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.
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.

Other Student Handbooks

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

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

Welcome to the 2020-21 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 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/)

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<th>Office/Program</th>
<th>Phone (208)</th>
<th>Campus Location</th>
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<td>Library 161</td>
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<td>Reid Centennial Hall 114</td>
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<td>Clearwater Hall, 400 Main St.</td>
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<td>Advising Center</td>
<td>792-2313</td>
<td>Reid Centennial Hall 208</td>
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<td>Associated Student Body</td>
<td>792-2256</td>
<td>Student Union Bldg/Center for Student Leadership 219</td>
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<td>Athletic Department</td>
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<td>Activity Center 168</td>
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<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>
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<tr>
<td>Campus Security</td>
<td>792-2226</td>
<td>Meriwether Lewis Hall 110</td>
</tr>
<tr>
<td>Career &amp;Technical Programs - Dean</td>
<td>792-2225</td>
<td>Mechanical Tech Bldg 101</td>
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<tr>
<td>Coeur d’Alene Campus</td>
<td>666-6707</td>
<td>1031 N Academic Way, Ste 140, Coeur d’Alene, ID 83814</td>
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<tr>
<td>Coeur d’Alene Police</td>
<td>769-2320</td>
<td>3818 Schreiber Way</td>
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<tr>
<td>Counseling Center</td>
<td>792-2211</td>
<td>Sam Glenn Complex 212</td>
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<td>Educational Talent Search</td>
<td>792-2503</td>
<td>Administration Bldg 1</td>
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<td>792-2239</td>
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<td>Financial Aid Office</td>
<td>792-2224</td>
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<td>First Year Experience</td>
<td>792-2208</td>
<td>Student Union Bldg/Center for Student Leadership 207</td>
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<td>Food Pantry</td>
<td>792-2662</td>
<td>Student Union Bldg/Center for Student Leadership 140</td>
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<td>Health Services</td>
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<td>Humanities Division</td>
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<td>International Programs</td>
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<td>Reid Centennial Hall 212</td>
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<td>IT Helpdesk</td>
<td>792-2231</td>
<td>Sam Glenn Complex 112</td>
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<td>LCSC Bookstore</td>
<td>792-2242</td>
<td>Williams Conference Center</td>
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<td>Learning Resource Center</td>
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<td>Lewiston Police Department</td>
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<td>1224 F Street</td>
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<td>Liberal Arts &amp; Sciences - Dean</td>
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<td>Spalding Hall 202</td>
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<td>Library</td>
<td>792-2236</td>
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<td>Movement &amp; Sport Sciences</td>
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<td>Native American/Minority &amp; Veterans’ Services</td>
<td>792-2812</td>
<td>Reid Centennial Hall 212</td>
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<td>Division</td>
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<tr>
<td>Natural Science &amp; Mathematics Division</td>
<td>792-2295</td>
<td>Meriwether Lewis Hall 306</td>
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<tr>
<td>Nursing &amp; Health Sciences</td>
<td>792-2250</td>
<td>Sacajawea Hall 118</td>
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<td>Professional Studies – Dean</td>
<td>792-2400</td>
<td>Sam Glenn Complex 211</td>
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<td>Registrar &amp; Records</td>
<td>792-2223</td>
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<td>Residence Life</td>
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<td>Talkington Hall Basement</td>
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<td>ROTC</td>
<td>272-7504</td>
<td>Student Union Bldg/Center for Student Leadership 141</td>
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<td>Social Sciences Division</td>
<td>792-2291</td>
<td>Spalding Hall 101</td>
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<td>Social Work Program</td>
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<td>792-2473</td>
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<tr>
<td>Vice President for Student Affairs</td>
<td>792-2218</td>
<td>Reid Centennial Hall 112</td>
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<tr>
<td>Workforce Training</td>
<td>792-2388</td>
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MISSION & VISION

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

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

Core Theme I: Opportunity
Expand access to higher education and lifelong learning.

Core Theme II: Success
Ensure attainment of educational goals through excellent instruction in a supportive learning environment.

Core Theme III: Partnerships
Engage with educational institutions, the business sector, and the community for the benefit of students and the region.

DIVERSITY

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 2020

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<tr>
<td>New Student Orientation/Convocation</td>
<td>Aug 21</td>
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<tr>
<td>Classes Begin</td>
<td>Aug 24</td>
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<tr>
<td>Last day to register/add online without signatures (5th day)</td>
<td>Aug 28</td>
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<tr>
<td>Last day to DROP without a &quot;W&quot; or ADD online with instructor authorization (10th day)</td>
<td>Sep 4</td>
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<tr>
<td>Labor Day - Campus Closed</td>
<td>Sep 7</td>
</tr>
<tr>
<td>Midterm grades due - posted in WarriorWeb/Student Self-Service by 12:00 PM noon</td>
<td>Oct 23</td>
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<tr>
<td>Last day to drop a course or withdraw from semester with &quot;W&quot; grades.</td>
<td>Nov 5</td>
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<tr>
<td>Advance Registration for SP21 open for currently enrolled Seniors and Post-bacs</td>
<td>Nov 9</td>
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<tr>
<td>Advance Registration for SP21 open for currently enrolled Juniors and above</td>
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<tr>
<td>Advance Registration for SP21 open for currently enrolled Sophomores and above</td>
<td>Nov 11</td>
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<tr>
<td>Advance Registration for SP21 open for currently enrolled Freshmen and above</td>
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<td>Open Registration begins for SP21 (all students, current and new)</td>
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<td>Fall Break - Nov. 23-27 - (no classes)</td>
<td>Nov 23</td>
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<td>Last day to apply for Spring 2021 Graduation</td>
<td>Dec 1</td>
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<td>No Final Exams Week (Dead Week) Dec. 7-11</td>
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<td>Final Exam Week - Dec. 14-18</td>
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<td>Final Grades Due by 12:00 p.m. noon</td>
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<td>MLK Civil Rights Day (campus closed)</td>
<td>Jan 18</td>
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<td>Classes begin</td>
<td>Jan 19</td>
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<tr>
<td>Last day to register/add/drop online (5th day)</td>
<td>Jan 25</td>
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<td>Last day to pay without late fees</td>
<td>Jan 25</td>
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<tr>
<td>Last day to add classes or to drop without ‘W’ grade on transcript (10th day)</td>
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<td>Instructor and Division Chair approval now required to add classes</td>
<td>Feb 2</td>
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<td>Mid-term grades due/posted to WarriorWeb by 12PM noon.</td>
<td>Mar 19</td>
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<td>Spring Break (no classes)</td>
<td>Mar 29 - Apr 2</td>
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<td>Last day to drop from classes or withdraw from college for the semester</td>
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<td>Advance registration for Fall (currently enrolled students only)</td>
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<td>Registration opens at 8AM for Seniors and Post-baccalaureates</td>
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<td>Registration opens at 8AM for Juniors and above</td>
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<tr>
<td>Registration opens at 8AM for Sophomores and above</td>
<td>Apr 14</td>
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<tr>
<td>Registration opens at 8AM for Freshmen and above</td>
<td>Apr 15</td>
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<td>Open registration begins for Fall at 8AM (new students)</td>
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<td>Final grades due before 4:00 pm</td>
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<tr>
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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.lcs.edu/policies/policies/](http://www.lcs.edu/policies/policies/) policy 5.313.
Adding/Dropping Classes

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

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 2020 September 4) - 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 2020 September 4) - 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 5, 2020 (Fall 20).

Advising
208-792-2313
lcsc.edu/advising/

At LCSC, educational advising is viewed as the foundation for a successful academic program. First-time academic freshmen, and transfer or returning students with less than 14 credits, will initially be advised through The Advising Center. Visit with your advisor to discuss career and/or academic planning questions.

Attendance
lcsc.edu/policies/policies/

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

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

FERPA

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.
- Accreditng 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/

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/ policy 5.310.

**Grading**

☎ 208-792-2223

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/ or 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

lcsc.edu/student-affairs/student-code-of-conduct/
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:2087922677)

[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](tel:2087922223)

[lcsc.edu/registrar/registration/](http://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 8:00 a.m. 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](tel:2087922218)

[lcsc.edu/consumer-information/](http://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](tel:2087922223)
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/](lcsc.edu/business/tutoring/)
  - Available on the Lewiston and Coeur d’Alene campus to all students enrolled in accounting classes.

- **Computers/Printing**
  - Available to all students (printing costs vary) in the following locations Library, printing kiosk near SUB Info Desk, and Pi’amkinwaas.

- **Computer Science Lab**
  - [lcsc.edu/math-and-science-tutoring-center/](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/](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/](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/](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/](lcsc.edu/student-support-services/)
Students must meet federal qualifications and complete an application for consideration in Reid Centennial Hall 22.

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

American Indian Student Support

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 Support Services

208-769-5947

Available to students in Seiter Hall, Room 100.

Food Pantry

208-665-5086

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

IT HelpDesk

208-792-2231 or 1-800-527-2445

Available to 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/
Available to all students.

**Online Writing Lab (OWL)**

✉️ writinglab@lcmail.lcsc.edu

Available to all students.

**Student Computers**

📞 208-667-5275

Available to students at the DeArmond College & University Center.

**Student Counseling Services**

📞 208-664-7021

Available to students at the DeArmond College & University Center.

**Testing Center**

📞 208-676-7203

Available to students at Molstead Library, 2nd Floor.

**Veteran Services**

📞 208-666-8027

Available to students in Edminster Student Union Bldg, lower level.

**Writing Tutor**

🌐 lcsc.edu/coeur-dalene/services-for-students/lc-state-cda-writing-center/

✉️ cdawritingcenter@lcmail.lcsc.edu

Available to students in the DeArmond College & University Center.

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**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/

Students are encouraged to sign up for direct deposit on WarriorWeb in order to receive their residual funds from their student account quickly and conveniently.

Once you are signed up for direct deposit, you will receive an email 1-2 business days before your residual funds are deposited into your bank account. Be sure to keep your bank account current on WarriorWeb to prevent delays in receiving your residual funds.

This process only allows LCSC to automatically deposit funds into your bank account and is never used to remove funds your from your account.

Enroll in Direct Deposit

- Log in to WarriorWeb.
- Select My Banking Information on the Student Account menu.
- Agree to the terms and enter your bank account information.
- Once you submit, you will receive an on-screen and emailed confirmation.

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

208-792-2224
lcsc.edu/financialaid/

If you are paying all or part of your student account balance with financial aid or scholarships, be sure that those funds are posted to your student account by the fee payment deadline. Pending financial aid that is included on your award letter can be used to setup a payment plan, if necessary.

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 Deadline

☎ 208-792-2790

It is important to understand when your student account balance is due each semester and to communicate that information to anyone who may be paying your fees on your behalf.

Be sure to either pay your student account balance in full or complete a payment plan contract by the fee payment deadline to avoid late fees or enrollment cancellation.

Payment Options

☎ 208-792-2790

lcsc.edu/student-accounts/payment-options/

Student Account balances can be paid online via WarriorWeb, in-person with Student Accounts in RCH 102, by phone at (208) 792-2351, or mailed to: LCSC Student Accounts, 500 8th Ave, Lewiston, ID 83501.

We accept cash, checks, money orders, and debit/credit cards. ACH/E-Check payments can be made online via WarriorWeb or over the phone. All debit/credit card payments are subject to a non-refundable 2.5% service fee and returned checks (including ACH/E-Checks) are subject to a $20 service fee.

Students can authorize LCSC to discuss student account activity or confirm a balance due with other individuals by adding them to Person Proxy on WarriorWeb. Due to the Family Educational Rights and Privacy Act (FERPA), LCSC is not able to discuss this information with anyone that has not been added to Person Proxy.

Payment Plans

☎ 208-792-2790

lcsc.edu/student-accounts/payment-options/payment-plans/

If you cannot pay your student account balance in full by the fee payment deadline, you may be eligible to setup a payment plan to avoid late fees and enrollment cancellation. Students can use pending financial aid or personal funds to setup a payment plan and should inquire with Student Accounts by phone or email prior to the fee payment deadline.

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/

Please review our refund policy, which is published on the Student Accounts website and is subject to change without prior notice. Students who complete the withdrawal process 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 complete the institutional withdrawal process will result in no refund. Please note that the Summer semester and 8-week course refund policies differ from our standard refund policy.

**Residual Funds**

- **208-792-2790**

The Financial Aid office determines your financial aid eligibility and offers you financial aid and scholarships. The Student Accounts office posts the financial aid offers you accept to your student account to help offset your charges. If your financial aid exceeds your charges and you have a credit balance on your student account, Student Accounts will issue residual funds to you via direct deposit or paper check. Residual funds are processed on a weekly basis and financial aid posting occurs at least once a week. Any residual funds released before the term begins is limited to $2,500. All other residual funds will be released after the term begins and may be subject to enrollment confirmation.

**Satisfactory Academic Progress (Financial Aid)**

- **208-792-2224**
- [lcsc.edu/financialaid/satisfactory-academic-progress-policy/](http://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/](http://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.

**Student Account**

- **208-792-2790**

All students at LCSC have a student account, which reflects their charges including tuition, fees, housing and meals, and payments such as financial aid, scholarships, sponsorships or personal funds. You can view and monitor your student account activity or statement on WarriorWeb. We will notify you via email when your student account has been billed for the semester and encourage you to check your student account regularly.

**Tuition & Fees**

- **208-792-2790**
- [lcsc.edu/student-accounts/tuition-fees/](http://lcsc.edu/student-accounts/tuition-fees/)

LCSC charges your student account based on your enrolled credits each semester. For Fall or Spring semesters, part-time students are billed per credit up to 9 credits and then a fixed flat rate for 10-11 credits. Full-time students are billed a fixed flat rate for 12-19 credits. For Summer
semester, all students are billed per credit and no fixed flat-rate is offered. Full-time students who are not Idaho residents will be billed additional non-resident tuition.

Please review the Tuition and Fee Schedule for current rates and contact Residence Life for campus housing and meal rates.

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 110

Student Accounts
📞 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 Orientation course requirements, and exploring your educational and/or career direction.

Canvas
📞 208-792-2239
🌐 https://lcsc.instructure.com/login/canvas
Sam Glenn Complex 214

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

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/Center for Student Leadership have charging stations for electronics available to students.

**Childcare - KinderCollege**

208-792-2254  
lcsc.edu/kinder-college/  
805 4th St, Lewiston  
Hours: Monday – Friday   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 for other mental health or emotional concerns.

**Degrees**

lcsc.edu/degrees/

Check out the list of over 180 degree programs available.

**Accessibility Services**

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

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

**e-Learning Services**

- **Phone:** 208-792-2239
- **Website:** lcsc.edu/e-learning/
- **Location:** Sam Glenn Complex 214

Lewis-Clark State College offers alternative delivery methods of classroom instruction to students with time and geographic constraints: fully online courses, hybrid courses, and web-enhanced lecture classes. e-Learning Services facilitates the delivery of instruction for such courses. In addition, we provide administrative support of Canvas, development of online and technology-enhanced courses, faculty and student services, technical support, and faculty training.

**Email/LCMail**

- **Phone:** 208-792-2231
- **Website:** lcsc.edu/lcmail/
- **Location:** 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, with the same username as WarriorWeb.

**Events**

- **Website:** lcsc.edu/event-calendar

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

**Fitness Center**

- **Phone:** 208-792-2366
- **Website:** lcwarriors.com/sports/2016/3/11/fitness-center.aspx
- **Location:** 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. - 1 p.m. & Sunday 12 p.m. - 4 p.m.

**Summer Hours:**
Mon–Fri: 6:00am–9:00am/11:00am–1:00pm/4:00pm–7:00pm
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**

- **Phone:** 208-792-2244
- **Website:** lcsc.edu/sub/sodexo-food-services/
- **Location:** Student Union Building/Center for Student Leadership
Hours: Monday – Friday  Breakfast 7:30 a.m. - 10:30 a.m.
Monday – Thursday Lunch 11 a.m. - 1:30 p.m.
Friday Lunch 11 a.m. - 1 p.m.
Monday - Friday Dinner 5:30 p.m. - 7 p.m.
Saturday - Sunday Brunch 10:30 a.m. - 1 p.m. Dinner 5:30 p.m. - 7 p.m.

Jitterz  Monday – Friday  7 a.m. – 3:30 p.m.

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/

Residence Life 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. Student can apply to live on campus on our website. We also have off-campus houses and apartments that we rent out to LCSC students.

**ID Cards**

📞 208-792-2060  
🌐 [lcsc.edu/warrioronecard/](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/](lcsc.edu/student-activities/)

Attending LC State 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:

- Outdoor Adventures
- 60+ 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](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/](lcsc.edu/library/)
The Library offers many exciting resources for you to utilize that include an expansive collection of online and physical resources that will exceed your research needs. These resources include pleasure reading books, popular films on DVD, Children’s Literature Collection, streaming videos, eBooks, and an extensive collections of online journal and newspaper articles. Our librarians can help you with your research when you make a research appointment or get help 24/7 using our Ask-a Librarian Chat service. You can also use one of our six study rooms, scan documents, print out class materials, chill on a yoga ball, or check out a laptop or a projector.

Lost & Found/Security
208-792-2226
lcsc.edu/security/
Meriwether Lewis Hall 110

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/registrar/student-forms-applications/
Reid Centennial Hall 108

Parking Permits
208-792-2226
lcsc.edu/security/
Meriwether Lewis Hall 110

Please be advised that our parking permits are not considered valid when used in areas surrounding campus which are marked with signs that indicate “Residential Parking Only”. These areas are reserved for residential homeowner parking and are patrolled by the City of Lewiston. Parking permits are $75 for currently enrolled students.

Petition
208-792-2223
lcsc.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
- [lcsc.edu/security/](http://lcsc.edu/security/)
- Meriwether Lewis Hall 110

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
- [lcsc.edu/security/](http://lcsc.edu/security/)
- Meriwether Lewis Hall 110

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 and Fire Safety Report at [lcsc.edu/media/513130/cleryreport.pdf](http://lcsc.edu/media/513130/cleryreport.pdf).

**Student Grievance**

- 208-792-2218
- [lcsc.edu/student-affairs/student-grievance](http://lcsc.edu/student-affairs/student-grievance)
- Reid Centennial Hall 112

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**

- 208-792-2211
- [lcsc.edu/student-counseling/student-support-network/](http://lcsc.edu/student-counseling/student-support-network/)
- 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.

**TRiO Student Support Services**

- 208-792-2300
- [lcsc.edu/student-support-services/](http://lcsc.edu/student-support-services/)
- Reid Centennial Hall 22
The TRIO Student Support Services Program is a federal grant designed to help students find success in college. 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 108

Whether you want to spend a summer, semester or year in another state or another country, we have many 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 utilizes its Warrior Alert system to provide emergency messaging and alerts on college closings, delays, and other important notifications to students, staff and faculty. Students are automatically enrolled for this emergency notification system.

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

**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 Student Health Services website.

**Vending Machines**

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

**Veteran’s Resource Center**

208-792-2473  
lcsc.edu/veterans/  
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**
- 208-792-2231
- [lcsc.edu/warriorweb](http://lcsc.edu/warriorweb)
- 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. If you are unsure of your username, go to [WarriorWeb](http://lcsc.edu/warriorweb) and click “What’s my User ID?”

**LC Work Scholars**
- 208-792-2144
- [lcsc.edu/work-scholars](http://lcsc.edu/work-scholars)
- 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 Equity, Inclusion and Compliance. 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.

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 their 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](lcsc.edu/policies/policies/policy 1.117).

**POLICY & PROCEDURE**

**Administrative/Involuntary Withdrawal Policy**

[lcsc.edu/policies/policies/Policy 5.301](lcsc.edu/policies/policies/Policy 5.301)

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**

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**

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**

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 to your division as a condition of enrollment or participation:

- 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 or contact them at the number above.

**Sex Offender Policy**
[lcsc.edu/policies/policies/](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. Campus Security will verify records to determine if the offender is a registered student or a college employee. The Director of Campus Security will notify the Behavior Response Team and an action plan will be developed.

- **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 Campus 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**
[lcsc.edu/policies/policies/](lcsc.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**
[lcsc.edu/policies/policies/](lcsc.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**

lcsc.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**

lcsc.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, members of the Associated Student Body or other college-affiliated groups, if the offense constitutes a violation of Title IX, such that, the offense effectively deprives someone of access to Lewis-Clark State College’s educational programs and activities, or if students are otherwise participating in a college sponsored activity including sporting events and home stay. These could include dances, social events, club activities, athletic events, educational pursuits, internships, trips, or other college related experiences.

The term “student” includes all persons matriculating at Lewis-Clark State College, both full-time and part-time, pursuing undergraduate, 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 constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
2. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
3. Any situation that significantly impinges upon the rights, property, or achievements of oneself or other or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests or mission of Lewis-Clark State College.

*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 of the U.S. Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Lewis-Clark...
State College does not discriminate on the basis of sex in education programs or activities that it operates, including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institutions education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

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

Ashley Edwards, Title IX Coordinator;
500 8th Avenue
Administration Building / Room 102
Lewiston, ID, 83501
208-792-2689;
anedwards@lcsc.edu

Lewis-Clark State College policy 3.110 Discrimination and Sexual Harassment Prohibited and related procedures provide information on the college’s grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the college will respond.

Lewis-Clark State College routinely provides educational and awareness programs to students in order to generate awareness of discrimination and sexual harassment. These programs inform our campus community on how to report incidents of sex discrimination as well as how to implement safe and positive interventions on behalf of students.

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

Students who believe they are victims of discrimination or sexual harassment are encouraged to report same immediately to any campus official. All college staff and faculty are designated as a Mandated Reporter, which means they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor. Similarly, students who believe they have witnessed or otherwise know of a case of discrimination or sexual harassment should report it to a campus official.
Reports may be filed confidentially. Students filing complaints requesting anonymity will be apprised of the potential limitations of the investigative and student judicial process when such requests are granted, and the granting of those requests may not be guaranteed if the safety of the campus community is deemed at risk.

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

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

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

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

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

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: Discriminatory harassment constitutes a form of discrimination that is prohibited by college policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Lewis-Clark State College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Lewis-Clark State College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a “hostile environment.”

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual’s educational or employment access, benefits, or opportunities.¹ This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, the college may also impose sanctions on the Respondent through application of the appropriate grievance process.

F. Sexual harassment: The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Lewis-Clark State College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
   (a) an employee of the recipient,
   (b) conditions the provision of an aid, benefit, or service of the recipient,
   (c) on an individual’s participation in unwelcome sexual conduct; and/or

2. Sexual Harassment:
   (a) unwelcome conduct,
   (b) determined by a reasonable person,
   (c) to be so severe, and
   (d) pervasive, and,
   (e) objectively offensive,

¹ This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: Department of Education Office for Civil Rights, Racial Incidents and Harassment Against Students At Educational Recipients Investigative Guidance.
(f) that it effectively denies a person equal access to the LC State’s education program or activity.²

(3) Sexual assault, defined as:

(a) Sex Offenses, Forcible:
   (i) Any sexual act directed against another person,
   (ii) without the consent of the Complainant,
   (iii) including instances in which the Complainant is incapable of giving consent.³

(b) Forcible Rape:
   (i) Penetration,
   (ii) no matter how slight,
   (iii) of the vagina or anus with any body part or object, or
   (iv) oral penetration by a sex organ of another person,
   (v) without the consent of the Complainant.

(c) Forcible Sodomy:
   (i) Oral or anal sexual intercourse with another person,
   (ii) forcibly,
   (iii) and/or against that person’s will (non-consensually), or
   (iv) not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age⁴ or because of temporary or permanent mental or physical incapacity.

(d) Sexual Assault with an Object:
   (i) The use of an object or instrument to penetrate,
   (ii) however slightly,
   (iii) the genital or anal opening of the body of another person,
   (iv) forcibly,
   (v) and/or against that person’s will (non-consensually),
   (vi) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(e) Forcible Fondling:
   (i) The touching of the private body parts of another person (buttocks, groin, breasts),
   (ii) for the purpose of sexual gratification,
   (iii) forcibly,
   (iv) and/or against that person’s will (non-consensually),
   (v) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(f) Sex Offenses, Non-forcible:
   (i) Incest:
      1. Non-forcible sexual intercourse,
      2. between persons who are related to each other,
      3. within the degrees wherein marriage is prohibited by Idaho law.
   (ii) Statutory Rape:

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² Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

³ This definition set is not taken from SRS/NIBRS verbatim. ATIXA has substituted Complainant for “victim,” has removed references to his/her throughout, has defined “private body parts,” has removed the confusing and unnecessary term “unlawfully,” and has inserted language clarifying that the Recipient interprets “against the person’s will” to mean “non-consensually.” These are liberties ATIXA thinks are important to take with respect to the federal definitions, but users should consult legal counsel before adopting them.

⁴ Per state law.
1. Non-forcible sexual intercourse,
2. with a person who is under the statutory age of consent of 16.

(4) Dating Violence, defined as:
(a) violence,
(b) on the basis of sex,
(c) committed by a person,
(d) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

(i) The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

(ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(iii) Dating violence does not include acts covered under the definition of domestic violence.

(5) Domestic Violence, defined as:
(a) violence,
(b) on the basis of sex,
(c) committed by a current or former spouse or intimate partner of the Complainant,
(d) by a person with whom the Complainant shares a child in common, or
(e) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
(f) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Idaho, or
(g) by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Idaho.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

(6) Stalking, defined as:
(a) engaging in a course of conduct,
(b) on the basis of sex,
(c) directed at a specific person, that

(i) would cause a reasonable person to fear for the person’s safety, or

(ii) the safety of others; or

(iii) Suffer substantial emotional distress.

For the purposes of this definition—
(a) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

(b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

(c) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
G. Lewis-Clark State College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

H. Consent is:
   (1) knowing, and
   (2) voluntary, and
   (3) clear permission
   (4) by word or action
   (5) to engage in sexual activity.

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

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

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

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

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

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

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

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

   Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).
Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

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

J. Other Civil Rights Offenses:
In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Lewis-Clark State College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.

(1) Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

(a) Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
(b) Invasion of sexual privacy.
(c) Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent), including the making or posting of revenge pornography
(d) Prostituting another person
(e) Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
(f) Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
(g) Misappropriation of another person’s identity on apps, websites, or other venues designed for dating or sexual connections
(h) Forcing a person to take an action against that person’s will by threatening to show, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity
(i) Knowingly soliciting a minor for sexual activity
(j) Engaging in sex trafficking
(k) Creation, possession, or dissemination or child pornography
(l) Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
(m) Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
(n) Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

(o) Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

(p) Bullying, defined as:

(q) Repeated and/or severe

(r) Aggressive behavior

(s) Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally

(t) That is not speech or conduct otherwise protected by the First Amendment.

Violation of any other Lewis-Clark State College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

7. Retaliation and Interference

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Lewis-Clark State College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

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

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

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

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

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 college’s 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 Lewis-Clark State College Policy 4.123, is prohibited. The college will provide safe storage of firearms and weapons for students who live in housing managed by the college or other students upon request.

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

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

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 LC State 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).

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. Title IX cases will be investigated and referred to a trained Title IX hearing panel.

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 and sexual harassment, and retaliation will be investigated by the college’s Title IX Coordinator or his/her designee. Respondents alleged to have engaged in a form of sex/gender based violence will be given notice prior to the initial interview in the investigative process.

4. **General**
   Any notice, report, decision or request which is to be given or served under these proceedings will be deemed given or served when either personally delivered to the person or office entitled to the notice or when personally delivered to the person or office entitled to the notice, when delivered to the person’s campus mailbox, 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 Complainant. 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 Parties shall prevail over any conflicting provision in these disciplinary procedures.

5. **Supportive Measures**
   The Vice President for Student Affairs, with the concurrence of the President, shall have the right to summarily suspend a student who he/she believes has committed a violation of the Student Code of Conduct when, based upon such investigation and informal hearing as is reasonable under the circumstances, the Vice President for Student Affairs determines that the student’s continued presence poses a continuing danger to persons or property, or an ongoing threat of disruption of the academic process or when the Vice President for Student Affairs determines that compliance with federal or state law requires that the student not be allowed on campus. In Title IX or other discrimination investigations, the Title IX Coordinator is authorized to assess the need for and impose supportive measures. Additional supportive measures may include, but are not limited to, assigning new living arrangements, modifying class schedules, restricting access to specific campus facilities, and/or emergency removal from campus.

6. **Appeal**
   If the student disagrees with the Vice President for Student Affairs’ or designee’s conclusion that he/she violated the Student Code of Conduct or with the sanction imposed, the student may file an appeal with the 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. 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. An appeal regarding a Title IX Notice of Outcome will be conducted in accordance with policy 3.110 and the related procedural guidelines.

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 (this is not the Title IX hearing panel) contains the same faculty appointees as the Faculty Hearing Board. Details about the composition of the Faculty Hearing Board are presented in LCSC Policy 2.115. The chair shall be elected each year from the voting members of the Student Disciplinary Hearing Board. In cases involving students, four (4) students shall be included, with voice and vote, in the Student Disciplinary Hearing Board membership. The students shall be appointed by the Student Body President. A quorum shall consist of a simple majority of the members of the Hearing Board so long as two (2) student members are present, except in sexual misconduct cases. The decision of the Student Disciplinary Hearing Board shall be made by a majority vote of the quorum who attended the hearing.

   C. Term of Office. Faculty members are to serve for three (3) College years, one-third (1/3) of the faculty members being selected each year. Student members shall serve for one (1) year, but may be re-appointed for a second year.

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

E. For Title IX-related cases, a distinct hearing panel and appeal panel will be convened as necessary. See policy 3.110 and related procedural guidelines.

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.

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

10. State Board of Education
A party may appeal the President’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 PARTIES

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to LC State officials.

- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.

- The right to be treated with respect by LC State officials.

- The right to have LC State policies and procedures followed without material deviation.

- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

- The right not to be discouraged by LC State officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.

- The right to be informed by LC State officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by LC State authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.

- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by LC State officials.

- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.

- The right to a LC State-implemented no-contact order or no-trespass order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.

- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - Relocating an on-campus student’s housing to a different on-campus location
  - Assistance from LC State staff in completing the relocation
- Changing an employee’s work environment (e.g., reporting structure, office/workspace relocation)
- Transportation accommodations
- Visa/immigration assistance
- Arranging to dissolve a housing contract and a pro-rated refund
- Exam, paper, and/or assignment rescheduling or adjustment
- Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
- Transferring class sections
- Temporary withdrawal/leave of absence (may be retroactive)
- Campus safety escorts
- Alternative course completion options.

- The right to have the LC State maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair LC State’s ability to provide the supportive measures.

- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.

- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.

- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.

- The right not to have irrelevant prior sexual history or character admitted as evidence.

- The right to know the relevant and directly related evidence obtained and to respond to that evidence.

- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.

- The right to regular updates on the status of the investigation and/or resolution.

- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.

- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any LC State representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to have the Recipient compel the participation of faculty and staff witnesses.
- The right to the use of the appropriate standard of evidence, preponderance of evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by LC State is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by LC State.

The right to a fundamentally fair resolution as defined in these procedures.
TIME MANAGEMENT

College students face the challenge of time management and tend to have many demands placed upon their time. There are 168 hours in a 7-day week. A typical three-credit class at 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 a 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.

FALL 20 CLASS SCHEDULE

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