2226
<a href="http://www.lcsc.edu/security/parking/">www.lcsc.edu/security/parking/</a>		
Hours	Monday – Friday 8 a.m. – 4:30 p.m.	
	Saturday & Sunday Closed	
Please be advised that our parking permits are <b>not</b> considered valid when used in area surrounding campus which are marked with signs that indicate “Residential Parking Only”. These areas are reserved for residential homeowner parking and are patrolled by the City of Lewiston. Parking permits are \$5 for currently enrolled students.		
<b>PETITION</b>	Reid Centennial Hall 102	792-2223
<a href="http://www.lcsc.edu/registrar/petitioning-withdrawing">www.lcsc.edu/registrar/petitioning-withdrawing</a>		
Students seeking exceptions to College policy must submit a petition form and supporting documents to the Registrar’s Office (RCH 102) for review by the Petition Committee. The committee meets the 2nd and 4th week of each month. Petitions must be turned in before 5 p.m. on Monday of the 2nd and 4th week of the month in order to be reviewed at that week’s meeting. Students are welcome to attend petition committee meetings to discuss their case; anyone wishing to attend a meeting must contact the Registrar.		
<b>READ&amp;WRITE™</b>	Reid Centennial Hall 111	792-2211
<a href="http://www.lcsc.edu/disability-services/readwrite/">www.lcsc.edu/disability-services/readwrite/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
LCSC students, faculty and staff have FREE access to Read&Write™, an award-winning literacy software tool that can help students improve reading, writing, research and study skills. Read&Write™ also has a variety of tools that benefit the English Language Learner who may struggle with reading fluency, comprehension, and word pronunciation.		
<b>SAFETY ESCORT</b>	Meriwether Lewis Hall 110	792-2226
<a href="http://www.lcsc.edu/security/campus-security-escorts/">www.lcsc.edu/security/campus-security-escorts/</a>		Mobile Phone 792-2815
Hours	Monday – Friday 8 a.m. – 4:30 p.m.	
	Saturday & Sunday Closed	
If you need us to walk you to your car, residence hall, or to another campus building, contact the on-duty security officer.		
<b>SECURITY</b>	Meriwether Lewis Hall 110	792-2226
<a href="http://www.lcsc.edu/security/">www.lcsc.edu/security/</a>		Mobile Phone 792-2815
Hours	Monday – Friday 8 a.m. – 4:30 p.m.	
	Saturday & Sunday Closed, but a security officer is on duty 24/7.	

The Campus Security Department is responsible for enforcement of policies, rules, and regulations set forth by the State of Idaho, Idaho State Board of Education, and Lewis-Clark State College. The department is staffed by trained officers with experience in security and law enforcement. We are here to help you so please contact us if you have security concerns or need an escort to your car, residence hall, or another campus building. For the Security annual Clery Report visit [www.lcsc.edu/security/crime-awareness/](http://www.lcsc.edu/security/crime-awareness/).

<b>STUDENT ACTIVITIES</b>	Student Union Building 208	792-2256
<a href="http://www.lcsc.edu/student-activities/">www.lcsc.edu/student-activities/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
Lewis-Clark State College can be one of the best experiences in your life. Part of what makes that happen are the experiences you have and the people you meet during your college years. LCSC is committed to providing you with the opportunity to network with other students and enjoy an enriching campus life. Student clubs and organizations provide a means of getting to know other students and help develop skills.		
<b>STUDENT EMPLOYMENT</b>		
<b>Financial Aid</b>	Reid Centennial Hall 110	792-2224
<a href="http://www.lcsc.edu/financialaid/work-study/">www.lcsc.edu/financialaid/work-study/</a>		
<b>Career &amp; Advising Services</b>	Reid Centennial Hall 208	792-2313
<a href="http://www.lcsc.edu/cas/">www.lcsc.edu/cas/</a>		
<b>Work Scholars Program</b>	Administration Building 10	792-2084
<a href="http://www.lcsc.edu/work-scholars/">www.lcsc.edu/work-scholars/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
Lewis-Clark State College offers various opportunities for on-campus employment. You do not need to be eligible for financial aid to work on-campus.		
<b>STUDENT GRIEVANCE</b>	Reid Centennial Hall 112	792-2218
<a href="http://www.lcsc.edu/student-affairs/student-complaints/">www.lcsc.edu/student-affairs/student-complaints/</a>		
Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
Lewis-Clark State College is committed to helping you be successful during your time here. LCSC provides grievance procedures for students on various issues.		
<b>STUDENT SUPPORT NETWORK</b>	Reid Centennial Hall 111	792-2211
<a href="http://www.lcsc.edu/student-counseling/student-support-network/">www.lcsc.edu/student-counseling/student-support-network/</a>		

Hours	Monday – Friday 8 a.m. – 5 p.m.	
	Saturday & Sunday Closed	
<p>Student Support Network (SSN) six-week training program gives you the skills to help friends in crisis. We discuss mental and emotional health, warning signs of a friend who’s struggling, how to talk about issues, plus resources—and getting a friend to connect with those. We practice situations with role-playing and visualization in order to build your ability to respond effectively when the real thing happens.</p>		

**STUDENT SUPPORT SERVICES/TRiO**

Reid Centennial Hall 215

792-2300

[www.lcsc.edu/student-support-services/](http://www.lcsc.edu/student-support-services/)

Hours  
Monday – Friday 8 a.m. – 5 p.m.  
Saturday & Sunday Closed

TRIO Student Support Services (SSS) programs are designed to support students from disadvantaged backgrounds. Different services are offered by eight types of TRIO programs nationwide through the U.S. Department of Education. The Student Support Services program at Lewis-Clark State College is a program to help students. All TRIO programs serve first-generation, low-income and disabled students along the pipeline from middle school through graduate school. The SSS program at LCSC serves college students enrolled at the institution and who are accepted in this program.

**STUDY-AWAY**

Reid Centennial Hall 23

792-2177

[www.lcsc.edu/study-away/](http://www.lcsc.edu/study-away/)

Hours  
Monday – Friday 8 a.m. – 5 p.m.  
Saturday & Sunday Closed

Whether you want to spend a summer, semester or year in another state or another country, we have many volunteer options and academic programs for you!

**TESTING CENTER**

Library 161

792-2100

[www.lcsc.edu/testing-center/](http://www.lcsc.edu/testing-center/)

See website for hours and tests.

**TEXT MESSAGING SERVICE**

Lewis-Clark State College has partnered with Regroup.com to provide emergency messaging and alerts on college closings, delays, and other important notifications. LCSC uses Regroup’s one-click communications platform as an emergency notification service to broadcast alerts to students, staff and faculty. Students are automatically enrolled for this emergency notification system.

The Coeur d’Alene campus partners with NIC with Cardinal Contact to keep students informed of emergencies, students are encouraged to sign up for Cardinal Contact at <https://communitycontact.bbcportal.com>.

**VACCINATIONS**

Sam Glenn Complex 205

792-2251

[www.lcsc.edu/student-health/vaccines/](http://www.lcsc.edu/student-health/vaccines/)

Hours  
Monday – Friday 8 a.m. – 5 p.m.  
Saturday & Sunday Closed

Lewis-Clark State College does not require proof of vaccination as a condition of admission or enrollment. Students in certain instructional programs or who may participate in specific activities (e.g., overseas travel) may be required to provide a vaccination record as a condition of participation. However, LCSC encourages students to have some vaccinations. A list can be found on the website.

**VENDING MACHINES**

Available throughout campus, the vending machines in the following buildings allow you to use your WarriorOne card for purchases: SUB, Clark Hall, Sam Glenn Complex, Library, Meriwether Lewis Hall, Administration Building, Sacajawea Hall, Talkington Hall, Clearwater Hall, and Thomas Jefferson Hall.

**VETERAN'S ADVISING & SERVICES**

Reid Centennial Hall 214

792-2812

Hours  
Monday – Friday 8 a.m. – 5 p.m.  
Saturday & Sunday Closed

If a student thinks they may be eligible for VA educational benefits as a veteran, a dependent of a veteran, a guardsman or a reservist this office can help!

**WARRIORS STEP-UP PROGRAM**

Reid Centennial Hall 111

792-2211

[www.lcsc.edu/student-counseling/lcsc-step-up/](http://www.lcsc.edu/student-counseling/lcsc-step-up/)

Hours  
Monday – Friday 8 a.m. – 5 p.m.  
Saturday & Sunday Closed

Have you ever been concerned about a situation and wanted to help, but didn't? You're not alone. This situation is more common than you might think, and is known as the bystander effect. That's why the Step UP! Bystander Intervention Program was created. Step Up! is a comprehensive bystander intervention program that teaches you five decision-making steps, strategies for effective helping, S.E.E. model: Safe, Early, Effective, warning signs, action steps, and resources. Check out our website to learn more.

**WARRIORWEB**

Sam Glenn Complex 112

792-2231

[www.lcsc.edu/warriorweb/](http://www.lcsc.edu/warriorweb/)

Hours  
Monday – Friday 8 a.m. – 5 p.m.  
Saturday & Sunday Closed

WarriorWeb is your source for online student records and course information. With WarriorWeb, you can search and register for classes, print your schedule, plan the courses you need to complete your degree, determine your financial aid status, check your grades, view your academic transcript, and much more.

**WORK-SCHOLARS**

Administration Building 10

792-2084

[www.lcsc.edu/work-scholars/](http://www.lcsc.edu/work-scholars/)**Hours**

Monday – Friday 8 a.m. – 5 p.m.

Saturday &amp; Sunday Closed

LC Work Scholars provides students the opportunity to acquire professional skills and gain experience while offsetting the need to rely on student loans and offering a pathway to employment after graduation.

**STUDENT RESPONSIBILITIES****Individual Rights**

Students have the right to exercise their full rights as citizens without interference or fear of college disciplinary action.

**Discrimination**

Students have the right to be free from unlawful discrimination in college programs and activities. Affirmative action policies designed to eliminate discriminatory practices have been instituted. The college will not exclude any person from participating in its programs or activities on the basis of race, color, national origin, religion, sex, sexual orientation and gender identity, age, veteran status, or disability. Incidents of alleged discrimination committed by one student toward another fall under the provisions of the Student Code of Conduct (Vice President for Student Affairs). Incidents which involve alleged discrimination of a student by a member of the college staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resources).

**Sexual Harassment and Hostile Environment**

*Sexual Harassment* can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Consistent with the law, this policy prohibits two types of sexual harassment:

- **Tangible Employment or Educational Action**

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a college activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a college program or activity. Generally, perpetrators will be agents or employees with some authority from the college.

- Hostile Environment ([www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 3.110)

### **Racial Harassment**

Students have the right to be free from unlawful racial harassment on college property and off college property during a College-related activity. Lewis-Clark State College will not tolerate racial harassment. Incidents of alleged racial harassment committed by one LCSC student toward another fall under the provisions of the Student Code of Conduct (Vice President for Student Affairs). Incidents which involve alleged racial harassment of a student by a member of the college staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resources). See definition of 'Harassment' under Student Code of Conduct.

### **Academic Affairs**

Students have the responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and ultimately for meeting the requirements for his/her degree. The college will provide advisors to assist students in academic planning, but students are responsible for obtaining copies of appropriate academic bulletins and being thoroughly familiar with all academic requirements which must be met for a degree. Students also have the responsibility to take advantage of the educational opportunities presented by the college, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the college community.

Students have the right to have college classes conducted under the following provisions:

- Faculty will clearly state course outcomes/goals, assignments/testing, and grading which should be in alignment with the course intention (or purpose) and academic level.
- Faculty will plan and regulate class time with an awareness of its value for every student.
- Faculty will be available to students and will announce and maintain regular office hours.
- Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
- Faculty will strive to generate respect and understanding for academic freedom by students.
- Faculty will strive to create an environment in which students may raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
- Faculty will be sensitive to students' personal or political beliefs expressed in a private manner in connection with coursework.
- Faculty will protect student information, such as grades and class standing in accordance with FERPA.

### **Student Affairs**

Students have the right to a clear statement of their basic rights, responsibilities and Student Code of Conduct. They have the right to assist in formulating college policy through representation on various college committees. Students also have the right to be represented by a student government. Other student rights and responsibilities outside the classroom include:

- Students may form, join, and participate in groups which promote the common intellectual, religious, social, economic, political, recreational or cultural life of campus. The college believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.
- A student group may be authorized to use college facilities if its officers and a majority of its members are currently enrolled at Lewis-Clark State College.
- Students and student groups are free to engage in peaceful and orderly protests and demonstrations which do not disrupt functions of the college, subject to reasonable assumptions concerning time, place, and manner. In all cases the educational purpose and process of the college must not be disrupted by protests and demonstrations.
- Students who publish student publications under college auspices have the right to be free from unlawful censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Student editors and managers may not be removed because of general faculty, administrative, student or public disapproval. They may be suspended or removed from their positions for proper cause by the committee responsible for their appointment.
- Students who publish student publications which are not sponsored or financially supported by the college may distribute the publications to students on college property subject to reasonable assumptions concerning time, place, and manner of distribution, but may not have protection of social or legal consequences of libel, indecency, undocumented allegations, attacks on personal integrity, or techniques of harassment and innuendo.
- Students have the right to access educational records maintained by the college. The students may review their own records and challenge the accuracy of the records. Educational records are maintained on a confidential basis. Only those college employees with a legitimate need to know have access to student educational records. For further information see the full policy on student records at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 1.117.

## **POLICY & PROCEDURE**

### **Administrative/Involuntary Withdrawal Policy**

This allows for administration to withdraw students from classes if the College determines that the conduct, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the College. For further information see the full policy at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.301.

### **Appropriate Use of Technology**

Lewis-Clark State College provides a computer lab in the Student Union Building for students to use while pursuing their studies. There are also computers available in designated open spaces, such as Jitterz Coffee Shop. In addition, students may use the college's secure wireless network which is available in every building on campus, and several outdoor areas.

The college gladly provides technology to enhance and support students' educational pursuits. However, there are guidelines governing the use of technology. Students are expected to strictly abide by the guidelines. For further information see the full policy at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 1.202.

### **Drug & Alcohol Policy**

In addition to local, state, and federal sanctions, LCSC will impose sanctions for violation of the drug/alcohol policy. Students found in violation of these standards of conduct shall be subject to disciplinary action including, but not limited to: warnings, probation, suspension, expulsion, community service, fines, restitution, administrative fees, special sanctions as appropriate (e.g. required counseling, letters of apology, etc.), and referral for prosecution.

### **Drug-Free Schools and Communities Act**

LCSC maintains an ongoing substance abuse prevention program that currently consists of educational, early intervention, enforcement, and environmental strategies in compliance with the Education Department General Administrative Regulations (EDGAR) Part 86 mandate to provide an "alcohol and other drug" (AOD) prevention program to the campus community. In addition, the college publishes a biennial report that includes an assessment of its AOD prevention programs as well as institutional data on AOD policy violations. For more information [www.lcsc.edu/student-counseling/substance-abuse-assistance/drug-free-schools-community-act/](http://www.lcsc.edu/student-counseling/substance-abuse-assistance/drug-free-schools-community-act/) or contact 208-792-2211.

### **Faculty/Staff Handbook**

The Lewis-Clark State College Faculty/Staff Handbook provides the college community with a written record of approved and current policies. These policies are written expressions of philosophy and direction, established to provide guidance and assistance to the administration and college constituencies in the conduct of College affairs, this can be found at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/).

### **Health Insurance Policy**

LCSC no longer requires all students to have health insurance for full-time enrollment; however, it is strongly recommended.

If you participate in one of the following programs, you will be required to have current health

insurance and asked to provide proof as a condition of enrollment or participation to your division.

- International Student
- Varsity Athletic
- Nursing or Radiographic Science Programs

LCSC does not offer a student health insurance plan. If you need assistance finding a health care plan that meets your needs or for more information visit [www.lcsc.edu/student-health/](http://www.lcsc.edu/student-health/) or contact Student Health Services at 208-792-2251.

### **Sex Offender Policy**

- **Notification:** Idaho law requires that registered sex offenders notify the state police when they intend to work and/or study within an area under the state police's jurisdiction. Upon notification of enrollment or employment of a registered sex offender, the Idaho State Police will, in turn, notify the Lewis-Clark State College Security Department. The Security Office will verify records to determine if the offender is a registered student or a college employee and/or communicate the offender status to the Vice President for Finance and Administration, Vice President for Student Affairs, Directors of Human Resource Services and Residence Life, and Director of KinderCollege (child care).
- **Student Sex Offender Responsibility:** Idaho Sexual Offender Registration requires that, within two working days of enrollment, the student must notify the sheriff for the county where the person resides of intent to attend the college. The student must disclose sex offender status to Residence Life when applying for campus housing. LCSC requires that an enrolled college student must notify the Director of Security within two working days of their status as a sex offender.
- **Employee Sex Offender Responsibility:** Idaho law requires that a prospective college employee must notify the sheriff for the county where the employee resides of the intent to accept a position at the college within two working days of employment. LCSC requires that a college employee must notify the Department of Human Resource Services of his/her status as a sex offender within two working days of accepted employment.

### **Social Media**

The use of social media is prevalent among college students to foster social networks and to stay informed about campus events and activities. Students are reminded that social media can be visible by many people including those that were not intended to see it. Potential employers, job screening committees, and even law enforcement use social media to supplement background or reference checks, and to assist with official investigations. You are responsible for what you post on your own site and on the sites of others. Be sure that what you post today will not come back as an issue for you in the future.

### **Student Grievance Policy**

The general student grievance policy outlines the process students follow to file a formal grievance about a particular aspect of their educational experience. This policy/procedure is intended to eliminate potential confusion on the part of students, members of the campus community, and

external groups as to which grievance process students follow in any given situation. For more information go to [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.312.

### **Student Medical Amnesty Policy**

Alcohol and drug overdose can cause serious and life threatening medical emergencies. LCSC students may encounter these types of emergencies while at LCSC. Due to fear of the consequences, students are often afraid to seek emergency assistance for fellow students in trouble. To encourage students to seek emergency care LCSC has implemented the Student Medical Amnesty Policy. For more information go to [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.315.

### **Surveillance Camera Policy**

Lewis-Clark State College uses surveillance cameras at certain locations to enhance the safety and security of students, employees, and property, while protecting an individual's rights to privacy. The primary intent of this policy is to deter unlawful behavior. For more information on this policy go to [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 4.118.

## **STUDENT CODE OF CONDUCT**

### **I. Preamble**

The following policies are designed for the general well-being of all members of the College community. Violations of the Student Code of Conduct may result in remedial action against the student violator and in sanctions being imposed as hereinafter provided. The Student Code of Conduct is also in effect off-campus when students are in attendance at a function sponsored by the College, Associated Student Body or other college-affiliated groups, if the offense constitutes a violation of Title IX, or if students are otherwise participating in a college sponsored activity including sporting events and home stay. These could include dances, social events, club activities, athletic events, educational pursuits, internships, trips, or other College related experiences. The Student Code of Conduct also applies to students in non-credit educational programs and courses.

The Student Code of Conduct may also be applied to off-campus student behavior even when such behavior does not occur at or with a college-affiliated function, activity or group and does not constitute a violation of Title IX when the administration determines in its discretion that the off-campus conduct affects a substantial school/college interest. A substantial school/college interest is defined to include:

1. Any action that could constitute a criminal offense as defined by federal or state law. This includes, but is not limited to, allegations of single or repeat violations of any local, state or federal law in the municipality where the school/college is located;
2. Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
3. Any situation that significantly disrupts the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.

\*Adapted from Penn State University/ATIXA

Updates to the Student Code of Conduct are posted on the Vice President for Student Affairs website [www.lcsc.edu/student-affairs/student-code-of-conduct/](http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

## **II. Title IX Violations, Campus SaVE, VAWA and Clery Acts**

“Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.” (Source: U.S. Department of Education Office of Civil Rights, Dear Colleague Letter, April 4, 2011). Consistent with the Campus SaVE Act and Clery Act Lewis-Clark State College prohibits domestic violence, dating violence, sexual assault, and stalking. Educational and awareness programs are offered routinely to generate awareness of these issues. Training programs and publications inform people how to report incidents of sexual misconduct as well as how to implement safe and positive interventions on behalf of victims and potential victims.

Students are advised that acts of sexual discrimination, sexual harassment, and sexual violence represent violations of the LCSC Code of Conduct even when they occur off campus and even if such acts do not constitute Title IX violations.

Inquiries concerning Title IX may be directed to the Title IX Coordinator:

Title IX Coordinator  
208-792- 2689  
[titleix@lcsc.edu](mailto:titleix@lcsc.edu)

Students who believe they are victims of sexual misconduct are encouraged to report same to any campus official immediately. Similarly, students who believe they have witnessed or otherwise know of a case of sexual misconduct should report it to a campus official. Specifically, students may file such reports to:

Vice President for Student Affairs  
208-792-2218  
[studentaffairs@lcsc.edu](mailto:studentaffairs@lcsc.edu)

Title IX Coordinator  
208-792- 2689  
[titleIX@lcsc.edu](mailto:titleIX@lcsc.edu)

Director of Human Resource Services  
208-792-2269  
[hr@lcsc.edu](mailto:hr@lcsc.edu)

Director, Campus Security  
208-792-2226  
[security@lcsc.edu](mailto:security@lcsc.edu)

Head Athletic Trainer  
208-792-2000

Coeur d'Alene Center  
208-666-6707  
Coeur d'Alene, Idaho

Reports may be filed confidentially. Students filing complaints requesting anonymity will be apprised of the potential limitations of the student judicial process when such requests are granted and, the granting of those requests may not be guaranteed if the safety of the campus community is deemed at risk.

If school officials know or reasonably should know about possible sexual harassment or sexual violence, a report must be filed. An investigation may occur when requested by the individual reporting the incident or at the victim's request. If the victim requests an investigation not occur, school officials will determine and explain the greater impact to campus, limitations in resolution, and other resources available to the victim. In some cases, school officials may need to proceed with an investigation regardless of the victim's desires if the misconduct involved a minor, if a weapon was involved, or if the incident presents a greater risk to safety for the rest of campus. If such situations exist, school officials will inform the reporter and/or victim and will provide as much privacy and confidentiality as possible.

Complainants in such cases will be apprised of the estimated timeframe in which investigation procedures and student disciplinary proceedings will occur. Generally, from the time a report is received until a final decision has been rendered (e.g., sanctions have been imposed), the process may take up to 60 calendar days (this does not include appeals). Circumstances surrounding an individual case may require the process to take longer.

If a member of the campus community believes that the college has not complied with the provisions of Title IX, he/she may file a complaint by contacting the Office of Civil Rights at **1-800-421-3481** or [www2.ed.gov/about/offices/list/ocr/docs/howto.html](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html).

### **III. Prohibited Conduct**

The following list describes conduct which detracts from the effectiveness of the College community and which is therefore prohibited and subject to disciplinary sanctions:

#### **1. Academic Dishonesty**

Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by

a student must represent one's own ideas, concepts and current understanding. Academic Dishonesty includes:

- A. **Cheating** - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.
- B. **Fabrication** - intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.
- C. **Collusion facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to commit an act of Academic Dishonesty.
- D. **Plagiarism** - the deliberate adoption or reproduction of ideas or words or statement of another person as one's own without acknowledgment.

The sanctions imposed for a violation of this section of the Code are independent of, and in addition to, any adverse academic evaluation which results from the student's conduct. The course instructor is responsible for academic evaluation of a student's work and shall make that evaluation without regard to any disciplinary action which may or may not be taken against a student under the Student Code of Conduct.

## 2. **Alcoholic Beverages**

- A. The Idaho law states that it is illegal to sell, serve or furnish beer, wine or other alcoholic beverages or intoxicating liquor to a person under 21 years of age. It is illegal for any person under 21 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor. Illegal possession or consumption of alcoholic beverages (beer, wine, liquor or other beverage which is controlled as an alcoholic beverage under Idaho law) is prohibited in college or college-owned, leased or operated facilities and on campus grounds.
- B. Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. Public areas include, but are not limited to, lounges, college union buildings, recreation rooms, conference rooms, athletic/student facilities and other public areas of college-owned buildings or grounds. Students aged 21 and over may possess alcohol in their residence hall rooms subject to residence hall policies.
- C. Sale of alcoholic beverages is prohibited in College-owned, leased or operated facilities and on campus grounds.
- D. Guests and visitors shall observe these regulations while on campus or other College property. Non-compliance may subject a person to sanctions imposed by the College as well as to the provisions of local and state law.

E. For LCSC sponsored events which are open to the campus community and at which alcohol will be present, the sponsor will work with the Vice President for Student Affairs and the appropriate instructional dean to assure adherence to this policy. The following information will need to be provided to assure adherence:

- 1) Names and ages of individuals designated as bartenders or servers to check identification;
- 2) Means to inform participants of applicable state and federal laws regarding alcohol consumption;
- 3) Non-alcoholic beverages and food consumption; and
- 4) Designated driver program

F. No social event shall include any form of drinking contest in its activities or promotion.

### **3. Non-Smoking Policy and Building Access**

By Executive Order Number 92-2 of the Governor of Idaho, smoking tobacco or similar substances is not allowed inside any College-owned or operated building. To provide building access which is smoke-free, while still accommodating those who elect to smoke, the campus has established designated smoking areas on the outer parking lots of the campus. Smoking within the campus grounds, around or in buildings, or anyplace other than a designated smoking area is considered a violation of the Student Code of Conduct. A map of the designated smoking areas may be found at the following web site: [www.lcsc.edu/media/1559505/Campus-Map.pdf](http://www.lcsc.edu/media/1559505/Campus-Map.pdf).

### **4. Drugs**

Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor's prescription is prohibited on College-owned or controlled property (as that term is herein and hereafter used, College-owned or controlled property includes student housing owned by or rented through the College), or at any College-sponsored or supervised function (See campus policy on Alcohol and Drug abuse, and rules on sanctions for alcohol and drug abuse; [www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/](http://www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/)).

### **5. Falsification of College Records**

The willful falsification of official records or documents or the submission of records or documents to the College with knowledge of their falsity is prohibited. Falsification of records or documents includes but is not limited to the following: the forging or alteration of, or the knowing use of false or inaccurate registration documents, documents submitted in support of residency determinations, transcripts, fee receipts, identification cards, meal tickets, parking decals, financial aid forms, and ASLCSC forms or documents.

**6. Threats of Harm or Actual Harm to a Person's Physical or Mental Health or Safety**  
Threats of harm or actual harm to a person's physical or mental health or safety are prohibited. Such conduct includes, but is not limited to:

- A. Physical violence of any nature against any person, Physical violence includes, but is not limited to, (1) fighting; (2) assault; (3) battery; (4) the use of a knife, gun, or other weapon except in reasonable self-defense; (5) physical abuse; (6) restraining or transporting someone against his/her will; or (7) any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- B. Persistent or severe, verbal abuse, threats, intimidation, harassment, coercion, bullying, derogatory comments, vandalism, or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm. A single instance may be considered severe enough to merit sanctions.
- C. Hazing, which includes, but is not limited to, any action or participation in any activity that (1) causes or intends to cause physical or mental discomfort or distress, (2) may demean any person, regardless of location, intent or consent of participants, or (3) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are also violations of this rule.
- D. Sexual misconduct, which is a broad term encompassing any non-consensual contact of a sexual nature. Consent is informed, freely given, and mutually understood.

Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats and/or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether one has taken advantage of a position of influence over another may be a factor in determining consent. Consent to any one form of sexual activity does not imply consent to any other form of sexual activity.

Sexual misconduct may vary in severity, and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited unwelcome sexual conduct:

- 1) Unwelcome sexual contact. This includes, but is not limited to:
  - a) touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same);

- b) touching an unwilling or non-consensual person with one's own intimate parts;
  - c) forcing an unwilling or non-consensual person to touch another's intimate parts;
  - d) indecent exposure, which includes, but is not limited to, exposing one's own intimate parts to an unwilling or non-consensual person; and
  - e) voyeurism, which includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio, video, or photographic record of another person without his/her prior knowledge and without his/her prior consent when such a recording is likely to cause injury or distress to the other person, or involves the other person's intimate parts or sexual conduct.
- 2) Sexual violence, which refers to physical sexual acts perpetrated against another person's will or where another person is incapable of giving consent or is incapacitated. This includes, but is not limited to,
- a) rape, which includes, but is not limited to, the unwilling or non-consensual penetration of another person's bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another person's mental or physical condition (such as intoxication, age, or disability) of which the assailant was aware or should have been aware;
  - b) sexual assault, which is the attempt to perform any of the acts described in the immediately preceding paragraph;

All acts of sexual violence, domestic/dating violence, and stalking are also forms of sexual harassment.

- 3) Sexual harassment, which is defined as unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct or communication of a sexual nature when:
- a) Submission to or rejection of such conduct or communication is a term or condition of educational benefits, employment, academic evaluations, or other opportunities;
  - b) Submission to such conduct or communication has the purpose or effect of substantially interfering with a student's education or participation on campus;
  - c) Such conduct is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile or offensive educational environment or negatively affecting a student's educational opportunities. A single instance may be considered severe enough to merit sanctions.

- E. Gender-based and sexual orientation harassment, which is defined as any act of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex, sex-stereotyping, gender, or gender-stereotyping, even if those acts do not involve conduct of a sexual nature.
- F. Stalking, which includes, but is not limited to, the persistent, severe, or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested. This may include, but is not limited to, repeatedly contacting another person through any means (such as in person or by phone, electronic means, text messaging, etc.), following another person, or having others contact or follow another person on your behalf. A single instance may be considered severe enough to merit sanctions.
- G. Domestic/Dating abuse, which may include the use of physical, sexual, verbal, emotional, or technological abuse, or similar behaviors intended to control a partner, to harm, threaten, intimidate, or control another person in a relationship of a romantic or intimate nature, regardless of whether that relationship is continuing or has concluded or the number of interactions between the individuals involved.

## **7. Discrimination and Retaliation**

Lewis -Clark State College prohibits:

- A. Discrimination, which includes conduct that violates the State Board of Education's or the College's nondiscrimination and antidiscrimination policies.
- B. Retaliation, which includes conduct that intimidates, interferes with, threatens, coerces, or otherwise discriminates against any individual because that individual opposes or reports a perceived wrongdoing, inequity, or violation of law or College policy, files a complaint alleging illegal or prohibited discrimination, participates in a grievance or appeals procedure, or participates in dispute resolution.

## **8. Lewd or Indecent Conduct**

Lewd or indecent conduct, as prohibited by city and/or state laws and ordinances which occurred on College-owned or controlled property or while the violator is attending or participating in a College-sponsored event or activity, is prohibited.

## **9. Illegal Entry**

Any unauthorized or forcible entry, whether actual or attempted, into any facility or building located on College-owned or controlled property is prohibited.

## **10. Campus Disorders and Disruptions**

Members of the College community have the right to lawful freedom of movement on campus; the lawful use of property, facilities or parts of the College; and to lawfully ingress to and egress from the College's physical facilities. Violations of these rights of the College community with intent by: physically hindering entrance to, exit from, or normal use of any College facility or part thereof; remaining in any College building after being advised

by an appropriate delegate of the President that the building is closed for business; interfering, through harassment, with the College's operation (this may include the use of noise making or amplifying devices); interfering with reasonable use of College driveways, parking lots or sidewalks; disruptively interfering with authorized events on property owned or controlled by the College or in College facilities; or intentionally interfering with College officials and instructors in the lawful conduct of their duties is prohibited.

#### **11. Disruption of the Classroom**

Disruption of the classroom is prohibited. Each faculty member controls the direction of education in the classroom setting. The educational atmosphere is the heart and purpose of higher education. Students have the obligation to respect the educational rights of others as they seek to maximize their learning. Faculty have the right to utilize whatever methods they deem appropriate to ensure the quality of the educational atmosphere. This includes, but is not limited to, requesting an investigation of disruptive classroom behavior under the Student Code of Conduct see "Classroom Infractions" section.

#### **12. Disobeying or Deceiving College Officials**

Students must obey the reasonable requests of College officials including but not limited to security officers, residence hall administrators and residence hall assistants in the performance of their duties.

Students may not provide College officials with false identification or false information while officials are in performance of their duties. Providing false information constitutes a violation of the Student Code of Conduct.

#### **13. Theft**

Theft or the conversion of College property or the theft or conversion of the property of another, which occurs on College-owned or controlled property is prohibited.

#### **14. Destruction or Damage of Property**

Vandalism (willful or malicious damage, destruction or defacement) of College-owned or controlled property or vandalism of property belonging to others which occurs on College-owned or controlled property or while the violator is attending or participating in a College-sponsored event or activity is prohibited. This also applies to students participating in the LCSC home stay program. Preventable accidental damage may also be considered a violation of the Student Code of Conduct on a case by case basis.

#### **15. Fire Regulations and Equipment**

Smoking in unauthorized areas, the setting or building of fires upon property owned or controlled by the College without proper authorization, removal or tampering with fire equipment or fire alarm systems on College-owned or controlled property, or failure to vacate College buildings promptly when fire alarms sound is prohibited.

#### **16. Gambling**

Gambling as prohibited by city and/or state laws and ordinances is prohibited on College-owned or controlled property.

### **17. Firearms and Dangerous Weapons**

Possession of firearms on college-owned or college-controlled property, except as expressly authorized by Idaho Code, section 18-3309(2), State Board of Education Policy V.L., and LCSC Policy 4.123, is prohibited. The college will provide safe storage of firearms for students who live in housing managed by the college or other students upon request.

Possession of illegal weapons, explosives, chemical, or incendiary devices, except as expressly authorized by law or institutional policy, is prohibited on college-owned or college-controlled property.

Students in violation of this provision of the student code will be subject to college-based disciplinary action and, depending upon the nature of the infraction, may be referred to local law enforcement.

### **18. Group Offenses**

Living organizations, clubs and similarly organized groups are responsible for compliance with College regulations. Upon satisfactory proof that a group encourages, or did not take satisfactory steps to prevent violations of College regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation, or other action.

### **19. National City/State Laws**

Violation of any United States Federal law, State of Idaho law or City of Lewiston ordinance which occurs on College-owned or controlled property or while the violator is participating or attending a College-sponsored event or activity is in violation of this Code. Additionally, off-campus or non-College related criminal activity is in violation of this Code when it affects a substantial school/ college interest as defined above in the Preamble.

### **20. Accessories**

A person is in violation of this Code if he or she intentionally aids or abets another in the commission of any offense mentioned in this Code. Abuse of the Student Code, including but not limited to:

- A. Failure to obey the summons of the Vice President for Student Affairs, designee of the Vice President for Student Affairs or the Student Hearing Board;
- B. Falsification, distortion, or misrepresentation of information during a judicial investigation;
- C. Disruption or interference with the orderly conduct of a judicial proceeding;
- D. Institution of a judicial proceeding knowingly without cause;
- E. Attempting to discourage an individual's proper participation in, or use of, the judicial system;

- F. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
- G. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
- H. Failure to comply with the sanction(s) imposed under the Student Code; or
- I. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- J. Retaliating against any participant in a judicial proceeding to influence, intimidate, or harass the participant.

## **21. Dual Credit Students**

Acts of Academic Dishonesty are subject to appropriate discipline through the student's high school, with the exception of those students taking Dual Credit courses on-campus or online. Title IX, which prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance (including sexual harassment and sexual violence), applies to all LCSC students and Dual Credit students, wherever they are taking classes. In Title IX-related cases, college officials will coordinate investigative and adjudication processes with high school officials. Other provisions of the LCSC Student Code of Conduct apply to Dual Credit Students but disciplinary action may be coordinated with the student's high school.

## **IV. Disciplinary Sanctions**

Disciplinary sanctions which may be imposed for a violation the Student Code of Conduct are listed here in order of their severity:

1. Warning;
2. Probation (with terms and length as determined by the person or Board levying the sanction);
3. Withheld suspension (failure to comply with the terms of withheld suspension may result in immediate suspension from College. Withheld suspension may also be a "delayed" suspension whereby a student is permitted to remain enrolled for the duration of the current term but will not be permitted to enroll in subsequent terms unless certain conditions are met);
4. Suspension (removal from the College for a specific length of time, e.g., semester or academic year) which may include readmission following the suspension period subject to an additional period of probation or withheld suspension;

5. Expulsion (indefinite removal from College) which may include being banned from campus property.

The person or Board levying or recommending the sanction may also impose or recommend any combination of the following and may also include them as terms of probation:

1. Community service (to be performed for a specific period of time under the direction of the Vice President for Student Affairs or his/her designee)
2. Fines not exceeding two hundred dollars (\$200)
3. Restitution of damages
4. Special sanctions deemed appropriate and reasonable by the person or Board levying or recommending the sanctions (e.g., counseling, restrictions on behavior or requiring letters of apology to be written)
5. Administrative fees not exceeding fifty dollars (\$50)

When appropriate, a student may be given the option of working off the equivalent of the fines and restitution for the College at minimum wage. Until fines or restitution have been paid, the College may deny a student the privilege of re-registering, may hold transcripts and/or diplomas, and may refuse to release information based on the student's records.

In situations involving violations of, city, state, and/or federal law, violence, or threats the police may be informed of the occurrence.

Sanctions affecting a student's residence in College-controlled housing may be imposed. These sanctions are loss of privileges within the living group and temporary or permanent removal from College-controlled housing. Students may be banned from further visitation.

Sanctions already imposed by civil or criminal process may be taken into account when any College sanction is imposed.

Extensive, organized, serious or repeated violations of this Code are taken into account when determining the appropriate sanction.

#### **IV. Disciplinary Procedure**

The President of the College is responsible to the State Board of Education for the administration and enforcement of all regulations or policies adopted by the board. The State Board of Education possesses all the power necessary or convenient to accomplish the objectives and perform the duties prescribed by law. The Vice President for Student Affairs is responsible to the President of the College for enforcement of the Student Code of Conduct and has been designated as the Senior Student Judicial Officer of the College. Primary responsibility for investigating alleged violations, proffering charges, imposing sanctions and educational remedies, representing the College in

hearings and appeals under this Student Code of Conduct and enforcing sanctions and educational remedies is assigned to the Vice President for Student Affairs, or his/her designee.

### **1. Classroom Infractions**

Individual faculty members or programs may impose their own policies regarding student classroom behavior and academic dishonesty. Such policies are to be readily available to students (e.g., course syllabus, program website or handbook).

Sanctions imposed by a faculty member are limited to grades on individual assignments, course grades, and/ or temporary dismissal from a class (depending on the nature of the infraction). Students accused of academic dishonesty or of another classroom infraction may also be referred by the faculty member to the Vice President for Student Affairs for official disciplinary action.

Faculty members do not have the authority to dismiss a student from a course indefinitely or to dis-enroll a student from a program or major/ minor. Should an incident rise to the level of potential course or program disenrollment, the Division Chair, instructional dean, and the Vice President for Student Affairs will make a final determination.

### **2. Investigation and Determination by the Vice President for Student Affairs**

The Vice President for Student Affairs shall receive all student judicial complaints and shall investigate all complaints against students alleged to have violated the Student Code of Conduct or may delegate investigative and/or adjudicative responsibilities. The investigation should include, if possible, and interview with the student where the student is informed of the alleged violation and given an informal opportunity to deny or explain it. The Vice President for Student Affairs, after whatever investigation he/she deems necessary has been conducted, shall make a determination of whether, based on a preponderance of the evidence, i.e., more likely than not, the student violated the Student Code of Conduct. If the Vice President for Student Affairs determines that a student violated the Student Code of Conduct, he/she shall write a report identifying the alleged violation and set forth his/her determination of the sanction imposed.

### **3. General**

Any notice, report, decision or request which is to be given or served under these proceedings will be deemed given or served when either personally delivered to the person or office entitled to the notice or when deposited in the United States Mail, certified mail, postage prepaid, addressed to the person or office at that person's last-known address as shown on the records of the College.

Written notification of the outcome of the results of student disciplinary proceedings will be issued to the accused student. Upon written request, the alleged victim or victims of a crime of violence, or a non-forcible sex offense will also be notified of the outcome of the student disciplinary proceedings. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim will receive notification of the outcome.

In cases involving alleged sexual misconduct, the College's Statement of the Rights of the Alleged Victim of an Assault and Statement of the Rights of a Student Accused of Committing Assault shall prevail over any conflicting provision in these disciplinary procedures.

#### **4. Summary Suspension**

The Vice President for Student Affairs, with the concurrence of the President, shall have the right to summarily suspend a student who he/she believes has committed a violation of the Student Code of Conduct when, based upon such investigation and informal hearing as is reasonable under the circumstances, the Vice President for Student Affairs determines that the student's continued presence poses a continuing danger to persons or property, or an ongoing threat of disruption of the academic process or when the Vice President for Student Affairs determines that compliance with Title IX or other Federal or State law requires that the student not be allowed on campus.

#### **5. Appeal**

If the student disagrees with the Vice President for Student Affairs' or designee's conclusion that he/she violated the Student Code of Conduct or with the sanction imposed, the student may request a hearing before the Student Hearing Board by delivering a written request for a hearing to the Office of the Vice President for Student Affairs within seven (7) calendar days after the date on which he/she is served with a copy of the Vice President for Student Affairs report. Victims in cases of sexual misconduct may also request an appeal under the same circumstances and conditions. If the student does not deliver a timely written request for a hearing, the Vice President for Student Affairs' determination and sanction shall become final and the student shall have no further right to an appeal or hearing.

#### **6. Emergency Powers**

Nothing in the Student Code of Conduct shall be in derogation of the power of the President of LCSC or his/her duly authorized subordinates to declare a state of emergency on College-owned or controlled property, and to suspend the procedural and substantive rights specified herein for the duration of the declared emergency. Any sanctions imposed on any student violating this Code or any emergency rules or the lawful order of any College official may be imposed by the President of the College or his/her duly authorized subordinates after such summary proceedings as are reasonable under the circumstances but such sanctions shall continue only for duration of the emergency. Any sanctions, other than those imposed for the duration of the emergency, must be brought under the Student Code of Conduct and, with respect to those proceedings, students are guaranteed all substantive and procedural rights specified herein.

#### **7. Student Disciplinary Hearing Board**

A. Function and Jurisdiction. The Student Disciplinary Hearing Board shall provide the original formal hearing in student discipline matters in cases when a student is dissatisfied with the disciplinary sanction recommended by the Vice President for Student Affairs and requests a hearing.

- B. **Structure and Organization.** The Student Disciplinary Hearing Board contains the same faculty appointees as the Faculty Hearing Board. The Student Disciplinary Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured): three (3) members from the faculty elected by the Faculty Association; three (3) members from the faculty appointed by the President; and one (1) division chair appointed by the Faculty Senate. Three (3) alternate members will be designated: one (1) appointed by the President; and two (2) appointed by the Faculty Senate. The chair shall be elected each year from the members of the Student Disciplinary Hearing Board. In cases involving students, four (4) students shall be included, with voice and vote, in the Student Disciplinary Hearing Board membership except in cases of sexual misconduct. The students shall be appointed by the Student Body President. A quorum shall consist of a simple majority of the members of the Hearing Board so long as two (2) student members are present, except in sexual misconduct cases. The decision of the Student Disciplinary Hearing Board shall be made by a majority vote of the quorum who attended the hearing.
- C. **Term of Office.** Faculty members are to serve for two (2) College years, one-half (1/2) of those members with as nearly as one-half (1/2) of the faculty members being selected each year. Student members shall serve for one (1) year, but may be re-appointed for a second year.
- D. **Hearing Officer.** Either the President or the Student Disciplinary Hearing Board may, but is not required to, appoint a Hearing Officer to preside at any hearing held by the Student Disciplinary Hearing Board. The Hearing Officer may or may not be an attorney at law but must be experienced in conducting hearings. He/she shall act in an impartial manner as the presiding officer at the Hearing. The Hearing Officer may participate in its deliberations and act as its legal advisor but shall not be entitled to vote.
- E. The Adjudicating Officer will act as the representative for the sanctions proposed in accordance with the alleged violations of the Student Code of Conduct. In cases involving a victim of a violation or crime, the victim is not the Adjudicating Officer, but may provide testimony or other information in support of the Adjudicating Officer's case to the Hearing Board.

## **7. College President**

The President shall review and determine appeals from the decisions of the Student Disciplinary Hearing Board. The President has the authority to uphold, modify or overrule those decisions, or to return the matter to the Student Disciplinary Hearing Board for further consideration. A party may appeal the President's decision to the State Board of Education when, if and in such manner as the State Board of Education determines that such appeal shall be heard. See State Board of Education Policy at [www.boardofed.idaho.gov/](http://www.boardofed.idaho.gov/) section 18 Student Complaints/Grievances.

## **8. Hearing Before Student Disciplinary Hearing Board**

If the student submits a written request for an appeal or hearing within seven (7) business days of receiving the outcome of the investigation and proposed sanctions, to the Vice

President for Student Affairs or the Student Disciplinary Hearing Board, the student shall be entitled to a hearing before the Student Disciplinary Hearing Board. The following provisions shall be applicable to hearings before the Student Disciplinary Hearing Board:

- A. The hearing shall be held within thirty (30) calendar days of the receipt of the written request, unless the Student Disciplinary Hearing Board Chair finds that a reasonable extension of time is necessary and agreed upon by both parties.
- B. At the hearing, the Vice President for Student Affairs (Adjudicating Officer) shall present the basis upon which his/her decision was made along with any other evidence he/she deems necessary to support that decision.
- C. The student charged with the violation:
  - 1) shall be given the opportunity to testify and present evidence and witnesses on his or her behalf;
  - 2) shall have the opportunity to hear and question any adverse witnesses called by the Vice President for Student Affairs, except as otherwise provided in the College's Statement of the Rights of the Alleged Victim of an Assault and Statement of the Rights of a Student Accused of Committing Assault;
  - 3) shall have all testimony or evidence introduced in his or her presence unless he or she refuses to appear or fails to appear after having received proper notice, or except as otherwise provided in the College's Statement of the Rights of the Alleged Victim of an Assault and Statement of the Rights of a Student Accused of Committing Assault;
  - 4) shall not be forced to testify against him/herself and his/her refusal to testify shall not be considered as evidence against him or her; and
  - 5) shall not have the right to be represented by an attorney before the Hearing Board except:
    - a) when the Vice President for Student Affairs will be represented at the hearing by an attorney he/she shall give written notice to the student of such representation and the student shall then have the right to be represented by an attorney at his/her own expense; and
    - b) where the charges against the student are, or are likely to be, the subject of a separate criminal action against the student, the student may be accompanied to the hearing by an attorney and shall have the right to consult with the attorney throughout the hearing, but the attorney shall not be entitled to present evidence, question witnesses, make arguments or otherwise participate in the hearing. When not accompanied by or represented by an attorney, the student may be accompanied by a non-lawyer advisor of his/her choice.

D. The Student Disciplinary Hearing Board:

- 1) shall not be bound by the strict rules of evidence followed in courts of law;
  - 2) shall review the documentary, oral and other evidence presented at the hearing and shall affirm the determination of the Vice President for Student Affairs if it finds that the Vice President's determination is supported by substantial and competent evidence, and shall reverse or modify the Vice President's determination if it finds that it is not supported by substantial and competent evidence.
  - 3) shall state its reasons for its decision writing; and
  - 4) shall issue its written decision within seven (7) business days, but no longer than thirty (30) calendar days of the completion of the hearing. If an extension is required for proper review of the materials presented during the hearing, written notifications of the extension will be provided to both parties.
  - 5) A copy of the written outcome of the hearing will be included in the original respondent's student file and will be review by the college president to ensure the decision complies with legal and regulatory requirements.
- E. A record of testimony presented at the hearing will be made using a recording device or stenographic court reporter. A copy of that record shall be made available to the student upon payment of the reasonable cost of that copy.
- F. The hearing before the Student Disciplinary Hearing Board shall be open to the public if both parties make a written request for an open hearing and deliver it to the Vice President for Student Affairs at least two (2) business days before the day of the hearing. If parties to the complaint do not agree on an open hearing or both prefer a closed hearing, the hearing will not be open to the public. If neither party requests an open hearing before the day of the hearing, the hearing will not be open to the public.
- G. A copy of the written decision of the Hearing Board shall be served to the accused student and the Vice President for Student Affairs, and in sexual misconduct cases, to the alleged victim. A notice accompanying the decision shall advise each party that if either party is dissatisfied with the decision of the Hearing Board, that party may request a review of that decision by the President by delivering a request for such a review to the office of the President within seven (7) business days after the date the party receives the Hearing Board's decision and the notice. That notice shall advise each party that the decision of the Hearing Board shall become final unless a timely written request for review is made by either party. The failure of a party to make a timely written request for review shall constitute a waiver of that party's right to any further review of the decision of the Hearing Board and that decision shall become final. See the Student Disciplinary Hearing Board policy at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.316 for detailed procedures.

## **9. Review by College President**

The party seeking review may submit to the President a written statement setting forth the reasons why that party believes the decision of the Student Disciplinary Hearing Board is incorrect within seven (7) business days of the receipt of the Student Disciplinary Hearing Board's decision. The other party shall have seven (7) business days from the day of the President's Office receives the requested review to respond in writing to that statement. The President shall then review those statements and the evidence presented to the Student Disciplinary Hearing Board. The President shall then affirm, reverse, or modify the decision of the Student Disciplinary Hearing Board or the sanction assessed, provided that the President shall not increase the sanctions beyond that which was recommended by the Vice President for Student Affairs in the first instance. The President may also remand the case to the Student Disciplinary Hearing Board for further hearing upon such issues as the President may designate. The President's decision shall be provided in writing and shall be served to the interested parties within seven (7) business days of the receipt last party's submission. If no written appeal is submitted within seven (7) business days to the President the case is considered closed, and the decision by the Student Disciplinary Hearing Board shall become final. Provided, however, that the President shall have the authority to modify any sanction imposed by the Hearing Board.

## **10. State Board of Education**

A party may appeal the President's decision to the State Board of Education when, if and in such manner as the State Board of Education determines that such appeal shall be heard. See State Board of Education Policy III.P, Section 18 ([www.boardofed.idaho.gov](http://www.boardofed.idaho.gov)).

## **BEHAVIOR RESPONSE TEAM**

The Behavior Response Team is a committee that operates under the direction of the Vice President for Student Affairs and addresses concerns and issues related to student behavioral problems and risks as well as individual or campus safety. This group is also tasked with monitoring and reviewing policies and procedures tied to Title IX, the Student Code of Conduct, and Campus Security. Its membership includes the Title IX Coordinator, the Human Resource Services Director/Affirmative Action Officer, the Director of Campus Security, the Director of Residence Life, and the Director of Student Counseling Center. This alliance between members of the campus community coming together to solve inter-related issues allows the team to make decisions that are thoroughly reviewed, are consistent with campus policy, and promote fairness for all parties involved.

All matters vetted by the Behavior Response Team are treated with the utmost sensitivity as each member will have access to information concerning individual student behavior, and in specific instances, individual faculty or staff behavior. All applicable laws, including FERPA, govern the work of the team. Each member engages in annual FERPA training and subsequent to the training, signs a Behavior Response Team Confidentiality Form.

## **STATEMENT OF THE RIGHTS OF THE ALLEGED VICTIM OF AN ASSAULT**

Acts of sexual discrimination, sexual harassment, and sexual violence represent violations of the LCSC Student Code of Conduct and the LCSC Sexual Harassment Policy. Lewis-Clark State College is committed to maintaining a learning and working environment free from all forms of discrimination, including sexually based offenses. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated.

"Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX." (Source: U.S. Department of Education Office of Civil Rights, Dear Colleague Letter, April 4, 2011).

Under Title IX the alleged victim or "complainant" has the following rights:

- The right to be treated with respect by college officials;
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to be informed by college officials of options to notify proper law enforcement authorities, and not to be discouraged to do so, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of on-campus student's housing to a different on-campus location;
  - Assistance from college support staff in completing the relocation;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right not to have an investigation conducted if requested by the complainant if possible. College officials will inform the complainant if this request is not possible due to additional danger posed to campus, use of a weapon, or the assault of a minor. College officials will

respect the requests of the complainant to the extent provided by LCSC policy, city, state, and federal law;

- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement;
- The right to have college policies and procedures followed without material deviation;
- The right ***not*** to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to a campus no contact order against another student or employee who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding (an advocate may be identified by college staff if requested);
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to written notice of the outcome of the proceeding and any sanctions imposed that directly relate to the victim;
- The right to appeal the finding and sanctioning of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least two (2) business days prior to the appeal hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) business days prior to the appeal hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will be revealed);
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered in determining its sanction;
- The right to give testimony in a campus hearing by means other than being in the same room with accused student;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;

- The right to have the college officers compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witness (including the accused student), and the right to challenge documentary evidence.
- The right to be present for all testimony given and evidence presented before a hearing board;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
- The right to an appeals panel comprised of representatives of both genders, but does not include students;
- The right to be informed in advance of any public release of information regarding the complaint.

### **STATEMENT OF THE RIGHTS OF A STUDENT ACCUSED OF ASSAULT**

Acts of sexual discrimination, sexual harassment, and sexual violence represent violations of the LCSC Student Code of Conduct and the LCSC Sexual Harassment Policy. Lewis-Clark State College is committed to maintaining a learning and working environment free from all forms of discrimination, including sexually based offenses. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated.

“Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.” (Source: U.S. Department of Education Office of Civil Rights, Dear Colleague Letter, April 4, 2011).

Students accused of such behavior or ‘respondents’ also have rights that will be honored by the college and include the following:

- The right to be treated with respect by college officials;
- The right to have college policies and procedures followed without material deviation;
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to have an advocate provided by the college if requested;

- The right to be fully informed of the nature, rules and procedures of the campus conduct process and the timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and any sanctions imposed;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by the state and federal law, at least two (2) business days prior to the appeal hearing;
- The right to be informed of the names of all witnesses who will be called to testimony, at least two (2) business days of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- The right to a fundamentally fair hearing, as defined in these procedures;

- The right to an appeals panel comprised of representatives of both genders, but does not include students;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## **CITY HIGHLIGHTS**

### **Assistance (Miscellaneous)**

#### **Community Action Partnership**

124 New 6<sup>th</sup> St, Lewiston

208-746-3351

[www.cap4action.org/](http://www.cap4action.org/)

#### **YWCA**

300 Main St, Lewiston

208-743-1535

<http://ywcaidaho.org/>

### **Childcare**

#### **Boys & Girls Club**

1021 Burrell Ave, Lewiston

208-746-2301

<https://poweroftheclub.org/>

#### **Fingerprints Children Center**

2102 8<sup>th</sup> St, Lewiston

208-798-5661

#### **Sandcastle Kids**

903 16<sup>th</sup> Ave, Lewiston

208-798-3361

#### **Little Joes Wee Care Center**

615 6<sup>th</sup> Ave, Lewiston

208-743-6490

**Littleseeds Learning Center**

1010 Bryden Ave, Lewiston

208-746-3070

[www.littleseedslearningcenter.com/](http://www.littleseedslearningcenter.com/)

**Tendercare Childrens Center**

1218 20<sup>th</sup> St, Lewiston

208-743-9787

[www.tendercarechildrenscenter.com/](http://www.tendercarechildrenscenter.com/)

**Tiny Toes Play & Learn Center**

625 Bryden Ave, Suite 1, Lewiston

208-746-1137

[www.tinytoesplc.com/](http://www.tinytoesplc.com/)

**Housing/Rentals**

**Idaho Housing & Finance Assoc. Lewiston Branch** (*Housing Financial Assistance*)

215 10<sup>th</sup> St, Lewiston

208-743-0251 or 1-866-566-1727

[www.idahohousing.com/](http://www.idahohousing.com/)

**All Valley Property Management**

836 6<sup>th</sup> St, Clarkston, WA

509-758-9747

[www.valleypropertymanagement.com/](http://www.valleypropertymanagement.com/)

**Century 21 Price Right Property Management**

920 Main St, Lewiston

208-799-2100

[www.pricerightpropertymanagement.com/](http://www.pricerightpropertymanagement.com/)

**Lewis Clark Property Management**

229 Thain Rd, Lewiston

208-743-2923

[www.lewisclarkproperties.com/](http://www.lewisclarkproperties.com/)

**Pro Property Management**

247 Thain Rd, Lewiston

208-413-6723

<https://propropertylv.com/>

**Quad Cities Property Management**

2337 3<sup>rd</sup> Ave N, Lewiston

208-743-7368

**Ray J. White & Sons Inc.**

1030 F St, Lewiston

208-746-7500

<http://rayjwhiteproperties.com/>

**Medical Care****Valley Medical Center**

2315 8th St, Lewiston

208-746-1383

[www.valleymedicalcenter.com/](http://www.valleymedicalcenter.com/)

**Public Health – Idaho North Central District**

215 10th St, Lewiston

208-799-3100

<http://idahopublichealth.com/>

**Clearwater Medical Clinic**

1522 17th St, Lewiston

208-743-8416

[www.clearwatermedclinic.com/](http://www.clearwatermedclinic.com/)

**St. Joseph Regional Medical Center**

415 Sixth St, Lewiston

208-743-8585

[www.sjrmc.org/](http://www.sjrmc.org/)

**Tri-State Memorial Hospital**

1221 Highland Ave, Clarkston, WA

509-758-5511

<http://tristatehospital.org/>

## **Movies**

### **Village Centre Cinemas**

2920 Nez Perce Dr, Lewiston

208-882-8869

[www.lewistonmovies.com/](http://www.lewistonmovies.com/)

## **Public Transportation**

### **Appaloosa Express**

44335 US 95, Lapwai, ID

208-621-4691

[www.nezperce.org/Official/Appaloosa%20Express.htm](http://www.nezperce.org/Official/Appaloosa%20Express.htm)

### **Lewiston-Nez Perce County Regional Airport**

406 Burrell Ave, Lewiston

208-746-7962

[www.lcairport.net/](http://www.lcairport.net/)

### **Ride The Valley**

215 D St, Lewiston

208-298-1340

<http://ridethevalley.org/>

### **Wheatland Express**

7601 State Route 270, Pullman, WA

509-334-2200

[www.wheatlandexpress.com/](http://www.wheatlandexpress.com/)

## **Select Student Discounts**

### **Asotin Aquatic Center**

1603 Dunstan Loop,

Clarkston, WA

Offers 100 free student passes per month

### **AT&T**

1325 21st St, Suite 105, Lewiston

10% Student Discount, for International Students bring passport and acceptance letter for a waiver of some fees.

### **Bluewood Ski Area**

262 E Main St, Dayton, WA

Show ID for discount on lift tickets or season pass.

### **Bryden Canyon Golf Course**

445 O'Connor Rd, Lewiston

18 holes for \$6

### **Inland Cellular**

2612 Nez Perce Dr, Suite A, Lewiston

23% off monthly bill.

### **Quail Ridge Golf Course**

3600 Swallows Nest Dr,

Clarkston, WA

\$275.00/year student pass available

### **Sprint**

1325 21st St. #B, Lewiston

Discounts available must have Student ID and State ID

### **Orchards Lanes**

244 Thain Rd, Lewiston

Tuesday nights unlimited bowling for \$5

### **LC Ice Arena**

1521 6th Ave N, Lewiston

First 25 students receive free admission every month.

**You must show your LCSC student ID to receive your discount. All discounts subject to change at the businesses discretion.**