

Lewis-Clark State College

500 8th Avenue
Lewiston, Idaho 83501-2698

Coeur d'Alene
1031 N. Academic Way, Suite 140
Coeur d'Alene, ID 83814

Phone: 208-792-5272
Toll Free: 1-800-933-5272

TTY: Idaho State Relay Service
1-800-377-3529

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex (including gender identity, sexual orientation, and pregnancy), national origin, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state or local law. This policy applies to all programs, services, and facilities, including applications, programs, admissions, and employment.

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

For additional accreditations go to:
lsc.edu/academic-affairs/accreditation

2022-2023



Other Student Handbooks

In addition to those outlined in this official Student Handbook, some departments or divisions have policies specific to their programs. These policies may be included in additional handbooks and 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 a major/program or division requirements. Students should check with their instructional division or their advisor to determine if there is a specific handbook enforced in their 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. This handbook does not create a contract between students and the college.



Dear Student:

Welcome to the 2022-23 Academic Year at Lewis-Clark State College!

An important strategy for success in college is being familiar with key campus resources and using those resources whenever they are needed. It is also imperative that students understand their rights and responsibilities. This Student Handbook is intended to be a living document that reflects the college's most current policies and procedures as well as its current menu of resources and services made available to students. The most current version of this handbook may be found at lcsc.edu/student-affairs/student-code-of-conduct/student-resources-faqs.

Please consider this one of your important campus resources, but know that you are always encouraged to reach out to your academic advisor or any other member of the campus community when you need assistance. Your success is our success!

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew T. Hanson".

Andrew T. Hanson, Ph.D.
Senior Vice President / 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 8th Avenue
 Lewiston, ID
 Online: www.lcsc.edu

83501



Select Directory

Office/Program	Phone (208)	Campus Location
Accessibility Services	792-2677	Library 161
Admissions	792-2378	Reid Centennial Hall 114
Adult Learning Center	792-2238	Clearwater Hall, 400 Main St.
Advising Center	792-2313	Reid Centennial Hall 208
Associated Student Body	792-2256	Student Union Bldg./Center for Student Leadership 219
Athletic Department	792-2275	Activity Center 168
Business & Computer Science Division	792-2293	Thomas Jefferson Hall 126
Business Technology & Service	792-2466	Sam Glenn Complex 200
Career & Technical Programs - Dean	792-2225	Mechanical Tech Bldg. 101
Coeur d'Alene Campus	666-6707	1031 N Academic Way, Ste 140, Coeur d'Alene, ID 83814
Coeur d'Alene Police	769-2320	3818 Schreiber Way, Coeur d'Alene, ID 83815
Counseling Center	792-2211	Sam Glenn Complex 212
Educational Talent Search	792-2686	Reid Centennial Hall 22
e-Learning Services	792-2239	Sam Glenn Complex 214
Financial Aid Office	792-2224	Reid Centennial Hall 110
First Year Experience	792-2208	Student Union Bldg./Center for Student Leadership 208
Food Pantry	792-2668	Library, Main Floor
Health Services	792-2251	Sam Glenn Complex 205
Humanities Division	792-2297	Spalding Hall 104
International Programs	792-2177	Reid Centennial Hall 212
IT Helpdesk	792-2231	Sam Glenn Complex 112
LCSC Bookstore	792-2242	Williams Conference Center
Learning Resource Center	792-2369	Sam Glenn Complex 218A

Lewiston Police Department	746-0171	1224 F Street, Lewiston
Liberal Arts & Sciences - Dean	792-2325	Spalding Hall 202
Library	792-2396	Library
Native American/Minority & Veterans' Services	792-2812	Reid Centennial Hall 212
Nursing & Health Sciences Divisions	792-2688	Sacajawea Hall 118
Office of the Registrar	792-2223	Reid Centennial Hall 108
Physical, Life, Movement & Sport Sciences Division	792-2295	Meriwether Lewis Hall 306
Professional Studies – Dean	792-2400	Sacajawea Hall 223
Residence Life	792-2053	Talkington Hall Basement
ROTC	830-9326	Student Union Bldg./Center for Student Leadership 141
Schweitzer Technical Center	792-2220	2947 Cecil Andrus Way, Lewiston
Security Services – Department of Public Safety	792-2226	Meriwether Lewis Hall 110
Social Sciences Division	792-2291	Spalding Hall 101
Social Work Program	792-2866	Expedition Hall 16
Sodexo Food Services	792-2244	Student Union Bldg./Center for Student Leadership 119
Student Accounts	792-2790	Reid Centennial Hall 102
Student Employment, Career Center & LC Work Scholars	792-2144	Student Union Bldg./Center for Student Leadership 202
Student Involvement	792-2717	Student Union Bldg./Center for Student Leadership 220
Student Success Center	792-2406	Library, Main Floor
Teacher Education & Mathematics Division	792-2260	Spalding Hall 114
Technical & Industrial	792-2220	Schweitzer Technical Center 216 & Mechanical Tech Bldg. 101
Testing Center	792-2100	Library 161
Tutoring Center (Student Success Center)	792-2406	Library, Main Floor
Veteran's Resource Center	792-2473	Reid Centennial Hall, Lower Level
Vice President for Student Affairs	792-2218	Reid Centennial Hall 112
Workforce Training	792-2388	1920 N 3rd Avenue, Lewiston

MISSION & VISION



208-792-2216



lcsc.edu/president/vision-mission-strategic-plan

Idaho's college of choice for an educational experience that changes lives and inspires a commitment to lifelong learning and civic engagement.

Mission and Core Themes

Lewis-Clark State College prepares students to become successful leaders, engaged citizens, and lifelong learners.

Core Theme I: Opportunity

Expand access to higher education and lifelong learning.

Core Theme II: Success

Ensure attainment of educational goals through excellent instruction in a supportive learning environment.

Core Theme III: Partnerships

Engage with educational institutions, the business sector, and the community for the benefit of students and the region.

DIVERSITY VISION

 lsc.edu/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.

ACADEMIC CALENDAR

 <https://www.lcsc.edu/registrar/academic-instructional-calendars>



ESSENTIAL DATES & DEADLINES

Fall 2022

Student Orientation / Convocation	19-Aug
Classes begin	22-Aug
Fee Payment Deadline & Last day for initial registration (5 th day)	26-Aug
Last day to drop/add (10 th day of classes)	2-Sep
Labor Day – campus closed	5-Sep
Mid-term grades due	21-Oct
Last day to withdraw	3-Nov
Advance Registration begins	7-Nov
Fall Break (week of Thanksgiving)	21-Nov
Last day to apply for <i>Spring 2023</i> graduation	1-Dec
Spring 2023 Student Account Billed & No final exam week	5-Dec
Final exam week & Spring 2023 Intent to Attend submission window opens	12-Dec
Final Grades posted to WarriorWeb	20-Dec


Spring 2023

Student Orientation	13-Jan
MLK/ Civil Rights Day – Campus Closed	16-Jan
Classes begin	17-Jan
Fee Payment Deadline & Last day for initial registration (5 th day)	23-Jan
Last day to drop/add (10 th day of classes)	30-Jan
President's Day campus closed	20-Feb
Mid-term grades due	17-Mar
Spring Break	27-Mar
Last day to withdraw	6-Apr
Advance Registration begins	10-Apr
Last day to apply for <i>Fall 2023</i> graduation	1-May
No final exam week	1-May
Final exam week	8-May
LC State Commencement	12-May

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

ACADEMICS

Adding/Dropping Classes

 208-792-2223

 lcsc.edu/registrar/student-information/register-for-classes


Adding Classes


- Students should submit an Add/Drop Form to the Office of the Registrar (RCH 108) or send an e-mail to registrar@lcsc.edu from their LCMail account.
- Before the 10th day of the term - 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

- Students should submit an Add/Drop Form to the Office of the Registrar (RCH 108) or send an e-mail to registrar@lcsc.edu from their LCMail account.
- Before the 10th day of the term - 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 completion of the Withdraw from a Term form which is online via WarriorWeb during the withdrawal period.
- Students must petition to withdraw or drop classes after.

Advising


 208-792-2313

 lcsc.edu/advising

 Reid Centennial Hall 208

At Lewis-Clark State College (LC State), educational advising is viewed as the foundation for a successful academic program. First-time academic freshmen, and transfer or returning students with less than 14 credits, will initially be advised through The Advising Center. Students should visit with their advisor to discuss career and/or academic planning questions.

Attendance

 lcsc.edu/policies


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 of pursuit. Students requiring leave from courses should contact their instructors and advisors.

Military and firefighters who are called into service during the academic year should refer to policy 5.302 for the necessary guidelines. The policy is found at <https://www.lcsc.edu/policies>.

Student athletes and students involved in extracurricular school activities should refer to the Policy and Procedures Manual policy 5.314 for the necessary guidelines. The policy is found at <https://www.lcsc.edu/policies>.

Student Accommodations

 208-792-2677


 [lcsc.edu/accessibility-services](https://www.lcsc.edu/accessibility-services)

 Library 161



Students in need of classroom accommodations due to a temporary or permanent disability, should contact the Accessibility Services (AS) office. It is recommended that students meet with AS staff as soon as they arrive on campus for the first time and students will be required to provide documentation of their disability. Additionally, students are required to meet with AS staff before the start of each semester to reaffirm their needs are being met and receive faculty notifications.

FERPA

 208-792-2223

 [lcsc.edu/registrar/faculty-information/ferpa](https://www.lcsc.edu/registrar/faculty-information/ferpa)

A variety of records are created and maintained by the college for students as they progress from admission through graduation.

Such records are the property of the college and do not belong to the student.

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:

1. Education records: Records, in any media, that are directly related to a student and maintained by Lewis-Clark State College (LC State) 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)
2. Student: Any individual who is enrolled in a LC State credit or non-credit course on the first day of the course.
 3. Directory Information: Information contained within the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

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 State 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, even when LC State 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 LC State 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:

1. 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 Office of 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.
2. 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.
3. 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.
4. The right to file a complaint with the Office of the Registrar regarding any perceived FERPA violation. Upon receipt of the complaint, the Office of 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.
5. The right to file a complaint with the U.S. Department of Education concerning any alleged failures by Lewis-Clark State College to comply with the requirements of FERPA as set above.

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4604

STUDENT SCHEDULES:

The Office of the Registrar 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, LC State 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 LC State e-mail account.

- **In-person:** Before divulging information about a student's record, staff may ask for photo ID from that student. If the student does not have photo ID, staff may 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 may ask for answers to a combination of the above.
- **LCMail:** Since students must use their usernames and passwords to access their LCMail accounts, LC State student e-mail is considered "secure" by the institution.
- **Phone:** Before divulging information about a student's record, staff may 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 may ask for answers to a combination of the above. If the student's identity cannot be verified, no information will be shared.
- **Other E-mail:** Use of personal or generic e-mail accounts is discouraged and likely will not receive a response.

The Office of the Registrar is the primary contact for all student information inquiries.

Student Right-to-Know

 208-792-2218

 lcsc.edu/consumer-information



The Consumer Information page 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
Reid Centennial Hall, Room 112
208-792-2218
1-800-933-5272, ext. 2218
studentaffairs@lcsc.edu

ACADEMIC SERVICES AVAILABLE FOR STUDENTS

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:

Accounting Tutor

 lsc.edu/business/accounting-tutor


 Thomas Jefferson Hall 007

Available on the Lewiston and Coeur d'Alene campuses to all students enrolled in accounting classes.


Computers/Printing

Available to all students (*printing costs vary*) in the following locations: Library, printing kiosk near SUB Info Desk, and Pi'amkinwaas.

Learning Resource Center


 208-792-2369

 lsc.edu/career-technical-education/learning-resource-center


 Sam Glenn Complex 218A

Open to all Career & Technical students.

Student Success Center

 208-792-2406

 lsc.edu/student-success-center

 Library, Main Floor

The Student Success Center is the consolidated location for numerous tutoring resources and also houses the Campus Food Pantry. Reach out to the Student Success Center for tutoring options, including distance tutoring. Tutoring options include:


- **General academic topics**
- **Math and Science Tutoring Center**
- **Student Success Program**

The Student Success Program offers additional advising, mentoring, and accountability for disadvantaged students.

Writing Center & Spanish Language Lab

 lcsc.edu/writing-center

 lcsc.edu/humanities/spanish-lab

 Library, Main Floor

The writing center is available to all students and the Spanish lab is available to all students enrolled in Spanish classes.

SERVICES AVAILABLE FOR COEUR D'ALENE STUDENTS

Many of the resources listed in the Services & Resources section starting on page 26 are also available to Coeur D'Alene students. The following resources are specific to Coeur D'Alene students.


Accounting Tutor

 accountinglabcd@lcmail.lcsc.edu

Available to students, location varies by semester. Contact tutor for more information.

Available to all students.


Disability Support Services

 208-769-5947

 Seiter Hall 100

Available to all students. Students are encouraged to utilize the services offered through North Idaho College. Students may also reach out to LC State's Accessibility Services at 208-792-2677.


Food Pantry

 208-676-7156

 Edminster SUB 004

Available to all students.

Library Services


 208-769-3355 (NIC Molstead Library)

 lcsc.edu/library

Students may physically check out books from the NIC Molstead Library or use the online library services at LC State Library website.


Available to all students.

Online Writing Lab (OWL)

 writinglab@lcmail.lcsc.edu


Available to all students.

Student Counseling Services

 208-664-7021


Available to students at the DeArmond College & University Center. Counseling services are offered by LC State and routed through Student Services Coeur D'Alene to ensure accurate scheduling.

Student Laptop Rentals

 208-667-5275

Available to students at the DeArmond College & University Center.

Testing Center

 208-676-7203

 Molstead Library, 2nd Floor

Available to all students.

Writing Tutor

 lcsc.edu/writing-center/cda-writing-center




 cdawritingcenter@lcmail.lcsc.edu

Available to students at the DeArmond College & University Center.

SERVICES & RESOURCES

*Offices Open Monday – Friday 8 a.m. – 5 p.m.
Closed Saturday and Sunday unless otherwise noted.
Business hours subject to change with
campus closures or summer hours.*

Accessibility Services

-  208-792-2677
-  lcsc.edu/accessibility-services
-  Library 161






Accessibility Services works with students who self-identify as needing accommodations for a temporary or permanent disability that interferes with their ability to make progress in an educational setting. To help the student succeed in their courses and to have optimal accessibility to campus resources and services, accommodations and/or adjustments may be assigned.

ATM

There are ATMs available at the east entrance to the Activity Center and east entrance to the Student Union Building. Both ATMs take MasterCard, Visa, American Express, Plus, and Quest.

Bookstore

-  208-792-2242
-  bkstr.com/lewis-clarkstatestore/home
-  Williams Conference Center

The LC State Bookstore has textbooks, supplies, apparel, water bottles, backpacks, bags, gifts, collectibles, and much more.

Canvas Support


-  866-691-2781
-  <https://lcsc.instructure.com/login/canvas>

LC State utilizes the Learning Management System, Canvas, to facilitate fully online, hybrid, and web-enhanced lecture courses. All courses have a presence in Canvas. Web courses contain all materials needed to complete the course, while face-to-face courses may only contain a syllabus and faculty office hours.

Charging Stations

Reid Centennial Hall, the Library, and Student Union Building/Center for Student Leadership have charging stations for electronics available to students.

Childcare - KinderCollege

 208-792-2254


 lcsc.edu/kinder-college

 805 4th St, Lewiston

Hours: Monday – Friday 7:30 a.m. – 6 p.m.

This childcare facility exists to provide quality child care to children of LC State students, children of faculty/staff, and to children of 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.

Counseling Services


 208-792-2211

 lcsc.edu/student-counseling


 Sam Glenn Complex 212

Professional and confidential counseling services are free for all LC State students to address personal, relationship, and other mental health concerns. Call, e-mail, or visit the office to schedule an appointment.

Dining Services/Sodexo

 208-792-2244

 lcsc.edu/sub-csl/campus-dining-options

 Student Union Building/Center for Student Leadership Lower Level


The hours during breaks or holidays will be limited. See the website for hours of operation and meal plans available.

All meal plans expire at the end of the academic year.

Residence Hall Student meal plans.

 lcsc.edu/residence-life/meal-plans

e-Learning Services

 208-792-2239


 lcsc.edu/e-learning


 Sam Glenn Complex 214


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 Canvas, development of online and technology-enhanced courses, faculty and student services, technical support, and faculty training.

E-mail/LCMail

 208-792-2231

 lcsc.edu/lcmail

 Sam Glenn Complex 112

LCMail is Lewis-Clark State College's student e-mail system powered by Google. If individuals already have a Gmail account, they will need to sign out before they can sign into their LCMail account. A student's LCMail account e-mail address is username@lcmail.lcsc.edu, with the same username as WarriorWeb. Visit lcsc.edu/it/accounts-passwords to learn more.


Events


 lcsc.edu/events

Check out the event calendar for a full list of campus events and activities.



Fitness Center


 208-792-2366


 lcwarriors.com/sports/2020/11/10/fitness-center.aspx

 Activity Center

The hours during breaks or holidays will be limited or closed. Students wishing to use the facility must present an active WarriorOne card for access to the facilities. See the website for hours of operation.

Food Pantry

 208-792-2668

 Library, Main Floor

The Warrior Pantry is an on-campus food pantry serving all Warriors. Contact the pantry for hours.

Grievances

Student Grievances



208-792-2218



[lcsc.edu/student-affairs/student-grievance](https://www.lcsc.edu/student-affairs/student-grievance)



Reid Centennial Hall 112



Lewis-Clark State College is committed to helping students be successful during their time at LC State. The above website provides grievance procedures for students on various issues.

Accessibility Grievances



208-792-2677



<https://www.lcsc.edu/accessibility-services/grievance-procedure>



Library 161

Students who believe they were not accommodated appropriately on campus or in a course (on campus or online) may file a grievance as outlined on the above webpage.

Health Services



208-792-2251



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



Sam Glenn Complex 205



LC State students have access to quality health services at LC State's on-campus Health Services office, provided by St. Joseph Regional Medical Center (SJRMC). The clinic offers a full range of medical services including, but not limited to, preventative care, medical and health screening and testing, medication management services, visits for acute medical concerns, immunizations, and care for pre-existing conditions. Students also have access to the full range of other medical services provided by SJRMC as needed and directed by the health services provider. Most insurance plans are accepted and SJRMC will work with students related to providing affordable health care services.

Help Desk/Information Technology



208-792-2231




[lcsc.edu/it](https://www.lcsc.edu/it)




Sam Glenn Complex 112

The IT department offers the following services for students: LCMail and WarriorWeb support, access to the Microsoft 365 apps for free, and assistance connecting to the wireless network.

ID Cards


 208-792-2716

 lsc.edu/sub-csl/campus-information-desk/warriorone-card

 Student Union Building/Center for Student Leadership Info Desk

Students can get their WarriorOne Card (student ID) at the Student Union Building Information Desk for free after they register for classes. LC State will activate the card automatically after student fees are paid.

Job Search & Career Opportunities


 208-792-2144

 lsc.edu/student-employment

 Student Union Building/Center for Student Leadership 202

In the Student Employment & Career Center staff help students do more, experience more, and earn more. LC State staff guides students to connect college to career. The Student Employment & Career Center is supported by Handshake, a career services platform, that helps students find part or full-time work on and off-campus, as well as internships, and that first big career job.

Library

 208-792-2396

 lsc.edu/library

Hours: Monday – Thursday 8 a.m. – 9 p.m.

Friday 8 a.m. – 5 p.m.


Saturday 12 p.m. – 5 p.m.

Sunday 12 p.m. – 9 p.m.



The Library offers an expansive collection of resources that include electronic and physical resources. These resources include pleasure reading books, popular films on DVD, Children’s Literature, streaming video, eBooks, and online research platforms that offer 24/7 access to journal and newspaper articles. The Librarians are here to help students with their research. The Library offers research assistance in-person, via research appointments (in-person or via Zoom) or utilizing the Ask-a Librarian Chat service that is available 24/7. Students can also use one of the eight study rooms, scan documents, print out class materials, chill on a yoga ball, or check out a laptop, projector, or WIFI hotspot. The library is also home to several tutoring centers and the college food pantry.

Lost & Found/Public Safety


 208-792-2226


 lcsc.edu/public-safety

 Meriwether Lewis Hall 110

Lewis-Clark State College maintains a lost and found to help reunite people with their possessions. The department holds 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.

Mail Room

 208-792-2214


 Sam Glenn Complex 120

Hours: Monday – Friday 8 a.m. – 12 p.m. and 1 p.m. - 4:30 p.m.


Closed Tuesday & Thursday 12 p.m. – 2 p.m.

Students may purchase postage at the mail room in Sam Glenn Complex, lower level. The mail room does not sell actual stamps, but staff can weigh an envelope or package and provide postage for it. Students who live in the Residence Halls can also pick-up packages when they receive notice that one has arrived.

Parking Permits


 208-792-2226

 lcsc.edu/public-safety


 Meriwether Lewis Hall 110

Permits are required for anyone who wishes to park on campus, including the Schweitzer CTE Center. Short-term parking, metered parking, and visitor passes are also available. Be advised that LC State parking permits are not considered valid when used in areas 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. Annual parking permits are \$75 for currently enrolled students. Additional rates can be viewed on the website.

Petition

 208-792-2223


 lcsc.edu/school-of-professional-studies/petition-committee

 Reid Centennial Hall 108

Students seeking exceptions to LC State policy must submit a petition form and supporting documents to the Office of the Registrar (RCH 108) 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 Office of the Registrar.

Public Safety


 208-792-2226 or 208-792-2815


 lcsc.edu/public-safety

 Meriwether Lewis Hall 110

Public Safety maintains the Campus Security Department and 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. Staff is here to help, so students are encouraged to contact the office if they have security concerns or need a safety escort around campus. The Annual Security and Fire Safety Report can be viewed at lcsc.edu/public-safety/clery-actcrime-awareness.

Safety Escort


 208-792-2226 or 208-792-2815

 lcsc.edu/public-safety


 Meriwether Lewis Hall 110

The LC State Campus Security Escort Program is available to all students at any time. An officer can walk a student to their car, residence hall, or to another campus building. To make arrangements, contact the on-duty security officer at the numbers listed above.

Student Support Network


 208-792-2211

 lcsc.edu/student-counseling/student-support-network


 Sam Glenn Complex 212

Student Support Network (SSN) is a six-hour training program that gives students the skills to help friends in crisis. This program addresses mental and emotional health, the warning signs indicating when a friend may be struggling, how to talk about concerns and ways to assist students to seek the resources and services they need. Students are able to learn and practice through role-playing and visualization exercises to improve their comfort and ability to respond effectively when they see a need to assist others around them. Participants receive a certificate of attendance upon their completion of the training.

Student Success Program

 208-792-2840

 lcsc.edu/student-success-center


 Library, Main Floor

The Student Success Program (SSP) is a college-level assistance program designed to support students from disadvantaged backgrounds. It is housed in the Student Success Center in the Library.

Services Provided:

- Assistance with study skills, research writing, text reading, time management, note-taking, test-taking strategies, and much more!
- Academic, career, and graduate school advising through regular meetings with our staff.
- Peer tutoring in a learning lab environment.
- Monitoring of academic progress.
- Computer availability, printing, quiet study spaces, and friendly people.

Study Away


 208-792-2329

 lcsc.edu/study-away


 Reid Centennial Hall 212

Whether students want to spend a summer, semester, or year in another state or another country, LC State has many options and academic programs available.

Testing Center

 208-792-2100

 lcsc.edu/testing-center

 Library 161



The LC State Testing Center offers proctored and placement tests and exams in a professional setting that allows test takers to perform at their maximum ability. See website for hours and tests.


Text Messaging Service

Lewis-Clark State College utilizes its Warrior Alert system to provide emergency messaging and alerts on college closings, delays, and other important notifications to students, staff and faculty. Students are automatically enrolled for this emergency notification system.

Text Message Service – Coeur d’Alene

The Coeur d’Alene campus partners with NIC’s Emergency Alert System to keep students informed of emergencies. Students are encouraged to text #nicalerts to 208-449-1272 from a mobile device in order to sign up for alerts.

The Advising Center


 208-792-2313

 lcsc.edu/advising

 Reid Centennial Hall 208

Students should contact The Advising Center for assistance with questions regarding their advisor, classes they wish to take, concerns/issues impacting their academic success, the registration process, academic planning, their SD107 Orientation course requirements, and exploring their educational and/or career direction.

Vaccinations

 208-792-2251

 lcsc.edu/student-health/immunizationsvaccinations


 Sam Glenn Complex 205

LC State 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, LC State encourages students to have some vaccinations. A list can be found on the Student Health Services website.

Vending Machines

Available throughout campus, the vending machines accept the WarriorOne card or cash for purchases.

Veteran's Resource Center


 208-792-2473

 lcsc.edu/veterans


 Reid Centennial Hall Lower Level

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.

WarriorWeb

 208-792-2231

 lcsc.edu/warriorweb

 Sam Glenn Complex 112



WarriorWeb is the source for online student records and course information. With WarriorWeb, individuals can search and register for classes, print class schedules, plan the courses needed to complete a degree, determine financial aid status, check

grades, view academic transcripts, and much more. Visit lcsc.edu/it/accounts-passwords to learn more.

STUDENT RIGHTS & RESPONSIBILITIES



208-792-2218



[lcsc.edu/student-affairs/student-rights-responsibilities](https://www.lcsc.edu/student-affairs/student-rights-responsibilities)

Individual Rights

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

Discrimination

Lewis-Clark State College is committed to maintaining a working and learning environment that is free from unlawful discrimination and to providing an environment that emphasizes the dignity and worth of every member of its community. Such an environment is necessary to maintain a healthy learning, working, and living atmosphere because discrimination undermines human dignity, mutual respect, and the positive connection among all people at our college. LC State will not discriminate on the basis of race, color, religion, creed, age, sex/gender (including gender identity, sexual orientation, and pregnancy), national origin, physical or mental disability, marital status, protected veteran status, and/or genetic information. Additionally, LC State will not tolerate any form of discrimination, harassment, or retaliation against any member of the LC State community, and will take appropriate action against a student or college employee who is found to have engaged in discriminatory or retaliatory conduct.

Incidents of alleged discrimination committed by any member of the college community will be investigated by the Title IX Coordinator. The facts of each case will determine the most appropriate adjudication process. Formal complaints of sexual harassment, sexual assault, dating violence, domestic violence and stalking will be adjudicated through a formal hearing process as identified in the Resolution Process document found at <https://www.lcsc.edu/discrimination-harassment/resolution-procedures>. Incidents that do not meet the requirements for the formal hearing process will be adjudicated under the appropriate provision of the Student Code of Conduct for students (Vice President for Student Affairs), and under the appropriate employee provision for staff and faculty (Director for Human Resource Services).

Academic Affairs

Students have 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 their degrees. 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. To meet the college's mission, it is expected that students will be active, engaged, and collaborative learners, who fully respect the rights of other members of the college community, who participate in educational opportunities in the classroom and beyond, and who take advantage of opportunities to learn with and from others.

Students will find additional guidance from programs of study program and in classroom materials.

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 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 expected 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 intellectual, religious, social, economic, political, recreational or cultural life on 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 lcsc.edu/policies policy 1.117.

POLICY & PROCEDURE

Administrative/Involuntary Withdrawal Policy

 lcsc.edu/policies Policy 5.301


This allows for administration to withdraw students from classes if Lewis-Clark State 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.

Appropriate Use of Technology

 lcsc.edu/policies Policy 1.202


Information technology resources are valuable assets provided to enhance the core functions of Lewis-Clark State College. The use of the college's information technology resources is a privilege extended by the institution to authorized users for the purpose of teaching, learning, research, service, and administration. This policy governs the use of the college's information technology resources in an atmosphere that encourages free exchange of ideas and an unwavering commitment to academic freedom. The college community is based on principles of honesty, academic integrity, respect for others, respect for privacy, and respect for property.

Drug & Alcohol Policy

 lcsc.edu/policies Policy 3.113

In addition to local, state, and federal sanctions, LC State 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.), or referral for prosecution.

Drug-Free Schools and Communities Act

 208-792-2211

 lcsc.edu/student-counseling/substance-abuse-information-assistance

LC State 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 a Drug and Alcohol Abuse Prevention Program (DAAPP) to the campus community. In addition, the college publishes a biennial report that includes an assessment of its AOD (alcohol and other drug) prevention programs as well as institutional data on AOD policy violations.

Health Insurance



208-792-2251



lcsc.edu/student-health-insurance



Sam Glenn Complex 212

LC State does not require all students to have health insurance for full-time enrollment; however, it is strongly recommended.

Students who participate in one of the following programs or are in one of the following classifications may be required to have current health insurance and may be asked to provide proof to their division as a condition of enrollment or participation:

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

LC State does not offer a student health insurance plan. Students who need assistance finding a health care plan can consult the above website for resources.

Sex Offender Policy



lcsc.edu/policies Policy 1.119


- Notification: The Campus Sex Crimes Prevention Act (2000), passed as part of the Victims of Trafficking and Violence Protection Act, requires any person who was obligated to register in a state's sex offender registry to notify the institution of higher education at which the sex offender works or is a student of his or her status as a sex offender; and to notify the same institution of any change in his or her enrollment or employment status. It also requires that the information collected as a result of this Act be reported promptly to local law enforcement and entered promptly into the appropriate state record systems.
- Student Sex Offender Responsibility: In addition to registration requirements as set forth in Idaho Code, students shall, in accordance with the Campus Sex Crimes Prevention Act, notify the Director of Campus Security of their status as a registered sex offender prior to attending classes or residing on campus.
- Employee Sex Offender Responsibility: In addition to registration requirements as set forth in Idaho Code, employees shall, in accordance with the Campus Sex Crimes Prevention Act, notify the Director of Campus Security of their status as a registered sex offender prior to accepting employment with Lewis-Clark State College.

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. Students are responsible for what they post on their own sites and on the sites of others.


Student Grievance Policy

 lcsc.edu/policies Policy 5.312

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.

More information about Student Grievances can be found on page 29 of this handbook.

Student Medical Amnesty Policy

 lcsc.edu/policies Policy 5.315


Alcohol and drug overdose can cause serious and life-threatening medical emergencies. LC State students may encounter these types of emergencies while at LC State. 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 LC State has implemented the Student Medical Amnesty Policy.

Surveillance Camera Policy

 lcsc.edu/policies Policy 4.118

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.

STUDENT CODE OF CONDUCT

 208-792-2218

 lcsc.edu/student-affairs/student-code-of-conduct



The following policies are designed for the general well-being of all members of the LC State 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, members of the Associated Student Body or other college-affiliated groups, if the offense constitutes a violation of Title IX, such that, the offense effectively deprives someone of access to Lewis-Clark State College's educational programs and activities, 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 term "student" includes all persons matriculating at Lewis-Clark State College, both full-time and part-time, pursuing undergraduate, graduate, non-degree, or non-credit studies who are:

1. currently enrolled;
2. accepted for admission or readmission;
3. enrolled in a prior semester or summer session and who are eligible to continue enrollment in the semester or summer session that immediately follows;
4. not officially enrolled for a particular term, but who have a continuing relationship with the college;
5. suspended from enrollment for prohibited conduct that occurred while the individual was a student at the college; or
6. currently using college-owned or college-managed facilities or property in connection with LC State sponsored academic activities.

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 at 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 constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
2. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
3. Any situation that significantly impinges upon the rights, property, or achievements of oneself or other or significantly breaches the peace and/or causes social disorder; and/or

4. Any situation that is detrimental to the educational interests or mission of Lewis-Clark State College.

Updates to the Student Code of Conduct are posted on the Vice President for Student Affairs website <https://www.lcsc.edu/student-affairs/student-code-of-conduct>.

II. Title IX Violations and Other Civil Rights Violations

Lewis-Clark State College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, LC State has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. LC State values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Any person may report discrimination, sexual harassment, and/or retaliation to the Title IX Coordinator (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute a violation of policy). Reports may be made in person, by mail, by telephone, by electronic mail, or by any other means that results in the Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies of LC State:

Title IX Coordinator
Department of Public Safety
500 8th Avenue
Meriwether Lewis Hall, Room 110
Lewiston, ID, 83501
208-792-2689
Titleix@lcsc.edu

Lewis-Clark State College Policy 3.110 Discrimination, Sexual Harassment and Retaliation Prohibited, and related procedures, provide information and guidance on how the college will respond to complaints that may be a violation of that policy. The policy and related procedures can be read in their entirety.

Lewis-Clark State College routinely provides educational and awareness programs to students in order to generate awareness of discrimination and sexual harassment. These programs inform the campus community on how to report incidents of

discrimination and sexual harassment, as well as how to implement safe and positive interventions on behalf of students.

Students are thereby advised that acts of discrimination, sexual harassment, and retaliation are prohibited and may represent violations of the college's Student Code of Conduct. In some instances, off campus conduct may also constitute a violation of the Student Code of Conduct if the effects of off-campus conduct effectively deprives an individual of access to LC State educational programs and activities. Jurisdiction may also extend to off-campus/online conduct when the Title IX Coordinator determines that the conduct affects a substantial institutional interest.

Students who believe they are victims of discrimination or sexual harassment are encouraged to report same immediately to any campus official. All college staff and faculty are designated as a Mandated Reporter, which means they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor. Similarly, students who believe they have witnessed or otherwise know of a case of discrimination or sexual harassment should report it to a campus official.

Reports may be filed confidentially. Students filing complaints requesting anonymity will be apprised of the potential limitations of the investigative and 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.

Upon receipt of notice or a complaint of an alleged violation of the policy prohibited discrimination, sexual harassment, and retaliation, the Title IX Coordinator, or his/her designees, will conduct an initial assessment of the information and will reach out to the Complainant and offer supportive measures and an opportunity to file a formal complaint. The Title IX Coordinator will work with the Complainant to determine whether the individual prefers a supportive and remedial response, and informal response option, or a formal investigation and grievance process. In some cases, school officials may need to proceed with an investigation regardless of the student's desires, based on certain criteria as outlined in Lewis-Clark State College Policy 3.110 – Discrimination, Sexual Harassment, and Retaliation Prohibited. If a determination is made to proceed with an investigation against the wishes of the student, the student will be informed of such and LC State will take every reasonable precaution to keep the student safe and provide supportive measures.

If a member of the campus community believes that LC State 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 <https://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. LC State functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her 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. 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-owned, leased or operated facilities and on campus grounds.
- B. Alcoholic beverages may not be possessed, manufactured 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 without approval from the President of the College.
- 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 LC State as well as to the provisions of local and state law.
- E. For college- 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. Smoking and Vaping Policy

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 or vaping 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 on the map at the following web site: <https://www.lcsc.edu/media/2195/campusmapsmokingareas.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; <https://www.lcsc.edu/student-counseling/substance-abuse-information-assistance>).

5. Falsification of College Records

The willful falsification of official records or documents or the submission of records or documents to LC State 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. Discrimination, Sexual Harassment, Retaliation and Other Civil Rights Offenses: Acts of discrimination, sexual harassment, retaliation and other civil rights offenses are prohibited per policy 3.110 Discrimination, Sexual Harassment and Retaliation Prohibited. Conduct that may violate Policy 3.110 is defined within that policy and will be addressed using the related

Resolution Process document. Prohibited conduct includes, but is not limited to:

- 1) Discrimination on the basis of a protected class;
- 2) Sexual Harassment, including sexual assault, dating violence, domestic violence, and stalking;
- 3) Sexual Exploitation; and
- 4) Other civil rights offenses when the act is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

It is prohibited for the college or any member of college community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination/sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Lewis-Clark State College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

E. Consent is:

- 1) knowing, and
- 2) voluntary, and
- 3) clear permission
- 4) by word or action
- 5) to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the college to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- F. Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent

(e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

7. 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.

8. 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.

9. 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 LC State; 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 of the College 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 LC State officials and instructors in the lawful conduct of their duties is prohibited.

10. 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.

11. 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.

12. 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.

13. 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 college's home stay program. Preventable accidental damage may also be considered a violation of the Student Code of Conduct on a case by case basis.

14. Fire Regulations and Equipment

Smoking in unauthorized areas, the setting or building of fires upon property owned or controlled by LC State 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.

15. Gambling

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

16. 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 Lewis-Clark State College Policy 4.123, is prohibited. The college will provide safe storage of firearms and weapons 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 of Conduct will be subject to college-based disciplinary action and, depending upon the nature of the infraction, may be referred to local law enforcement.

17. 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.

18. National and 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.

19. 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. Violation of the Student Code as an Accessory, includes, but is not limited to:

- A. Falsification, distortion, or misrepresentation of information during a judicial investigation;
- B. Disruption or interference with the orderly conduct of a judicial proceeding;
- C. Institution of a judicial proceeding knowingly without cause;
- D. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
- E. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
- F. Harassment (verbal, visual, or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
- G. Failure to comply with the sanction(s) imposed under the Student Code;
- H. Influencing or attempting to influence another person to commit an abuse of the judicial system; or

- I. Retaliating against any participant in a judicial proceeding to influence, intimidate, or harass the participant.

20. Dual Credit Students

Acts of Academic Dishonesty on the part of Dual Credit Students 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 misconduct), applies to all LC State 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 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 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. Students who are suspended will have this sanction noted on their official college transcript;
5. Expulsion (indefinite removal from LC State) which may include being banned from campus property. Students who are expelled will have this sanction noted on their official college transcript.

*Suspension or expulsion can occur even after a student withdraws if the withdrawal occurred while Student Code of Conduct charges were pending.

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).

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 include loss of privileges within the living group and temporary or permanent removal from college-controlled housing. Students may also 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.

V. 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 LC State 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. Title IX cases will be investigated and adjudicated in accordance with the Federal Title IX regulations, policies, and laws.

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. Emergency Powers

Nothing in the Student Code of Conduct shall reduce the power of the President of Lewis-Clark State College 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.

3. 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, an interview with the student where the student is informed of the alleged violation and given an 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. Allegations of discrimination and sexual harassment, and retaliation will be investigated by the college's Title IX Coordinator or his/her designee. Respondents alleged to have

engaged in a form of sex/gender-based violence will be given notice prior to the initial interview in the investigative process.

4. 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 personally delivered to the person or office entitled to the notice, when delivered to the person's campus mailbox, college e-mail address, 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 responding student and to the reporting party. 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, Lewis-Clark State College's Statement of the Rights of the Parties shall prevail over any conflicting provision in these disciplinary procedures.

5. Supportive Measures

The Vice President for Student Affairs, with the concurrence of the President of the College, 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 federal or state law requires that the student not be allowed on campus. In Title IX or other discrimination investigations, the Title IX Coordinator is authorized to assess the need for and impose supportive measures. Additional supportive measures may include, but are not limited to, assigning new living arrangements, modifying class schedules, restricting access to specific campus facilities, and/or emergency removal from campus.

6. 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 file an appeal with the President of the College by delivering a written request to the Office of the Vice President for Student Affairs within seven (7) business days after the date on which he/she is served with a

copy of the Vice President for Student Affairs (or designee's) decision. Upon receipt of the written request, the Vice President for Student Affairs will notify the President's Office within one (2) business days. 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. An appeal regarding a Title IX Notice of Outcome will be conducted in accordance with policy 3.110.

7. Student Disciplinary Hearing Board

- A. **Function and Jurisdiction.** The Student Disciplinary Hearing Board shall provide a hearing in student discipline matters when a student has filed a timely appeal with the President of the College as set forth in paragraph 6.
- B. **Structure and Organization.** The Student Disciplinary Hearing Board (this is not the Title IX hearing panel) contains the same faculty appointees as the Faculty Hearing Board. Details about the composition of the Faculty Hearing Board are presented in LC State Policy 2.115. The chair shall be elected each year from the voting 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. 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 for Faculty members** can be found at <https://www.lcsc.edu/policies> policy 2.115.
- D. **Hearing Officer.** Either the President of the College 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. For Title IX-related cases, a distinct hearing panel and appeal panel will be convened as necessary. See policy 3.110.

8. President of the College

Upon receipt of an appeal, the President of the College shall convene the Student Disciplinary Hearing Board. Following the hearing, the President of the College shall review recommendations from the Student Disciplinary Hearing

Board and determine whether to affirm, modify or reverse the Vice President for Student Affairs' determination.

9. Hearings Before Student Disciplinary Hearing Board

If the student makes a timely written request for an appeal, 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) business 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. The student:
 - (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.
 - (3) 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
 - (4) shall not have the right to be represented by an attorney except:
 - (a) when the Vice President for Student Affairs will be represented 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 meeting, but the attorney shall not be entitled to present evidence, question witnesses, make arguments or otherwise participate in the meeting. When not accompanied by or represented by an attorney, the student may be accompanied by a non-lawyer advisor of his/her choice.
 - (5) 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, the hearing will not be open to the public.

- (6) The Student Disciplinary Hearing Board will use a recording device to record the hearing. A copy of that record shall be made available to the student upon payment of the reasonable cost of that copy.
- (7) Following the hearing, the Student Disciplinary Hearing Board shall review the documentary, oral and other evidence presented at the hearing. The Student Disciplinary Hearing Board will then issue a recommendation to the President of the College that the Vice President's determination be affirmed, modified, or reversed. The Student Disciplinary Hearing Board's recommendation shall be in writing and shall be forwarded to the President of the College, along with the evidence presented at the hearing, within ten (10) business days of the conclusion of the hearing.
- (8) The President of the College shall issue a written decision within thirty (30) business days of the completion of the hearing. If an extension is required for proper review of the materials presented, written notifications of the extension will be provided to the primary parties. Upon review of the Student Disciplinary Hearing Board's recommendation, the President of the College shall issue a final decision. A copy of the written decision of the President of the College shall be served on the responding party and the Vice President for Student Affairs, and in sexual misconduct cases, to the reporting party.
- (9) A copy of the President of the College's determination will be included in the original respondent's student file.

For cases involving Title IX allegations, refer to Policy 3.110 Discrimination, Sexual Harassment, and Retaliation Prohibited for information and guidance on how the college will respond.

10. State Board of Education

A party may appeal the President of the College'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 19 (<https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-p-students/>).

BEHAVIOR RESPONSE TEAM




208-792-2218

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. The Behavior Response Team uses formal and informal methods to assess risks associated with specific behavior of all members of the campus community on a case-by-case basis. To support this work, the group is also tasked with monitoring and reviewing policies and procedures related to Title IX, the Student Code of Conduct, and the Department of Public Safety. Its membership includes the Title IX Coordinator, the Human Resource Services Director/Affirmative Action Officer, the Director of Public Safety, the Director of Residence Life, and the Director of the Student Counseling Center. This alliance between members of the campus community working 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 discussed by the Behavior Response Team are treated with the utmost sensitivity and appropriate confidentiality 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 PARTIES

 208-792-2689

 <https://www.lcsc.edu/discrimination-harassment/student-rights>



- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to LC State officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by LC State officials.
- The right to have LC State policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by LC State officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by LC State officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by LC State authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by LC State officials.

- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a LC State-implemented no-contact order or no-trespass order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location
 - Assistance from LC State staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations
 - Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
- The right to have LC State maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair LC State's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.

- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with a personal account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any LC State representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to have the Recipient compel the participation of faculty and staff witnesses.
- The right to the use of the appropriate standard of evidence, preponderance of evidence, to make a finding after an objective evaluation of all relevant evidence.

- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by LC State is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the college.
- The right to a fundamentally fair resolution as defined in these procedures.

TIME MANAGEMENT

College students face the challenge of time management and tend to have many demands placed upon their time. There are 168 hours in a 7-day week. A typical three-credit class at LC State meets for 1.25 hours twice per week. The rule of thumb is that a student should spend at least two hours outside of class studying (i.e., reading, writing, etc.) per hour spent in class. After allowing time for sleeping, eating, working, and other necessities, it's easy to see that budgeting and using time well is a critical success strategy. Utilize the graphics below, the Outlook calendar provided with LCMail, or another calendar of choice to budget time in a typical week.

CLASS SCHEDULE

FALL 2022 Semester			
Time/Day	Course	Instructor	Building/Rm

Spring 2023 Semester			
Time/Day	Course	Instructor	Building/Rm

STUDY MANAGEMENT

FALL 2022 TIME MANAGEMENT							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							

SPRING 2023 TIME MANAGEMENT							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							