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 will not discriminate on the basis of race, religion, color, age, sex, national origin, disability, veteran status, or sexual orientation.”

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

For additional accreditations go to LCSC College Facts.

2019-2020
Preface

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

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

Good luck with your academic career. If at any time you would like to share your thoughts or concerns, please visit the Student Affairs webpage and send a suggestion.

lcsc.co1.qualtrics.com/jfe/form/SV_5ur1UQfqfZUYOhf

Other Student Handbooks

In addition to those outlined in this official Student Handbook, some departments or divisions have policies specific to their programs. These handbooks are available on the department or division websites, such as the Nursing and Health Sciences Division, Residence Life, and Social Work. The handbooks will contain information pertaining to particular major/program or division requirements. Check with your instructional division or your advisor to determine if there is a specific handbook enforced in your particular major.

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

Welcome to the 2019-20 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 www.lcsc.edu/student-affairs/.

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,

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

Phone: 208-792-5272  
Toll-Free: 800-933-5272  
TTY: 800-377-3529  
Mailing Address: 500 8th Avenue, Lewiston, ID 83501  
Online: [www.lcsc.edu/](http://www.lcsc.edu/)

<table>
<thead>
<tr>
<th>Office/Program</th>
<th>Phone (208)</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>792-2210</td>
<td>Reid Centennial Hall 114</td>
</tr>
<tr>
<td>Adult Learning Center</td>
<td>792-2238</td>
<td>Clearwater Hall, 400 Main St.</td>
</tr>
<tr>
<td>Advising Center</td>
<td>792-2313</td>
<td>Reid Centennial Hall 208</td>
</tr>
<tr>
<td>Associated Student Body</td>
<td>792-2256</td>
<td>Student Union Bldg/Center for Student Leadership 219</td>
</tr>
<tr>
<td>Athletic Department</td>
<td>792-2275</td>
<td>Activity Center 168</td>
</tr>
<tr>
<td>Business Division</td>
<td>792-2293</td>
<td>Thomas Jefferson Hall 106</td>
</tr>
<tr>
<td>Business Technology &amp; Service</td>
<td>792-2466</td>
<td>Sam Glenn Complex 200</td>
</tr>
<tr>
<td>Career &amp;Technical Programs - Dean</td>
<td>792-2225</td>
<td>Mechanical Technical Bldg 101</td>
</tr>
<tr>
<td>Coeur d'Alene Campus</td>
<td>666-6707</td>
<td>1031 N Academic Way, Ste. 140</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coeur d'Alene, ID 83814</td>
</tr>
<tr>
<td>Coeur d'Alene Police Department</td>
<td>769-2320</td>
<td>3818 Schreiber Way</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>792-2211</td>
<td>Sam Glenn Complex 212</td>
</tr>
<tr>
<td>Disability Services</td>
<td>792-2677</td>
<td>Library 161</td>
</tr>
<tr>
<td>e-Learning Services</td>
<td>792-2239</td>
<td>Sam Glenn Complex 214</td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td>792-2503</td>
<td>Administration Bldg 1</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>792-2224</td>
<td>Reid Centennial Hall 110</td>
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<tr>
<td>First Year Experience</td>
<td>792-2208</td>
<td>Reid Centennial Hall 203</td>
</tr>
<tr>
<td>Food Pantry</td>
<td>792-2662</td>
<td>Student Union Bldg/Center for Student Leadership 140</td>
</tr>
<tr>
<td>Health Services</td>
<td>792-2251</td>
<td>Sam Glenn Complex 205</td>
</tr>
<tr>
<td>IT Helpdesk</td>
<td>792-2231</td>
<td>Sam Glenn Complex 112</td>
</tr>
<tr>
<td>Humanities Division</td>
<td>792-2297</td>
<td>Spalding Hall 104</td>
</tr>
<tr>
<td>International Programs</td>
<td>792-2177</td>
<td>Reid Centennial Hall 23</td>
</tr>
<tr>
<td>LCSC Bookstore</td>
<td>792-2242</td>
<td>Williams Conference Center</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>792-2095</td>
<td>Sam Glenn Complex 218A</td>
</tr>
<tr>
<td>Lewiston Police Department</td>
<td>746-0171</td>
<td>1224 F Street</td>
</tr>
</tbody>
</table>

Coeur d'Alene Campus

Coeur d'Alene Police Department

Counseling Center

Disability Services

e-Learning Services

Educational Talent Search

Financial Aid Office

First Year Experience

Food Pantry

Health Services

IT Helpdesk

Humanities Division

International Programs

LCSC Bookstore

Learning Resource Center

Lewiston Police Department
<table>
<thead>
<tr>
<th>Office/Program</th>
<th>Phone (208)</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts &amp; Sciences - Dean</td>
<td>792-2325</td>
<td>Spalding Hall 202</td>
</tr>
<tr>
<td>Library</td>
<td>792-2236</td>
<td>Library</td>
</tr>
<tr>
<td>Movement &amp; Sport Sciences</td>
<td>792-2600</td>
<td>Activity Center West 116</td>
</tr>
<tr>
<td>Native American/Minority &amp; Veterans’ Services</td>
<td>792-2812</td>
<td>Reid Centennial Hall 23</td>
</tr>
<tr>
<td>Natural Science Division</td>
<td>792-2295</td>
<td>Meriwether Lewis Hall 306</td>
</tr>
<tr>
<td>Nursing &amp; Health Sciences</td>
<td>792-2250</td>
<td>Sacajawea Hall 118</td>
</tr>
<tr>
<td>Professional Studies – Dean</td>
<td>792-2400</td>
<td>Sam Glenn Complex 211</td>
</tr>
<tr>
<td>Registrar</td>
<td>792-2223</td>
<td>Reid Centennial Hall 108</td>
</tr>
<tr>
<td>Residence Life</td>
<td>792-2053</td>
<td>Talkington Hall</td>
</tr>
<tr>
<td>ROTC</td>
<td>272-7504</td>
<td>Student Union Bldg/Center for Student Leadership 141</td>
</tr>
<tr>
<td>Security</td>
<td>792-2226</td>
<td>Meriwether Lewis Hall 110</td>
</tr>
<tr>
<td>Social Science Division</td>
<td>792-2291</td>
<td>Spalding Hall 101</td>
</tr>
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<td>Social Work Program</td>
<td>792-2866</td>
<td>Expedition Hall 16</td>
</tr>
<tr>
<td>Sodexo Food Services</td>
<td>792-2244</td>
<td>Student Union Bldg/Center for Student Leadership 119</td>
</tr>
<tr>
<td>Student Account Services</td>
<td>792-2790</td>
<td>Reid Centennial Hall 102</td>
</tr>
<tr>
<td>Student Employment, Career Center &amp; LC Work Scholars</td>
<td>792-2144</td>
<td>Student Union Bldg/Center for Student Leadership 202</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>792-2600</td>
<td>Spalding Hall 114</td>
</tr>
<tr>
<td>Technical &amp; Industrial</td>
<td>792-2220</td>
<td>Mechanical Technical Bldg 101</td>
</tr>
<tr>
<td>Testing Center</td>
<td>792-2100</td>
<td>Library 161</td>
</tr>
<tr>
<td>TRiO Student Support Services</td>
<td>792-2300</td>
<td>Reid Centennial Hall 215/217</td>
</tr>
<tr>
<td>Veteran’s Resource Center</td>
<td>792-2473</td>
<td>Reid Centennial Hall 8</td>
</tr>
<tr>
<td>Vice President for Student Affairs</td>
<td>792-2218</td>
<td>Reid Centennial Hall 112</td>
</tr>
<tr>
<td>Workforce Training</td>
<td>792-2388</td>
<td>1920 N 3rd Avenue, Lewiston</td>
</tr>
</tbody>
</table>
MISSION & VISION

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

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

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

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

Mission 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
lcsc.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.
### ACADEMICS

#### Fall 2019 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>Aug 16</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Last day to register/add/drop online (5th day)</td>
<td>Aug 23</td>
</tr>
<tr>
<td>Last day to pay without late fees</td>
<td>Aug 23</td>
</tr>
<tr>
<td>Last day to add classes or to drop without ‘W’ grade on transcript (10th day)</td>
<td>Aug 30</td>
</tr>
<tr>
<td>Labor Day (campus closed)</td>
<td>Sep 2</td>
</tr>
<tr>
<td>Instructor and Division Chair approval now required to add classes</td>
<td>Sep 2</td>
</tr>
<tr>
<td>Mid-term grades due/posted to WarriorWeb by 12PM noon.</td>
<td>Oct 18</td>
</tr>
<tr>
<td>Last day to drop from classes or withdraw from college for the semester</td>
<td>Nov 7</td>
</tr>
<tr>
<td>Advance registration for Spring (currently enrolled student only)</td>
<td>Nov 11 - 14</td>
</tr>
<tr>
<td>Registration opens at 8AM for Seniors and Post-baccalaureates</td>
<td>Nov 11</td>
</tr>
<tr>
<td>Registration opens at 8AM for Juniors and above</td>
<td>Nov 12</td>
</tr>
<tr>
<td>Registration opens at 8AM for Sophomores and above</td>
<td>Nov 13</td>
</tr>
<tr>
<td>Registration opens at 8AM for Freshmen and above</td>
<td>Nov 14</td>
</tr>
<tr>
<td>Open registration begins for Spring at 8AM (new students)</td>
<td>Nov 15</td>
</tr>
<tr>
<td>Thanksgiving Break (no classes)</td>
<td>Nov 25 - 29</td>
</tr>
<tr>
<td>Last day to apply for graduation (Spring)</td>
<td>Dec 1</td>
</tr>
<tr>
<td>No final exam week</td>
<td>Dec 2 - 6</td>
</tr>
<tr>
<td>Final exam period</td>
<td>Dec 9 - 13</td>
</tr>
<tr>
<td>Final grades due at 12pm</td>
<td>Dec 16</td>
</tr>
<tr>
<td>Final grades posted to WarriorWeb</td>
<td>Dec 16</td>
</tr>
</tbody>
</table>

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For questions pertaining to final exams in the event of an unexpected campus closures see the Policy and Procedures Manual at [www.lcsc.edu/policies/policies/policy 5.313](http://www.lcsc.edu/policies/policies/policy 5.313).
<table>
<thead>
<tr>
<th><strong>Spring 2020</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring admission application deadline</td>
<td>Jan 8</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Jan 17</td>
</tr>
<tr>
<td>MLK Civil Rights Day (campus closed)</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Jan 21</td>
</tr>
<tr>
<td>Last day to register/add/drop online (5th day)</td>
<td>Jan 27</td>
</tr>
<tr>
<td>Last day to pay without late fees</td>
<td>Jan 27</td>
</tr>
<tr>
<td>Last day to add classes or to drop without ‘W’ grade on transcript (10th day)</td>
<td>Feb 3</td>
</tr>
<tr>
<td>Instructor and Division Chair approval now required to add classes</td>
<td>Feb 4</td>
</tr>
<tr>
<td>Mid-term grades due/posted to WarriorWeb by 12PM noon.</td>
<td>Mar 20</td>
</tr>
<tr>
<td>Spring Break (no classes)</td>
<td>Mar 30 - Apr 3</td>
</tr>
<tr>
<td>Last day to drop from classes or withdraw from college for the semester</td>
<td>Apr 9</td>
</tr>
<tr>
<td><strong>Advance registration for Spring (currently enrolled student only)</strong></td>
<td><strong>Apr 13 - 16</strong></td>
</tr>
<tr>
<td>Registration opens at 8AM for Seniors and Post-baccalaureates</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Registration opens at 8AM for Juniors and above</td>
<td>Apr 14</td>
</tr>
<tr>
<td>Registration opens at 8AM for Sophomores and above</td>
<td>Apr 15</td>
</tr>
<tr>
<td>Registration opens at 8AM for Freshmen and above</td>
<td>Apr 16</td>
</tr>
<tr>
<td>Open registration begins for Spring at 8AM (new students)</td>
<td>Apr 17</td>
</tr>
<tr>
<td>Last day to apply for graduation (Spring)</td>
<td>May 1</td>
</tr>
<tr>
<td>No final exam week</td>
<td>May 4 - 8</td>
</tr>
<tr>
<td>Final exam period</td>
<td>May 11 - 14</td>
</tr>
<tr>
<td>Final grades due at 12pm</td>
<td>May 15</td>
</tr>
<tr>
<td>Final grades posted to WarriorWeb</td>
<td>May 18</td>
</tr>
</tbody>
</table>
Adding/Dropping Classes

Adding Classes
- Submit an Add/Drop Form to the Office of the Registrar (RCH 108) or send an e-mail to registrar@lcsc.edu.
- Before the 10th day of the term (Fall 19 August 30, 2019) - instructor signatures are required on the Add/Drop form to add all classes.
- After the 10th day of the term - instructor signatures and division chair authorization will be required on the Add/Drop form to add all classes.

Dropping Classes
- Submit an Add/Drop Form to the Office of the Registrar (RCH 108) or send an e-mail to registrar@lcsc.edu
- Before the 10th day of the term (Fall 19 August 30, 2019) - students may drop classes without any transcript notation.
- After the 10th day of the term - a grade of "W" will be noted on the transcript when students drop (withdraw) from classes.
- Students cannot drop all classes using an Add/Drop form. This is referred to as a total withdrawal and requires the Total Withdrawal Form. Students can also withdraw online via WarriorWeb during the withdrawal period.
- Students must petition to withdraw or drop classes after November 7, 2019 (Fall 19).

Advising

At LCSC, educational advising is viewed as the foundation for a successful academic program. First-time academic freshmen, transfer students with less than 14 credits, and transfer students who have not yet completed developmental math and/or English courses will initially be advised through the Advising Center. Visit with your advisor to discuss career and/or academic planning questions.
Attendance

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

Military and firefighters should refer to the Policy and Procedures Manual policy 5.302 for the necessary guidelines.

Student athletes and students involved in extracurricular school activities should refer to the Policy and Procedures Manual policy 5.314 for the necessary guidelines.

Disability Accommodations

Students in need of disability related services, including testing accommodations, should contact the Disability Services (DS) office before the start of each semester to assure accommodations can be in place for the start of the semester, or as soon as possible after the beginning of the semester.

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 LCSC 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 (LCSC) or by a party acting for the institution. Records NOT protected by FERPA include:
   - records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
   - records maintained by College security/law enforcement unit
   - records of employment which relate exclusively to individuals in their capacity as employees (records of students employed by the College as a result of their status as students are education records, e.g. work-study)
   - records created, or maintained by a physician, psychiatrist or other recognized professional acting in his or her professional capacity (including counseling and health records)

2. Student: Any individual who is enrolled in a LCSC credit or non-credit course on the first day of the course.

**DIRECTORY INFORMATION:**

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

- Student name
- Address listings
- Telephone listings
- Photograph
- E-mail address
- Dates of attendance
- Enrollment status
- Class level
- Previous colleges attended
- Major/minor field of study
- Degree types and dates
- Club and athletic participation records
- Height and weight of members of athletic teams
- Scholarships Awarded
- College Leadership Position
- High-School attended/hometown
- Satisfactory academic standing/ honor roll or other recognition lists

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **In-person:** Before divulging information about a student’s record, staff should ask for photo ID from that student. If the student does not have photo ID, staff should ask the student for at least one of the following: Student ID, SSN, birth date, phone number, or address. Staff who remain unsure about a
student's identity should ask for answers to a combination of the above.

- **LCMail**: Since students must use their usernames and passwords to access their LCMail accounts, LCSC student e-mail is considered "secure" by the institution. Staff can assume that inquiries received from a student's LCMail account are from the student. No further verification is needed; however, no secure information (e.g. tax forms, social security card, banking documents) should be sent or requested through LCMail.

- **Phone**: Before divulging information about a student's record, staff should ask the student for one of the following: Student ID, SSN, birth date, phone number, or address. Staff who remain unsure about a student's identity should ask for answers to a combination of the above. If the student's identity cannot be verified, no information should be shared.

- **Other Email**: No student information should be shared through personal, generic, or non-LCMail email addresses.

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

**Grade Grievance**

☎ 208-792-2223
✉ [lcsc.edu/registrar/grades-honors/](http://lcsc.edu/registrar/grades-honors/)

The purpose of the grade grievance process is to provide students with an opportunity to appeal a final course grade for one or more of their classes at LCSC. For a complete guideline to the process go to grading in the catalog or the Policy and Procedures Manual at [www.lcsc.edu/policies/policies/](http://www.lcsc.edu/policies/policies/) policy 5.310.

**Grading**

☎ 208-792-2223
✉ [lcsc.edu/registrar/grades-honors/](http://lcsc.edu/registrar/grades-honors/)

Grades (final and mid-term) are available for student viewing and printing via WarriorWeb. Mid-term grades are not official grades (as they are not posted to the transcript nor impact the GPA). Final
grades are required for all courses. Mid-term grades are required for full-term (16 week) academic courses numbered 1-299.

**Graduation**

[lcsc.edu/graduation/](http://lcsc.edu/graduation/) or [lcsc.edu/warriorweb](http://lcsc.edu/warriorweb)

The graduation application is available on WarriorWeb. Log in and click on the "Apply to graduate" link within your academic profile. You must meet with your assigned advisor before applying as they will approve your application via WarriorWeb.

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

**Plagiarism**

[208-792-2218](tel:208-792-2218)


Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent one’s own ideas, concepts and current understanding.

**Read&Write™**

[208-792-2677](tel:208-792-2677)

[lcsc.edu/disability-services/readwrite/](http://lcsc.edu/disability-services/readwrite/)

LCSC students, faculty and staff have FREE access to Read&Write™, an award-winning literacy software tool that can help students improve reading, writing, research, and study skills. Read&Write™ also has a variety of tools that benefit the English language learner who may struggle with reading fluency, comprehension, and word pronunciation.
Registration

208-792-2223
lcsc.edu/registrar/registration/

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

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

Web registration will be available at 12 midnight each date during the Advance Registration period. Only currently enrolled students may register prior to open registration. See Academic Calendar on pages 10 and 11 for dates of registration.

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
Total Withdrawal

208-792-2223

lcsc.edu/registrar/petitioning-withdrawing/

The deadline for withdrawal from college for Fall and Spring semesters is the Thursday before Advance Registration. See Academic Calendar pages 10 and 11. Withdrawing from all classes after this deadline requires a petition appeal. Students withdrawing from all enrolled courses (total withdrawal from college) at any time must initiate withdrawal by logging on to WarriorWeb and submitting a Total Withdrawal Form.

Withdrawal from a Single Course

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

Tutoring/Academic Assistance/Labs

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

Accounting Tutor

lcsc.edu/business/tutoring/

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

Anatomy and Physiology Lab

lcsc.edu/math-and-science-tutoring-center/

Open to all students in Sacajawea Hall 246.

Computers/Printing

Available to all students (printing costs vary) in the following locations: Library, printing kiosk near SUB Info Desk, and Pi’amkinwaas.
Computer Science Lab
lcsc.edu/math-and-science-tutoring-center/

Open to all students enrolled in computer science classes in Meriwether Lewis Hall 240.

Learning Resource Center
lcsc.edu/career-technical-education/learning-resource-center/

Open to all Career & Technical students in Sam Glenn Complex 218A.

Math and Science Tutoring Center
lcsc.edu/math-and-science-tutoring-center/

Open to all students in Meriwether Lewis Hall 320.

Spanish Language Lab
lcsc.edu/humanities/spanish/spanish-language-lab/

Available to students enrolled in Spanish classes in Library 172.

TRIO Student Support Services
lcsc.edu/student-support-services/

Students must meet federal qualifications and complete an application for consideration in Reid Centennial Hall 215.

Writing Center
lcsc.edu/writing-center/

Available to all students in Library 172.
Services Available for Coeur d’Alene Students

**Accounting Tutor**
✉️ accountinglabcda@lcmail.lcsc.edu

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

**American Indian Services**
📞 208-769-3365

Available to students in Edminster Student Union Bldg, Room 003.

**Career Services**
📞 208-769-7821

Available to students in Edminster Student Union Bldg, 2nd Floor.

**Disability Student Services**
📞 208-769-5947

Available to students in Seiter Hall, Room 100.

**Food Pantry**
📞 208-665-5086

Available to all students in Edminster Student Union Bldg, Room 004.

**IT HelpDesk**
📞 208-792-2231 or 1-800-527-2445

Available to all students in Harbor Center.

**Library Services**
📞 208-769-3355
🌐 lcsc.edu/library/
Students may physically check out books from the NIC Molstead Library or use the online library services at LCSC library website.

**Online Math & Science Tutoring**

📞 208-792-2273  
🌐 [lcsc.edu/math-and-science-tutoring-center/](http://lcsc.edu/math-and-science-tutoring-center/)

Available to all students.

**Online Writing Lab (OWL)**

✉️ writinglab@lcmail.lcsc.edu

Available to all students.

**Student Computers**

📞 208-666-6707

Available to all students at the Harbor Center.

**Student Counseling Services**

📞 208-664-7021

Available to all students at the Harbor Center.

**Testing Center**

📞 208-676-7203

Available to all students at Molstead Library, 2nd Floor.

**Veteran Services**

📞 208-666-8027

Available to all students in Edminster Student Union Bldg, Rm 004.

**Writing Center**

📞 208-769-3298

Available to all students in Lee Hall Annex, Rm 101.
FINANCIAL

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

Deadlines for Payment

208-792-2790
lcsc.edu/student-accounts/dates-deadlines/

It is important to be aware of the financial deadline dates to make the best use of your finances. Pay your fees in full, or sign a payment plan contract by the fee payment deadline date to avoid late fees.

Direct Deposit

208-792-2790
lcsc.edu/student-accounts/release-of-financial-aid/

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

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

Easy sign up instructions:
Log-on to Warrior Web, (if you do not have a login, contact the helpdesk at 208-792-2231), select Student Menu. Under Student Account choose the My Bank Information (U.S.) link. Review and agree to the Electronic Refund Information, and complete the My Bank Information (U.S.) form.
Educational Credit Management Corporation (ECMC)

888-221-3262
ecmc.org

LCSC has a partner to assist you in navigating the student loan maze. Have questions regarding: student loan basics, preventing default, resolving defaults, or bankruptcy? Contact Educational Credit Management Corporation (ECMC). Let them help you succeed.

Financial Aid Appeals

208-792-2224
lcsc.edu/financialaid/financial-aid-forms/

In the event you need to appeal a decision concerning your financial aid, you can find information at How Do I Appeal or appeals forms under the appropriate year at the link above.

Loans

208-792-2224
lcsc.edu/financialaid/loans/

If you apply for federal financial aid through the FAFSA, you may be offered loans as part of your financial aid package. A loan is money you can borrow, but must pay back.

Payment Options

208-792-2790
lcsc.edu/student-accounts/payment-options/

Tuition, fees, housing, and meal charges can be paid on Warrior Web using the "Make a Payment" link with Electronic Check (E-check), American Express, Discover Card, MasterCard and Visa. Payments can also be made with cash, check, money order, and credit/debit cards at the Cashier’s Window (Administration Building, Room 103), or mail your check to LCSC, c/o Controller’s Office, 500 8th Avenue, Lewiston, ID 83501. If you want a parent, spouse or other third party to pay your charges, you
can set them up with online access using Person Proxy. The WarriorWeb link is under My Information.

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

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

**Payment Plans**

📞 208-792-2790  
🌐 lcsc.edu/student-accounts/payment-options/payment-plans/

A payment plan may be available to students who do not have a delinquent account with the college and have not defaulted on any previous financial obligations incurred at the college. You can inquire about payment plans in Reid Centennial Hall, Room 102.

**Priority Deadline**

📞 208-792-2224  
🌐 lcsc.edu/financialaid/priority-deadline/

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

**Refunds**

📞 208-792-2790  
🌐 lcsc.edu/student-accounts/refund-policy/

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

**Residual Funds**

📞 208-792-2790  
🌐 lcsc.edu/student-accounts/release-of-financial-aid/

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

**Satisfactory Academic Progress (Financial Aid)**

📞 208-792-2224  
🌐 lcsc.edu/financialaid/satisfactory-academic-progress-policy/

Federal law requires that you must be making “Satisfactory Academic Progress” (SAP) toward a degree for you to be eligible for and to receive federal financial aid funds. These standards apply to all periods of attendance, even periods when you did not receive financial aid.

**Scholarships & Waivers**

📞 208-792-2224  
🌐 lcsc.edu/financialaid/scholarships-and-waivers/

LCSC provides access to a wide variety of institutional scholarships, out-of-state tuition scholarships/waivers and outside funding opportunities. Scholarships are available for various majors, minority students, first-year freshman and non-traditional students.
Tuition & Fees

LCSC charges students by the credit for part-time enrollment. Students enrolling in 12 - 19 credits are charged a flat rate for fall and spring semesters; there is no full-time rate for summer. Students who are not Idaho residents will incur non-resident tuition when registering full-time. Please review the Tuition and Fee Schedule for details. For information about campus housing and meal rates, please contact Residence Life.

To help you navigate some of your financial questions go to Glossary of Financial Terms at lcsc.edu/student-accounts/glossary-of-financial-terms/.

For more information contact:

Financial Aid

208-792-2224
lcsc.edu/financialaid/
Reid Centennial Hall 114

Student Account Services

208-792-2790
lcsc.edu/student-accounts/
Reid Centennial Hall 102
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.

The Advising Center
☎ 208-792-2313
✉ lcsc.edu/advising/
Reid Centennial Hall 208

Contact The Advising Center for assistance with questions regarding your advisor, classes you wish to take, the registration process, academic planning, your SD107/307 Orientation course requirements, and exploring your educational and/or career direction.

Blackboard
☎ 208-792-2239
✉ lcsc.blackboard.com/
Sam Glenn Complex 214

Blackboard Learn is not just for students taking online classes. Students enrolled in hybrid classes complete up to 70% of their coursework in Blackboard, and lecture instructors may utilize several online elements as well. It is important to understand the basics of how Blackboard works. (See e-Learning Services)

Bookstore
☎ 208-792-2242
✉ bkstr.com/lewis-clarkstatestore/home/en
Williams Conference Center

The LCSC Bookstore has your textbooks, supplies, apparel, water bottles, backpacks, bags, gifts, collectibles, and much more.
Center for New Directions

208-792-2313  
lcsc.edu/advising-center/cnd/
Reid Centennial Hall 208

The Center for New Directions helps students and community members in transition to become personally and economically self-sufficient. We provide career and educational counseling to help individuals recognize their abilities and interests, set goals, solve problems, and find a positive life direction.

Charging Stations

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

Childcare - KinderCollege

208-792-2254  
lcsc.edu/kinder-college/
805 4th St, Lewiston

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

Our childcare facility exists to provide quality child care to children of LCSC students, children of faculty/staff and to community members. The KinderCollege is licensed by the City of Lewiston to provide care for children six weeks to 6 years of age. See the website for rates.

Counseling Services

208-792-2211  
lcsc.edu/student-counseling/
Sam Glenn Complex 212

We provide a confidential place for students to come to discuss any issue or concern they may have ranging from homesickness and adjustment to college, or to other mental health or emotional concerns.
 Degrees

lcsc.edu/degrees/

Check out the list of over 180 degree programs available.

 Disability Services

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

Students in need of disability related services should contact the Disability Services office before the start of each semester to assure accommodations can be in place for the start of the semester, or as soon as possible after the beginning of the semester.

 e-Learning

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

 Email/LCMail

208-792-2231
lcsc.edu/lcmail/
Sam Glenn Complex 112

LCMail is Lewis-Clark State College's student email system powered by Google. If you already have a Gmail account you will need to sign out before you can sign into your LCMail account. Your LCMail account email address is username@lcmail.lcsc.edu.
If you are unsure of your username contact the Help Desk. (See Help Desk, page #)

Events

[icsc.edu/event-calendar]

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

Fitness Center

[208-792-2366]
[lcwarriors.com/sports/2016/3/11/fitness-center.aspx]

Activity Center

Fall/Spring Hours:
Monday – Thursday  5:45 a.m. – 10 p.m.
Friday 5:45 a.m. - 8 p.m.
Saturday 9 a.m. - 1p.m. & Sunday 12 p.m. - 4 p.m.

Summer Hours:
Monday – Thursday  6 a.m. – 8 p.m.
Friday 6 a.m. - 6 p.m.
Saturday & Sunday Closed

The hours during breaks or holidays will be limited or closed. You must present your WarriorOne card for access to the facilities.

Food Services/Sodexo

[208-792-2244]
[lcsc.edu/sub/sodexo-food-services/]

Student Union Building/Center for Student Leadership

Hours: Monday – Friday
   Breakfast 7:30 a.m. - 10:30 a.m.
   Lunch 11 a.m. - 1:30 p.m.
   Lunch 11 a.m. - 1 p.m.
   Dinner 5:30 p.m. - 7 p.m.
   Brunch 10:30 a.m. - 1 p.m.
   Dinner 5:30 p.m. - 7 p.m.

Jitterz  Monday – Friday  7 a.m. – 3:30 p.m.
Doks    Monday – Friday  7 a.m. – 4 p.m.
Commuter Meal Plans
Silver Block*  10 Meals @ the Marketplace $ 70 + tax
Gold Block*  25 Meals @ the Marketplace $ 165 + tax
Warrior Block* 60 Meals @ the Marketplace $ 360 + tax

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

Residence Hall Student meal plans.
lcsc.edu/residence-life/rooms-rates-meal-plans/meal-plan/

Health Services
208-792-2251
lcsc.edu/student-health/
Sam Glenn Complex 205

LCSC students have access to quality health services at our 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/for-students
Sam Glenn Complex 112

The IT department offers the following services for students: LCMail and WarriorWeb support, assistance connecting to the open, non-secured wireless - LCSC-wlan.

Housing/Residence Halls
208-792-2053
lcsc.edu/residence-life/
Talkington Hall Basement
Off-Campus Housing
lcsc.edu/residence-life/off-campus-rentals/

Lewis-Clark State College’s Residence Life program is dedicated to helping students make an easy transition from high school to college by creating an academically supportive on-campus community where ideas are shared, fun is had, and lifelong friendships are formed.

ID Cards
208-792-2060
lcsc.edu/warrioronecard/
Student Union Building/Center for Student Leadership Info Desk

Get your WarriorOne Card (student ID) at the Student Union Building Information Desk for free after you register for classes. We will activate your card automatically after your student fees are paid so you can join in the fun.

Involvement Activities
208-792-2256
lcsc.edu/student-activities/

Attending LCSC can be one of the best experiences in your life. Part of what makes college exciting are the seemingly countless opportunities you have to gain new experiences, build new professional and personal networks, and to give your career goals a sharper focus. By participating in activities, you will enjoy each of these elements of your college career. Examples of the involvement opportunities available to our students are:

- Campus Recreation
- 70 Clubs & Organizations
- Communications Board
- Intramural Sports
- Pathfinder (student newspaper)
- KLCZ (student radio station)
- Student Government (ASLCSC)
• Warrior Entertainment Board
• Serving on college committees

Most of our involvement activities are housed under the Student Union Building/Center for Student Leadership. This is because we not only want you to enjoy your experiences, but we also want to help you use those experiences to bolster your resume and sharpen your professional skills. And, we have the expertise on campus to help you showcase those skills to prospective employers, graduate schools, or professional schools!

Job Search & Career Opportunities

208-792-2144
lcsc.edu/student-employment
Student Union Building/Center for Student Leadership 202

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

Library

208-792-2396
lcsc.edu/library/

Hours: Monday – Friday 7:30 a.m. – 10 p.m.
Saturday 12 p.m. – 6 p.m.
Sunday 12 p.m. – 10 p.m.

The library offers many exciting resources for you to utilize. The library has over 90,000 books including many pleasure reading books and new release DVDs. Our librarians can help you with your research when you make a reference appointment or get help 24/7 using the Ask-a Librarian Chat. You can also use one of our six study rooms, scan a document, print out class materials, chill on a yoga ball, or check out a laptop or a projector. Don’t forget our online materials, including millions of articles, and lots of streaming video.
Lost & Found/Security

208-792-2226
lcsc.edu/security/

Meriwether Lewis Hall 110

Hours: Monday – Friday 8 a.m. – 4:30 p.m.

Lewis-Clark State College Security Department maintains a lost and found to help reunite people with their possessions. We hold Items for 45 days and high value ($100+) items for 90 days. Items not claimed in the allotted time will be donated to charity or destroyed.

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.

You may purchase postage at the mail room in Sam Glenn Complex, lower level. They do not sell actual stamps, but they can weigh your envelope or package and provide postage for it. You can also pick-up packages if you live in the Residence Halls and receive a notice.

Name/Address Changes

208-792-2223
lcsc.edu/media/5609884/Address-Name-change-form.pdf

Reid Centennial Hall 108

Parking Permits

208-792-2226
lcsc.edu/security/

Meriwether Lewis Hall 110

Hours: Monday – Friday 8 a.m. – 4:30 p.m.

Please be advised that our parking permits are not considered valid when used in area surrounding campus which are marked with signs that indicate “Residential Parking Only”. These areas are reserved for residential homeowner parking and are patrolled by the City of Lewiston. Parking permits are $10 for currently enrolled students.
Petition

208-792-2223

lcs.edu/school-of-professional-studies/petition-committee/
Reid Centennial Hall 108

Students seeking exceptions to College policy must submit a petition form and supporting documents to the Registrar’s Office (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 Registrar.

Safety Escort

208-792-2226 or 208-792-2815

lcs.edu/security/
Meriwether Lewis Hall 110
Hours: Monday – Friday 8 a.m. – 4:30 p.m.

If you need us to walk you to your car, residence hall, or to another campus building, contact the on-duty security officer.

Security

208-792-2226 or 208-792-2815

lcs.edu/security/
Meriwether Lewis Hall 110
Hours: Monday – Friday 8 a.m. – 4:30 p.m.
Saturday & Sunday Closed, security officer is on duty 24/7

The Campus Security Department is responsible for enforcement of policies, rules, and regulations set forth by the State of Idaho, Idaho State Board of Education, and Lewis-Clark State College. The department is staffed by trained officers with experience in security and law enforcement. We are here to help you, so please contact us if you have security concerns or need an escort to your car, residence hall, or another campus building. You can view the annual Security Clery Report at
Lewis-Clark State College is committed to helping you be successful during your time here. LCSC provides grievance procedures for students on various issues.

**Student Support Network**
- **Phone**: 208-792-2211
- **Website**: [lcsc.edu/student-counseling/student-support-network/](http://lcsc.edu/student-counseling/student-support-network/)
- **Location**: Reid Centennial Hall 111

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

**Student Support Services/TRiO**
- **Phone**: 208-792-2300
- **Website**: [lcsc.edu/student-support-services/](http://lcsc.edu/student-support-services/)
- **Location**: Reid Centennial Hall 215

The TRIO Student Support Services Program is a federal grant designed to help students find success in college and the real world. Our program goals are to help you stay in college, maintain a GPA necessary to achieve your goals, and graduate. The program serves 165 eligible students per year. If neither of your parents have graduated college with a four year degree, you have documented financial need, or you have a physical or learning disability, and are seeking a four year degree, it is likely that you qualify for the program.
Study Away
☎️ 208-792-2177
🌐 lcsc.edu/study-away/
Reid Centennial Hall 22

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

Testing Center
☎️ 208-792-2100
🌐 lcsc.edu/testing-center/
Library 161

See website for hours and tests.

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

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

Vaccinations
☎️ 208-792-2251
🌐 lcsc.edu/student-health/vaccines/
Sam Glenn Complex 205

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

**Vending Machines**
Available throughout campus, the vending machines allow you to use your WarriorOne card or cash for purchases.

**Veteran’s Resource Center**
- **Phone**: 208-792-2473
- **Website**: [lcsc.edu/veterans/](http://lcsc.edu/veterans/)
- **Location**: Reid Centennial Hall 8

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**
- **Phone**: 208-792-2231
- **Website**: [lcsc.edu/warriorweb](http://lcsc.edu/warriorweb)
- **Location**: Sam Glenn Complex 112

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

**LC Work Scholars**
- **Phone**: 208-792-2144
- **Website**: [lcsc.edu/work-scholars](http://lcsc.edu/work-scholars)
- **Location**: Student Union Building/Center for Student Leadership 202

LC Work Scholars provides access to higher education through work-based learning opportunities. Students offset their need to rely on student loans by earning financial assistance and gain valuable on-the-job experience offering them a pathway to employment after graduation.
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. LCSC 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, LCSC will not tolerate any form of discrimination, harassment, or retaliation against any member of the LCSC community, and will take appropriate action against a student or College employee who are 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 Office of the Title IX Coordinator. Incidents involving a student respondent will be adjudicated under the provision of the Student Code of Conduct (Vice President for Student Affairs), and incidents involving a College employee will be adjudicated under the appropriate provisions for staff and faculty.

Sexual Harassment and Hostile Environment
Sexual Harassment is a form of discrimination and encompasses unwelcome verbal, physical, written, or online conduct of a sexual nature, including sexual assault. Additionally, sexual harassment encompasses gender-based harassment which is harassment of a non-sexual nature that occurs because of an individual’s sex and/or gender. Gender-based harassment includes harassment based on
an individual’s non-conformity to sex and/or gender stereotypes. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Consistent with the law, this policy prohibits two types of sexual harassment:

- Hostile Environment (Policies and Procedures Manual – Policy 3.110): Sexual harassment creates a hostile environment when it is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with, denying, or limited employment opportunities or the ability to participate in or benefit from any College education, social, and/or residential program.

- Quid Pro Quo (this for that) Quid pro quo sexual harassment occurs when employment or academic decision resulting in a significant change in status are based on an employee or student’s submission to, or rejection, of unwelcome verbal or physical sexual conduct. Examples include, but are not limited to:
  1. Requiring sexual favor in exchange for hiring, a promotion, a raise or a grade.
  2. Changing work or academic assignments because an employee or a student refuses invitations for a date or other private, social meeting.

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

Students have the right to have college classes conducted under the following provisions:
Faculty will clearly state course outcomes/goals, assignments/testing, and grading which should be in alignment with the course intention (or purpose) and academic level.

Faculty will plan and regulate class time with an awareness of its value for every student.

Faculty will be available to students and will announce and maintain regular office hours.

Faculty will strive to generate respect and understanding for academic freedom by students.

Faculty will strive to create an environment in which students may raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.

Faculty will be sensitive to students’ personal or political beliefs expressed in a private manner in connection with coursework.

Faculty will protect student information, such as grades and class standing in accordance with FERPA.

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

- Students may form, join, and participate in groups which promote the common intellectual, religious, social, economic, political, recreational or cultural life of campus. The college believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.

- A student group may be authorized to use college facilities if its officers and a majority of its members are currently enrolled at Lewis-Clark State College.
- Students and student groups are free to engage in peaceful and orderly protests and demonstrations which do not disrupt functions of the college, subject to reasonable assumptions concerning time, place, and manner. In all cases the educational purpose and process of the college must not be disrupted by protests and demonstrations.

- Students who publish student publications under college auspices have the right to be free from unlawful censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Student editors and managers may not be removed because of general faculty, administrative, student or public disapproval. They may be suspended or removed from their positions for proper cause by the committee responsible for their appointment.

- Students who publish student publications which are not sponsored or financially supported by the college may distribute the publications to students on college property subject to reasonable assumptions concerning time, place, and manner of distribution, but may not have protection of social or legal consequences of libel, indecency, undocumented allegations, attacks on personal integrity, or techniques of harassment and innuendo.

- Students have the right to access educational records maintained by the college. The students may review their own records and challenge the accuracy of the records. Educational records are maintained on a confidential basis. Only those college employees with a legitimate need to know have access to student educational records. For further information see the full policy on student records at lcsc.edu/policies/policies/ policy 1.117.
POLICY & PROCEDURE

Administrative/Involuntary Withdrawal Policy

This allows for administration to withdraw students from classes if the College determines that the conduct, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the College.

Appropriate Use of Technology

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.

Drug & Alcohol Policy

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

Drug-Free Schools and Communities Act

208-792-2211

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

**Faculty/Staff Handbook**

lcsc.edu/policies/policies/

The Lewis-Clark State College Faculty/Staff Handbook provides the college community with a written record of approved and current policies. These policies are written expressions of philosophy and direction, established to provide guidance and assistance to the administration and college constituencies in the conduct of College affairs.

**Health Insurance Policy**

208-792-2251
lcsc.edu/student-insurance/

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

If you participate in one of the following programs, you will be required to have current health insurance and asked to provide proof as a condition of enrollment or participation to your division:

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

LCSC does not offer a student health insurance plan. If you need assistance finding a health care plan that meets your needs visit the Student Health Clinic in Sam Glenn Complex 205.
Sex Offender Policy

lcsc.edu/policies/policies/ Policy 1.119

- Notification: Idaho law requires that registered sex offenders notify the state police when they intend to work and/or study within an area under the state police’s jurisdiction. Upon notification of enrollment or employment of a registered sex offender, the Idaho State Police will, in turn, notify the Lewis-Clark State College Security Department. The Security Office will verify records to determine if the offender is a registered student or a college employee and/or communicate the offender status to the Vice President for Finance and Administration, Vice President for Student Affairs, Directors of Human Resource Services and Residence Life, and Director of KinderCollege (child care).

- Student Sex Offender Responsibility: Idaho Sexual Offender Registration requires that, within two working days of enrollment, the student must notify the sheriff for the county where the person resides of intent to attend the college. The student must disclose sex offender status to Residence Life when applying for campus housing. LCSC requires that an enrolled college student must notify the Director of Security within two working days of their status as a sex offender.

- Employee Sex Offender Responsibility: Idaho law requires that a prospective college employee must notify the sheriff for the county where the employee resides of the intent to accept a position at the college within two working days of employment. LCSC requires that a college employee must notify the Department of Human Resource Services of his/her status as a sex offender within two working days of accepted employment.

Social Media

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

**Student Grievance Policy**

- [lcsb.edu/policies/policies/](http://lcsb.edu/policies/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.

**Student Medical Amnesty Policy**

- [lcsb.edu/policies/policies/](http://lcsb.edu/policies/policies/) Policy 5.315

Alcohol and drug overdose can cause serious and life threatening medical emergencies. LCSC students may encounter these types of emergencies while at LCSC. Due to fear of the consequences, students are often afraid to seek emergency assistance for fellow students in trouble. To encourage students to seek emergency care LCSC has implemented the Student Medical Amnesty Policy.

**Surveillance Camera Policy**

- [lcsb.edu/policies/policies/](http://lcsb.edu/policies/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.

**Total Withdrawal Policy**

- [lcsb.edu/policies/policies/](http://lcsb.edu/policies/policies/) Policy 5.320

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

The term “student” includes all persons matriculating at Lewis-Clark State College, both full-time and part-time, pursuing undergraduate, 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 LCSC 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 could constitute a criminal offense as defined by federal or state law. This includes, but is not limited to, allegations of single or repeat violations of any local, state or federal law in the municipality where the school/college is located;
2. Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
3. Any situation that significantly disrupts the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.

*Adapted from Penn State University/ATIXA

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

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

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. (Source: U.S. Department of Education Office of Civil Rights: Title IX and Sex Discrimination and 20 U.S.C §1681 et seq. and its implementing regulations, 34 C.F.R. Part 106). Consistent with the Campus SaVE Act and Clery Act, Lewis-Clark State College prohibits domestic violence, dating violence, sexual assault, and stalking. Educational and awareness programs are offered routinely to generate awareness of these issues. Training programs and publications inform people how to report incidents of sexual misconduct as well as how to implement safe and positive interventions on behalf of students.

Students are advised that acts of discrimination, sexual harassment, and sexual misconduct represent violations of the LCSC Code of Conduct even when they occur off campus and even if such acts do not constitute Title IX violations.
Inquiries concerning Title IX may be directed to the Title IX Coordinator:

Title IX Coordinator  
Administration Building 201A  
208-792-2689  
titleix@lcsc.edu

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

Title IX Coordinator  
208-792-2689  
titleix@lcsc.edu

Director of Campus Security  
208-792-2226  
security@lcsc.edu

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

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

If school officials know or reasonably should know about possible sexual harassment or sexual misconduct, a report must be filed with the Title IX Coordinator. The Title IX Coordinator will initiate an investigation into all complaints of discrimination, sexual harassment, and sexual misconduct, in a manner it deems appropriate, based on the information available. If a student requests an investigation not occur, or to remain anonymous, the Title IX Coordinator will explain the greater impact to campus, limitations in resolution, other resources available to the student,
and that retaliation is prohibited. 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 LCSC Policy 3.110 – Discrimination, Sexual Harassment, and Sexual Misconduct. If a determination is made to proceed with an investigation against the wishes of the student, the student will be informed of such and the College will take every reasonable precaution to keep the student safe.

See LCSC Policy 3.110 – Discrimination, Sexual Harassment, and Sexual Misconduct for more information on processes and procedures in place to respond to allegations that may implicate this policy and be a violation of the Student Code of Conduct. The College strives to respond in a prompt and effective manner so as to stop the alleged conduct and prevent its recurrence.

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

III. **Prohibited Conduct**

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

1. **Academic Dishonesty**
   Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent one’s own ideas, concepts and current understanding. Academic Dishonesty includes:

   A. **Cheating** - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit hours.

   B. **Fabrication** - intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.
C. **Collusion facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to commit an act of Academic Dishonesty.

D. **Plagiarism** - the deliberate adoption or reproduction of ideas or words or statement of another person as one’s own without acknowledgment.

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

2. **Alcoholic Beverages**

A. The Idaho law states that it is illegal to sell, serve or furnish beer, wine or other alcoholic beverages or intoxicating liquor to a person under 21 years of age. It is illegal for any person under 21 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor. Illegal possession or consumption of alcoholic beverages (beer, wine, liquor or other beverage which is controlled as an alcoholic beverage under Idaho law) is prohibited in college-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.

D. Guests and visitors shall observe these regulations while on campus or other college property. Non-compliance may subject a person to sanctions imposed by the College as well as to the provisions of local and state law.

E. For LCSC sponsored events which are open to the campus community and at which alcohol will be present, the sponsor will work with the Vice President for Student Affairs and the appropriate instructional dean to assure adherence to this policy. The following information will need to be provided to assure adherence:
1) Names and ages of individuals designated as bartenders or servers to check identification;
2) Means to inform participants of applicable state and federal laws regarding alcohol consumption;
3) Non-alcoholic beverages and food consumption; and
4) Designated driver program.

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

3. 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 at the following web site: www.lcsc.edu/media/1559505/Campus-Map.pdf.
4. **Drugs**
Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor’s prescription is prohibited on college-owned or controlled property (as that term is herein and hereafter used, college-owned or controlled property includes student housing owned by or rented through the College), or at any college-sponsored or supervised function (See campus policy on Alcohol and Drug abuse, and rules on sanctions for alcohol and drug abuse; [www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/](http://www.lcsc.edu/student-counseling/substance-abuse-assistance/alcoholdrug-information/)).

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

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

A. Physical violence of any nature against any person. Physical violence includes, but is not limited to, (1) fighting; (2) assault; (3) battery; (4) the use of a knife, gun, or other weapon except in reasonable self-defense; (5) physical abuse; (6) restraining or transporting someone against his/her will; or (7) any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
B. Persistent or severe, verbal abuse, threats, intimidation, harassment, coercion, bullying, derogatory comments, vandalism, or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm. A single instance may be considered severe enough to merit sanctions.

C. Hazing, which includes, but is not limited to, any action or participation in any activity that (1) causes or intends to cause physical or mental discomfort or distress; (2) may demean any person, regardless of location, intent or consent of participants; or (3) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are also violations of this rule.

D. **Discrimination:** Discrimination occurs when an individual, or group of individuals, are treated adversely on the basis of one or more of the protected classes, whether the membership within a protected class is actual or perceived (i.e. denial of benefits; denial of equal access to facilities available to others; less advantageous working conditions; engaging in a practice or policy that disproportionately impacts members of a protected class). Protected classes include:

1) Race;
2) Color;
3) Religion;
4) Creed;
5) Sex/Gender;
6) Age;
7) National Origin;
8) Disability, including physical, mental, sensory disabilities and/or disability requiring the use of a trained service animal;
9) Marital Status;
10) Veteran Status;
11) Genetic Information;
12) Sexual Orientation; and
13) Gender Identity/Expression.

E. **Discriminatory harassment**: A form of discrimination, discriminatory harassment is improper conduct toward an individual, or group of individuals, on the basis of one or more of the protected classes listed above. The conduct must be sufficiently severe, persistent, or pervasive that it has the purpose and/or effect of:
   a. Creating an intimidating, hostile, or offensive environment; or
   b. Unreasonably interfering with work, academic performance, living environment, personal security, or participation in any LCSC activity.
   a) Discriminatory harassment may be verbal, written, visual or physical in nature. Conduct includes, but is not limited to:
      i. Verbal abuse, such as name calling, insulting, teasing, mocking, degrading or ridiculing another person or group; or
      ii. Conduct that is physically offensive, harmful, threatening or humiliating, such as leering, staring, or blocking movement; or
      iii. Unwelcome or inappropriate physical contact, such as kissing, hugging, pinching, patting, or grabbing another person, physical assault or stalking; or
      iv. Unwelcome or inappropriate propositions, comments, questions, or demands.

F. **Sexual harassment**: Sexual harassment is a form of discrimination and encompasses unwelcome verbal, physical, written, or online conduct of a sexual nature. Additionally, sexual harassment encompasses gender-based harassment which is harassment of a non-sexual nature that occurs because of an individual's sex and/or gender; gender-based harassment includes harassment based on an individual's non-conformity to sex and/or gender stereotypes.
   a. Sexual harassment creates a **hostile environment** when it is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably
interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from any college education, social, and/or residential program.

b. **Quid pro quo** (this for that) sexual harassment occurs when employment or academic decisions resulting in a significant change in status are based on an employee or student’s submission to, or rejection of, unwelcome verbal or physical sexual conduct. Examples include, but are not limited to:
b) Requiring sexual favors in exchange for hiring, a promotion, a raise or a grade;
c) Disciplining, demoting or firing an employee because the individual ends a consensual relationship;
d) Refusing to write recommendations for an employee because the individual refuses sexual advances;
e) Changing work or academic assignments because an employee or a student refuses invitations for a date or other private, social meeting.

G. **Sexual Misconduct**: Sexual misconduct is an egregious form of sexual harassment and includes, but is not limited to, the following conduct:

1) Non-consensual sexual contact (or attempts to commit the same) is any intentional sexual touching, however slight, including with any object, by one person upon another person (regardless of gender), that is without consent and/or is by force. Sexual contact may include intentional contact of a sexual nature with any body part of another person. Examples of non-consensual sexual contact include, but are not limited to, intentional contact of the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

2) Non-consensual sexual intercourse (or attempts to commit the same) is any sexual intercourse, however slight, including with any object, by one
person upon another person (regardless of gender), that is without consent and/or is by force. This includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital or genital to mouth contact), no matter how slight the penetration or contact.

3) Sexual Exploitation occurs when a person takes non-consensual sexual advantage of another person for their own advantage and/or benefit or for the advantage and/or benefit of anyone other than the one being exploited, and the conduct does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
   a) Invasion of sexual privacy;
   b) Prostitution;
   c) Photographing or recording (video and/or audio) sexual activity without permission or consent;
   d) Engaging in voyeurism;
   e) Knowingly transmitting a sexually transmitted infection/disease/HIV;
   f) Exposing one’s genitals in non-consensual circumstances or causing another to expose their genitals;
   g) Sexually based stalking and/or bullying.

4) Stalking is defined as conduct directed at a specific person that purposefully or knowingly causes a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Examples include, but are not limited to the following: harassing, threatening, or intimidating another. The conduct may include the use of telephone, mail, electronic communication, and/or social media.

5) Intimate Partner Violence/Dating Violence means violence by a person who has been or is in a romantic or intimate relationship with the victim. Whether there was or is such a relationship will be gauged by the length, type, and frequency of interaction.
H. Consent: Consent to any sexual activity must be clear, knowing, and voluntary. Clear, knowing, and voluntary consent to sexual activity requires that, at the time of the act, and throughout sexual contact, all parties actively express words or conduct that a reasonable person would conclude demonstrates clear permission regarding willingness to engage in sexual activity and the conditions of such activity. Consent is active; silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:

1) Force or coercion is threatened or used to procure compliance with sexual activity:
   a) Force is the use of physical violence, physical force, threat, or intimidation to overcome resistance or gain consent to sexual activity.
   b) Coercion is unreasonable pressure for sexual activity. When an individual makes it clear through words or actions that the individual does not want to engage in sexual contact, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive. Blackmail or extortion may also be a form of coercion when used to overcome resistance and/or gain consent to sexual activity.

2) The person is asleep, unconscious, or physically unable to communicate their unwillingness to engage in sexual activity; or

3) A reasonable person would or should know that the other person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause. When alcohol or drugs are involved, a person is considered incapacitated or unable to give valid consent if the individual cannot fully understand the details of the sexual interaction (i.e., who, what, when, where, why, and how), and/or the individual lacks the capacity to reasonably understand the situation and to make rational, reasonable decisions.
The use of alcohol or drugs will never function as a defense to a gender-based or sexual misconduct violation.

7. **Retaliation and Interference**
   Lewis-Clark State College prohibits:
   a. **Retaliation:** Retaliation includes action or threat of action that could negatively affect another’s employment, education, reputation, or other interest. Retaliation includes any act that would dissuade a reasonable person from making or supporting a complaint, or participating in an investigation under this policy. Retaliation is a separate and distinct violation of this policy.
   
   B. **Interference:** This policy prohibits interference with making a complaint and/or an investigation. Interference includes actions that dissuade or attempt to dissuade complainants and/or witnesses from reporting or participating in an investigation, or actions that delay or disrupt, or attempt to delay or disrupt, an investigation. Interference is a separate and distinct violation of this policy.

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

9. **Illegal Entry**
   Any unauthorized or forcible entry, whether actual or attempted, into any facility or building located on college-owned or controlled property is prohibited.

10. **Campus Disorders and Disruptions**
    Members of the college community have the right to lawful freedom of movement on campus; the lawful use of property, facilities or parts of the College; and to lawfully ingress to and egress from the College’s physical facilities. Violations of these rights of the college community with intent by: physically hindering entrance to, exit from, or
normal use of any college facility or part thereof; remaining in any college building after being advised by an appropriate delegate of the President that the building is closed for business; interfering, through harassment, with the College's operation (this may include the use of noise making or amplifying devices); interfering with reasonable use of college driveways, parking lots or sidewalks; disruptively interfering with authorized events on property owned or controlled by the College or in college facilities; or intentionally interfering with College officials and instructors in the lawful conduct of their duties is prohibited.

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

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

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

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

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

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

17. Firearms and Dangerous Weapons
Possession of firearms on college-owned or college-controlled property, except as expressly authorized by Idaho Code, section 18-3309(2), State Board of Education Policy V.L., and LCSC Policy 4.123, is prohibited. The college will provide safe storage of firearms 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.
18. Group Offenses
Living organizations, clubs and similarly organized groups are responsible for compliance with college regulations. Upon satisfactory proof that a group encourages, or did not take satisfactory steps to prevent violations of college regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation, or other action.

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

20. Accessories
A person is in violation of this Code if he or she intentionally aids or abets another in the commission of any offense mentioned in this Code. Abuse of the Student Code, 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 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.

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

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

1. Warning;

2. Probation (with terms and length as determined by the person 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 College) 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).
When appropriate, a student may be given the option of working off the equivalent of the fines and restitution for the College at minimum wage. Until fines or restitution have been paid, the College may deny a student the privilege of re-registering, may hold transcripts and/or diplomas, and may refuse to release information based on the student’s records.

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

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

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

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

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

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

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

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

2. **Emergency Powers**

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

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, sexual harassment, and sexual misconduct will be investigated by the college’s Title IX Coordinator or their 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, 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, the College’s Statement of the Rights of the Reporting Party and Statement of the Rights of a Responding Party shall prevail over any conflicting provision in these disciplinary procedures.

5. **Interim Measures**
   The Vice President for Student Affairs, with the concurrence of the President, shall have the right to summarily suspend a student who he/she believes has committed a violation of the Student Code of Conduct when, based upon such investigation and informal hearing as is reasonable under the circumstances, the Vice President for Student Affairs determines that the student’s continued presence poses a continuing danger to persons or property, or an ongoing threat of disruption of the academic process or when the Vice President for Student Affairs determines that compliance with 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 interim measures. Additional interim measures may include, but are not limited to, assigning new living arrangements, modifying class schedules, and/or restricting access to specific campus facilities.

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 College President 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. Reporting parties in cases of sexual misconduct may also request an appeal under the same circumstances and conditions. Upon receipt of the written request, the Vice President for Student Affairs will notify the President’s office within one (1) business day. 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.

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 as set forth in paragraph 6.

B. **Structure and Organization.** The Student Disciplinary Hearing Board contains the same faculty appointees as the Faculty Hearing Board. The Student Disciplinary Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured): three (3) members from the faculty elected by the Faculty Association; three (3) members from the faculty appointed by the President; and one (1) division chair appointed by the Faculty Senate. Three (3) alternate members will be designated: one (1) appointed by the President; and two (2) appointed by the Faculty Senate. The chair shall be elected each year from the members of the Student Disciplinary Hearing Board. In cases involving students, four (4) students shall be included, with voice and vote, in the Student Disciplinary Hearing Board membership except in cases of sexual misconduct. The students shall be appointed by the Student Body President. A quorum shall consist of a simple majority of the members of the Hearing Board so long as two (2) student members are present, except in sexual misconduct cases. The decision of the Student Disciplinary Hearing Board shall be made by a majority vote of the quorum who attended the hearing.

C. **Term of Office.** Faculty members are to serve for two (2) College years, one-half (1/2) of those members with as nearly as one-half (1/2) of the faculty members being selected each year. Student members shall serve for one (1) year, but may be re-appointed for a second year.

D. **Hearing Officer.** Either the President or the Student Disciplinary Hearing Board may, but is not required to, appoint a Hearing Officer to preside at any hearing held
by the Student Disciplinary Hearing Board. The Hearing Officer may or may not be an attorney at law but must be experienced in conducting hearings. He/she shall act in an impartial manner as the presiding officer at the Hearing. The Hearing Officer may participate in its deliberations and act as its legal advisor but shall not be entitled to vote.

8. **College President**
Upon receipt of an appeal, the President shall convene the Student Disciplinary Hearing Board. Following the hearing, the President 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) calendar days of the receipt of the written request, unless the Student Disciplinary Hearing Board Chair finds that a reasonable extension of time is necessary and agreed upon by both parties.

B. At the hearing, the Vice President for Student Affairs (Adjudicating Officer) shall present the basis upon which his/her decision was made along with any other evidence he/she deems necessary to support that decision. 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, except as otherwise provided in the College’s Statement of the Rights of the Reporting Party of an Assault and Statement of the Rights of the Responding Party;
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 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, along with the evidence presented at the hearing, within seven (7) calendar days of the conclusion of the hearing.

8) The President shall issue a written decision within thirty (30) calendar 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 shall issue a final decision. A copy of the written decision of the President 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’s determination will be included in the original respondent’s student file.

10. State Board of Education
A party may appeal the President’s decision to the State Board of Education when, if and in such manner as the State Board of Education determines that such appeal shall be heard. See State Board of Education Policy III.P, Section 19 (https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-p-students/).
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 tied to Title IX, the Student Code of Conduct, and Campus Security. Its membership includes the Title IX Coordinator, the Human Resource Services Director/Affirmative Action Officer, the Director of Campus Security, the Director of Residence Life, and the Director of Student Counseling Center. This alliance between members of the campus community 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 vetted by the Behavior Response Team are treated with the utmost sensitivity as each member will have access to information concerning individual student behavior, and in specific instances, individual faculty or staff behavior. All applicable laws, including FERPA, govern the work of the team. Each member engages in annual FERPA training and subsequent to the training, signs a Behavior Response Team Confidentiality Form.
STATEMENT OF THE RIGHTS OF THE REPORTING PARTY

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

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” (Source: U.S. Department of Education Office of Civil Rights: Title IX and Sex Discrimination and 20 U.S.C §1681 et seq. and its implementing regulations, 34 C.F.R. Part 106).

Under Title IX the “reporting party” has the following rights:

- The right to be treated with respect by college officials;
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to be informed by college officials of options to notify proper law enforcement authorities, and not to be discouraged to do so, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student chooses. This also includes the right not to report, if this is the reporting parties’ desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available
assistance in, changing academic and living situations after alleged sexual assault incident, if so requested by the reporting party and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include, but are not limited to:

- Change of on-campus student’s housing to a different on-campus location;
- Assistance from college support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Alternative course completion options

- The right to investigation and appropriate resolution of all complaints of sexual misconduct made in good faith to college administrators;

- The right not to have an investigation conducted if requested by the reporting party if possible. College officials will inform the reporting party if this request is not possible – known facts will be reviewed on a case-by-case basis to determine whether an investigation must take place. College officials will respect the requests of the reporting party to the extent provided by LCSC policy, city, state, and federal law;

- The right to have college policies and procedures followed without material deviation, or good cause having been shown for any process deviation;

- The right to have a complaint of sexual assault adjudicated rather than mediated;

- The right to a campus no contact order against another student or employee who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the reporting party or others;
• The right to bring an advocate or advisor to all phases of the investigation and campus conduct proceeding (an advocate may be identified by college staff if requested);

• The right to provide a written response to the investigation report prior to the issuance of the final report;

• The right not to have irrelevant prior sexual history admitted as evidence;

• The right to written notice of the outcome of the proceeding and any sanctions imposed that directly relate to the reporting party;

• The right to appeal the finding and sanctioning of the conduct body, in accordance with the standards for appeal established by the institution;

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least two (2) business days prior to the appeal hearing;

• The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) business days prior to the appeal hearing, except in cases where a witness’ identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the alleged reporting party, which will be revealed);

• The right to a hearing closed to the public;

• The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;

• The right to make an impact statement at the campus conduct proceeding and to have that statement considered in determining its sanction;

• The right to give testimony in a campus hearing by means other than being in the same room with responding party;
• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;

• The right to have the college officers request the presence of student, faculty and staff witnesses, and the opportunity (if desired) cross examine witnesses (including the responding party), and the right to challenge documentary evidence.

• The right to be present for all testimony given and evidence presented before a hearing board;

• The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;

• The right to appeal the final decision or sanctions of the Judicial Officer;

• The right to be informed in advance of any public release of information regarding the complaint.
STATEMENT OF THE RIGHTS OF A RESPONDING PARTY

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

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” (Source: U.S. Department of Education Office of Civil Rights: Title IX and Sex Discrimination and 20 U.S.C §1681 et seq. and its implementing regulations, 34 C.F.R. Part 106).

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

- The right to be treated with respect by college officials;
- The right to have college policies and procedures followed without material deviation, or good cause having been shown for any process deviation;
- The right to investigation and appropriate resolution of all complaints of sexual misconduct made in good faith to college administrators;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to have an advocate provided by the college if requested;
- The right to be informed of the nature, rules and procedures
of the campus conduct process and the timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;

- The right to provide a written response to the investigation report prior to the issuance of the final report.

- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;

- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;

- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;

- The right to written notice of the outcome and any sanctions imposed;

- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;

- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by the state and federal law, at least two (2) business days prior to the appeal hearing;

- The right to be informed of the names of all witnesses who will be called to testify, at least two (2) business days before the hearing, except in cases where a witness’ identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);

- The right to a hearing closed to the public;

- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- The right to have the college request the presence of student, faculty and staff witnesses, and the opportunity to cross examine witnesses, and the right to challenge documentary evidence.

- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;

- The right to have an advisor or advocate accompany and assist in the campus hearing process. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the responding party as necessary;

- The right to a fundamentally fair hearing, as defined in college procedures;

- The right to an appeal the final decision or sanctions of the Judicial Officer;

- The right to be informed in advance, when possible, of any public release of information regarding the complaint.
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 LCSC 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 is a critical success strategy. Use the provided grids to budget your time in a typical week or use some modified versions of these. You’ll be surprised to see how you spend time and where the opportunities to manage it better will surface.

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