

**2025-2026**

# **GRADUATE STUDIES STUDENT HANDBOOK**

**Resource Guide**



# **Lewis-Clark State College Graduate Studies**

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

For additional accreditation information go  
to: [lsc.edu/academic-affairs/accreditation](http://lsc.edu/academic-affairs/accreditation).

## **2025-2026**



### **Other Student Handbooks**

In addition to procedures outlined in this Graduate Studies Student Handbook, some divisions or departments have policies specific to their programs. These policies may be included in additional handbooks and are available on the division or department websites, such as the Nursing & Health Sciences Division, Teacher Education and Mathematics, and Social Work program. The handbooks will contain information pertaining to major/program or division requirements. Students should consult with their instructional division or advisor to determine if there is a specific handbook applicable to their major.

The Graduate Studies Student Handbook complements other LC State handbooks and policies. Policies and procedures related to student rights and responsibilities and the college Student Code of Conduct are published in the general [Student Handbook](#).

These policies are subject to change at the discretion of Lewis-Clark State College (LC State). Any new or updated policies supersede prior 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.

## **Lewis-Clark State College Administration**

President	Cynthia Pemberton, Ed.D.
Provost/Vice President for Academic Affairs	Fredrick Chilson, Ph.D.
Senior Vice President/Vice President for Student Affairs	Andrew Hanson, Ph.D.
Vice President for Finance and Administration	Chris Jones, MPA
Vice President for Institutional Research and Effectiveness	Grace Anderson, Ph.D.
Interim Dean for Graduate Studies	Royal Toy, EdD.
Interim Dean for Professional Studies	Krista Harwick, DNP, RN
Dean for Liberal Arts and Sciences	Martin Gibbs, M.A.
Dean for Career and Technical Education	Jeffrey Ober, Ed.D.

## Summary of Procedures for Graduate Studies

Procedure	Under Direction of	Date
Application & Fee	Graduate Studies	No later than July 1 for fall semester; Nov 1 for spring/summer semester enrollment.
Selection of an Advisor	Division Chair	Varies by program
Selection of a Committee	Advisor	Varies by program
Preliminary Examinations (If required)	Division Chair or Advisor	Not required by some programs
Final Program of Study/Admission to Candidacy	Advisor, Division Chair, Dean of Graduate Studies	No later than the third week of the semester of the intended date of graduation. Classified status required.
Comprehensive or Oral Examinations (If required)	Advisor or Division Chair	Varies by program
Application for Graduation	Graduate Studies	Graduate students must submit a graduation application to the Registrar's Office no later than Dec 1 for spring/summer term, and May 1 for fall term.



Dear LC State Graduate Student,

Welcome to LC State Graduate Studies.

This Graduate Studies Student Handbook is designed to be an important resource for your success in your graduate program. This handbook outlines your rights and responsibilities as a graduate student at LC State. This handbook also explains many important policies and procedures that pertain to Graduate Studies. The most current version of the handbook is located on the Graduate Studies webpage.

Please refer to this handbook when you have questions, but feel free to contact my office at any time as well. At LC State, our goal is to support your success through your graduate studies.

Royal Toy, EdD

A handwritten signature in black ink, appearing to be the initials "RT" with a large, flowing loop at the top and a horizontal stroke at the bottom.

Interim Dean of Graduate Studies

## Table of Contents

Graduate Studies Vision & Mission Statement .....	1
Vision Statement .....	1
Mission Statement.....	1
Graduate Studies Program Objectives and Outcomes .....	1
Graduate Studies Overview .....	1
Graduate Admission Procedures .....	3
Undergraduate Enrollment .....	4
Admission Classifications.....	4
Classified Status .....	4
Classified with Performance Requirements (w/PR) Status .....	4
Change in Status .....	6
Procedures/Processes Related to Graduate Admission.....	6
Notification of Admission .....	7
Re-Admission or Re-Enrollment of Graduate Students .....	7
Residency for Tuition and Fee Purposes.....	7
Registration.....	7
If Online Registration has Closed .....	8
Graduate Program Advisor .....	9
Academic Loads .....	9
Courses and Credits Applicable to Graduate Programs .....	9
Graduate Courses taken at LC State as an Undergraduate Student .....	9
Undergraduate Courses.....	9
Courses taken at other institutions .....	9
Grading System .....	10
In Progress Grading.....	11
Pass/Fail Grades: .....	11
Incomplete Grades.....	11
Repeated Classes.....	12
Grade Change .....	12

Grade Appeal.....	12
Withdrawing .....	12
Withdrawal From a Single Course.....	13
Total Withdrawal From All Courses .....	13
Incapacitated Student Withdrawal .....	13
LC State Transfer Student Information .....	14
Transfer Admission Standards .....	14
Transcripts .....	15
Transfer Credit Evaluations.....	15
International Transfer Information .....	15
Graduation Requirements .....	17
Instructions to apply for Graduation.....	17
Petition Procedure .....	19
Academic Probation.....	19
Academic Suspension.....	19
Preamble .....	20
Title IX and Other Civil Rights Violations .....	21
Prohibited Conduct .....	23
Disciplinary Sanctions .....	30
Disciplinary Procedure .....	31
Classroom Infractions .....	31
Emergency Powers.....	32
Investigation and Determination by the Vice President for Student Affairs .....	32
General.....	32
Supportive Measures .....	33
Student Disciplinary Hearing Board.....	33
College President.....	34
Hearing Before Student Disciplinary Hearing Board.....	34
State Board of Education .....	36
Individual Rights.....	36
Discrimination .....	36

Sex-based Harassment & Hostile Environment.....	37
Racial Harassment.....	37
Academic Affairs .....	37
Student Affairs .....	38
Grade Appeal.....	39
Financial Aid/Satisfactory Academic Progress (SAP) Appeal .....	39
Title VI/Non-Discrimination.....	40
Title IX .....	40
Graduate Studies Program Flow Chart .....	44

## **Graduate Studies Vision & Mission Statement**

### ***Vision Statement***

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

### ***Mission Statement***

- LC State prepares students to become successful leaders, engaged citizens, and lifelong learners.

## **Graduate Studies Program Objectives and Outcomes**

- Completers will be able to demonstrate understanding of quantitative/qualitative analysis, decision-making, teamwork, leadership, scientific method, information literacy, statistical analysis and problem solving.
- Completers will be able to understand and apply scholarship methods and the ability to conduct independent and innovative research (and/or apply an interdisciplinary approach).
- Completers will be able to demonstrate communication skills in a variety of formats (oral, written) and to expert and non-expert audiences.
- Completers will be able to apply ethical standards of professional conduct in content field.

## **Graduate Studies Overview**

The Dean of Graduate Studies is the academic administrator responsible for graduate education. The Faculty Senate is a forum through which the graduate studies' faculty guide graduate programming governance and oversight.

Each instructional graduate program and its faculty are located in one or more (for interdisciplinary programs) divisions, reporting through Division Chairs and Dean of Graduate Studies to the Provost/Vice President for Academic Affairs. Two schools have graduate programs within their purview: Liberal Arts and Sciences, and Professional Studies. The Dean of Graduate Studies coordinates with these deans on academic issues affecting graduate students within their schools.

The Graduate Studies Council (GC) works as an oversight and review entity and ensures consistency and quality across all graduate programs. It reviews and approves curriculum matters at the graduate level, before sending these matters through the Curriculum Committee (CC), then to the Faculty Senate. The GC also considers and recommends action(s) to the Dean of Graduate Studies regarding admissions and academic policies and procedures affecting graduate programs and graduate students. Matters may be brought to the GC graduate students, faculty, or staff who have vested interest in any of the graduate programs.

The Graduate Studies Council is chaired by the Dean of Graduate Studies. Its membership includes the Provost/Vice President for Academic Affairs, and faculty representatives from all divisions with graduate programs. The Council is responsible for reviewing proposals for graduate programs, curricula, and courses, prior to action by the college Curriculum Committee

and Faculty Senate, and for initiating or reviewing academic policy changes affecting graduate programs or students.

The minimum academic rank for faculty teaching graduate-level coursework is Assistant Professor, combined with degree and experience appropriate for the discipline (doctorate in most disciplines). Adjunct faculty may be assigned graduate level coursework if they meet the terminal degree and content expertise requirements. Individual instructional division standards identify the credentials required to be hired as a faculty member within an academic program. Those divisions with graduate programs will consider graduate level assignments during the search process for faculty positions. Graduate level responsibilities are detailed in the faculty member's annual job description.

## Graduate Admission Procedures

LC State invites applications for admission to Graduate Studies from students holding baccalaureate degrees from any regionally accredited college or university in the United States, or with equivalent preparation acquired in another country. Prospective students may apply as degree-seeking or non-degree-seeking. Non-degree-seeking students include those seeking certification, professional growth, or strengthened backgrounds for various professional and industrial occupations. Generally, graduate degrees are designed for students who have an undergraduate degree in a field closely related to the graduate content area. A graduate student who does not hold a degree in a content area may qualify for an advanced degree in one of the graduate degree/certificate categories by addressing foundational courses in content area subjects, either concurrently with the graduate program or prior to being admitted to graduate standing, depending on the number of foundational credits needed.

Admissions will evaluate the initial application materials and verify that the applicant meets minimum graduate school admission requirements. After verification, Admissions will forward the application information to the Instructional Division Chair (Chair) and the Dean of Graduate Studies (Dean). Admission to any graduate program is first recommended by the Chair and then awarded by the Dean. Upon completion of review, The Dean will notify the office of Admissions, and a decision letter will be issued to the applicant on the Dean's behalf, with copies forwarded to the Chair and Graduate Studies.

Degree-seeking students must meet the following requirements:

1. A baccalaureate degree from a college or university regionally accredited in the United States or equivalent from a school in another country.
2. The minimum academic standard is: 3.0 grade point average from the last 60 credits of undergraduate work.
3. Some programs require additional information (e.g., letters of recommendation, standardized test score, etc.); please reference the specific instructional division website for additional requirements.
  - a. CyberAccounting:
    - i. Bachelor's degree with 36 business credits and accounting, of which 15 or more must be in accounting.
  - b. MSN: Nursing Leadership in Healthcare
    - i. BSN-MSN:
      1. BSN degree from an accredited program
      2. Active U.S. RN licensure in good standing
      3. Statistics course passed with C (2.0) or better
    - ii. RN-MSN:
      1. Associate degree in nursing from an accredited program
      2. Active U.S. RN licensure in good standing
  - c. Graduate Certificate in Nursing Management & Leadership:
    - i. BSN degree from an accredited program

- ii. Active U.S. RN licensure in good standing
  - iii.
- 4. Upon receipt of the required admission materials, the division offering the desired graduate program will recommend an admission status to the Dean of Graduate Studies with either classified or classified (w/PR) status.
- 5. Approval for admission by the Dean of Graduate Studies.

***Applicants who are accepted into a graduate program may be assigned a status of either classified or classified (w/PR).***

## **Undergraduate Enrollment**

Undergraduate students may enroll if they...

- 1. Have earned at least a 3.0 grade point average from the last 60 credits of undergraduate work.
- 2. They provide the additional information required by a specific program (e.g., letters of recommendation, standardized test score, etc.); please reference the specific instructional division website for additional requirements.

Undergraduates will be admitted as Classified (w/PR) status in all cases until they have completed their baccalaureate degree or have fully articulated into their masters programming (e.g. MSN).

## **Admission Classifications**

### **Classified Status**

- 1. Graduates of regionally accredited institutions who have earned an overall 3.0 combined cumulative GPA or higher (on a 4.0 scale) from the last 60 credits taken at the undergraduate level may be admitted with Classified Status.
- 2. Applicants seeking Classified Status must submit a Graduate Application, application fee, and official transcripts from all colleges and universities previously attended.
- 3. International applicants must have earned a bachelor's degree from a regionally accredited U.S. institution or equivalent degree from an international college/university. International applicants must demonstrate English proficiency. English proficiency and other requirements unique to international students are published on the [International Programs](#) web page.

### **Classified with Performance Requirements (w/PR) Status**

The Dean of Graduate Studies and/or the division offering the student's intended graduate program may recommend admission for graduate students in a degree program with Classified (w/PR) Status.

Classified (w/PR) status is a conditional acceptance status. It may be granted to applicants that do not meet requirements for Classified status, or for students who do not meet satisfactory academic progress in their program. Classified (w/PR) Status is a transitional status and is not a valid status for a student to graduate. To graduate, a student must have Classified Status.

1. Applicants who are initially denied admission may submit a petition to the Dean of Graduate Studies to be reconsidered for admission. For the full petition process, see “Petition Procedure” on page 18 of this handbook. For assistance in the petition process, please contact the Graduate Studies office.
  - a. Admissions petitions will be reviewed by the Dean of Graduate Studies and the division that offers the graduate program to determine the applicant’s admission status.
  - b. If admitted, the student will be Classified with Performance Requirements (PR) Status [hereinafter referred to as Classified (w/PR) Status].
2. Applicants who were not in good standing at a prior institution due to disciplinary actions may be asked to submit additional information about the disciplinary issue prior to receiving an admission decision.
3. Students with Classified status who have a GPA that falls below 3.0 in a term will automatically default to Classified (w/PR) status.

## **Change in Status**

1. The following criteria must be met by the student before Classified (w/PR) Status can be changed to Classified Status:
  - a. The student must be in good academic standing in their graduate studies at the end of each semester.
  - b. The student must submit any missing official documents (e.g., final undergraduate transcripts) indicating eligibility for Classified Status.
  - c. The student must have completed the requirements for their undergraduate program by either obtaining a baccalaureate degree, or with a verification of completion provided by the Instructional Dean to Graduate Studies.
2. Upon completion of the above criteria, a student may petition the Dean of Graduate Studies to be changed to Classified Status.

## **Procedures/Processes Related to Graduate Admission**

1. Retention of Records
  - a. If an individual submits admission documents but not an application, the documents will be retained for up to one year.
  - b. If a student applies after the one-year timeframe, the student will be required to re-submit documents (e.g., transcripts).

### **2. Official Transcripts**

Official transcripts must arrive in a sealed envelope or in official electronic format directly from the issuing institution. Official transcripts must include full name, institution, grade points, credits, and grade point average. They must be marked official. Photocopies of transcripts are not considered official.

### **3. Application Deadlines**

Admission applications will be accepted and admission decisions will be made throughout the year on a rolling basis. The last date on which an application to Graduate Studies at LC State will be accepted is March 1 for summer semester, July 1 for fall semester, and November 1 for spring semester.

## **Notification of Admission**

Applicants will receive a notification email from the Admissions Office regarding the completion of LC State Graduate Studies application materials. Following this, the students' application will be reviewed by the chair of the instructional division that holds the graduate program. Upon receiving a recommendation to admit the student into the program from the chair, the Admissions Office notifies the student by email of acceptance to the program, with copies of the correspondence forwarded to the Instructional Division Chair and Graduate Studies.

Admission to a graduate program allows a student to enroll in graduate courses within the specified program of study. It does not imply admission to any other courses or programs. Only those admitted as degree-seeking students may assume that they are permitted to seek an advanced degree or certificate in the discipline or department that approved the admission. Students with Classified w/PR status may take coursework but are not eligible to graduate until their status has been changed to Classified. Non-degree-seeking students who are admitted may be permitted to take graduate courses, but admission does not imply they will later be approved for admission as a degree-seeking student.

## **Re-Admission or Re-Enrollment of Graduate Students**

Graduate students who have been admitted may enroll in graduate or undergraduate classes during registration without further application activity if they enroll within a year from the beginning of the term for which they were accepted. A graduate student who wishes to change the start date of their graduate program must make an official request to do so to the Dean of Graduate Studies. If the graduate student fails to do so, they may need to reapply for admission.

Graduate students who desire a break from studies may request a leave of absence. This request must be made with the Dean of Graduate Studies using the Leave of Absence Request Form on the Graduate Studies webpage. The maximum duration of the Leave of Absence is no more than one calendar year, and no application for re-admission will be required.

## **Residency for Tuition and Fee Purposes**

Students attending LC State from out of state for the purpose of continuing their education will not be able to declare Idaho residency for the entire time they are enrolled as a full-time student. Establishment of Idaho residency is subject to strict rules established by the State Board of Education. Refer to the LC State Registrar's webpage for residency determination, [www.lcsc.edu/registrar/student-information/residency](http://www.lcsc.edu/registrar/student-information/residency).

## **Registration**

All applicants who have received notice of admission into a graduate program may register during the prescribed periods of advanced registration or open enrollment prior to each semester.

### **Registration Steps**

1. Remove all holds on your account. Students with holds (Library, Parking Fine, Student Accounts, etc.) will not be allowed to register. Holds can be seen in Student Planning of WarriorWeb as a red pop-up on the top right.

2. Meet with your graduate program advisor. Once you have been advised, your advisor will mark "Advisement Complete" in [WarriorWeb](#) via Student Planning which will allow you to register once you have completed your "Conditions of Registration."
3. Complete your "Conditions of Registration". In Student Planning (where you planned your classes), click on the grad cap icon, click on Student Planning, then click on "Conditions of Registration." [Conditions of Registration Instructions](#).
4. Select your sections. In Student Planning via WarriorWeb, go to "Plan and Register." There you will register for the courses that you have already planned with your advisor. You can search for classes you need for your degree in "My Progress". You must select the section you wish to take for each course. After you have selected sections for all desired courses, click the blue register button in "Plan and Register" found in the upper right-hand corner. The button will stay blue as you can continue to drop and add courses.

### **If Online Registration has Closed**

Online registration is inactivated after the 5th day of each term (at 5 p.m.). Students may still register for classes with the following guidelines: instructor and advisor signatures will be required to add all classes.

Adding Classes after the 5th day:

- Contact the instructor for them to add authorization and give you permission to register; or,
- Submit an [Add/Drop Form](#) to the Office of the Registrar (RCH 108) or send an e-mail from your WarriorMail to [registrar@lcsc.edu](mailto:registrar@lcsc.edu) with advisor and instructor approval to add late.

Dropping Classes after the 5th day:

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

If you experience technical difficulty (logins, passwords, etc.) contact the Helpdesk at (208) 792-2231.

If you have concerns regarding content (credits, courses, etc.), contact the Registrar's Office at (208) 792-2223.

### **Graduate Program Advisor**

Each incoming graduate student will be assigned an advisor by the program's instructional division. This advisor will be responsible for assisting the student in designing a program of study and will be the primary contact for questions regarding their program and requirements while attending LC State.

### **Academic Loads**

A graduate course load of nine (9) credit hours is considered full-time load during Fall and Spring semesters, while six (6) credit hours is considered full-time for the summer term. Twelve (12) credit hours is the maximum credit load permitted.

Higher loads must be approved by the Dean of Graduate Studies and may be permitted if the student is taking a combination of courses at the graduate and undergraduate level.

### **Courses and Credits Applicable to Graduate Programs**

All courses taken during a student's graduate career will be calculated in the Graduate level GPA. Grades earned in these courses are included in the Graduate level GPA. Prior to enrolling in any courses outside of the graduate program a student should consult with Financial Aid. Audited courses are shown on the transcript with an AU letter grade and are not included in the GPA calculation or considered for financial aid eligibility.

### **Graduate Courses taken at LC State as an *Undergraduate Student***

For students who have applied to Graduate Studies at LC State, graduate level courses (500 level) taken prior to completion of a bachelor's degree may be applied toward any graduate program requirements with the approval of the division chair and agreement by the Dean of Graduate Studies. A grade of "B" or better is required in each course to meet the requirements.

### **Undergraduate Courses**

Some undergraduate level courses may be applicable to a graduate program. In cases where an undergraduate course (400 level) may be used in place of a program course the Division Chair and Dean of Graduate Studies will review the course substitution request. A grade of "B" or better is required in each course to meet the requirements.

### ***Courses taken at other institutions***

Up to nine (9) credits of graduate level coursework, taken at another institution, may be applied to LC State graduate degrees or certificates, depending on the graduate program and subject to the following requirements:

1. The course must be acceptable for graduate credit at the school where it was taken.
2. The course must be applicable to the student's graduate program at LC State as determined by the division chair and Dean of Graduate Studies.

3. A “B” grade or better must have been earned. No transfer “C” or lower grades will be accepted for graduate credit.

### Grading System

LC State uses a 4.0 grading scale. The table below lists the letter grades that document academic status.

#### LC State's Grading System

Grade	Points	Status
A	4.00	Distinguished
A-	3.67	Distinguished
B+	3.33	Superior
B	3.00	Superior
B-	2.67	Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Below average
D+	1.33	Below average
D	1.00	Below average
F	0.00	Failing
*	NA	Same as above (developmental courses only)
P	NA	Passing
S	NA	Satisfactory/Passing
U	NA	Unsatisfactory/Failing

Grade	Points	Status
W	NA	Withdrawal
I	NA	Incomplete
K	NA	Grade not submitted
AU	NA	Audit
CIP	NA	Course in progress
NC	NA	No credit

### **In Progress Grading**

LC State requires instructors to submit one grade for all student work at the end of an In-Progress sequence. Examples would include practicum, internships, and thesis type courses.

If a student must drop out prior to completion of the full sequence, due to extenuating circumstances, the instructor may submit a grade for the term(s) completed to the Office of the Registrar. Division chairs offering sequence courses or participating in sequence courses should inform instructors that the course work should be so organized and performance records maintained in such a way that a letter grade can be reported if the student does not complete the sequence.

### **Pass/Fail Grades:**

Courses graded as “Pass/P” are not included in the calculation of the term or cumulative GPA and do not count for term (Dean and President’s lists) or graduation honors. Courses graded as “Fail/F” are included in the calculation of the term and cumulative GPA and do count toward term and graduation honors.

### **Incompletes & Repeats**

#### **Incomplete Grades**

An 'I' grade indicates that 80% of the coursework is completed, but not all requirements have been met by the end of the term. A student must request an incomplete grade after discussion with the instructor. Instructors may submit an Incomplete with an expiration date NOT extending past the end of the following term. If a date is used past the end of the term, it will be changed to the last date of the semester.

NOTE: an incomplete grade can affect the student receiving financial aid the next semester as it is considered non-completed credits. The student should check with the Financial Aid Office in RCH 110 on how this will impact their aid.

Once work is completed and turned in by the student, the instructor will complete a "change of grade" form under the Faculty menu in WarriorWeb. The form is sent to the Registrar's Office for the student's grade to be changed and verified. The student's academic standing will also be updated if needed.

All 'I' grades automatically expire to an 'F' if the completion date is not met. Students are notified of this, just as they are for grade changes. Students who earn an Incomplete in their final semester before graduating have six weeks to complete their coursework and receive a final letter grade.

### **Repeated Classes**

Students may repeat courses in which they were previously enrolled. However, credit is usually allowed only once, and the grade point average will reflect the most recent repeated grade. While the original course and grade remain on the permanent transcript, they are not used to calculate the cumulative grade point average.

### **Grade Change & Appeal**

#### **Grade Change**

A grade change must be submitted by the instructor using the Grade Change Form on [WarriorWeb](#). A grade change will be accepted up to one year after the course term.

Once the new grade is changed by the Registrar's Office staff, the student can view their grade on WarriorWeb. The Registrar's Office will send a notification to the student via their WarriorMail account notifying them when the grade change has been processed. For additional information, see the Grade Appeal procedure outlined in the catalog.

#### **Grade Appeal**

If a student believes they received an incorrect or unfair grade, that student should follow the steps outlined in the Grade Appeal/Grievances/Complaints [Policy 5.310](#).

This policy does not apply to a grade given for alleged academic dishonesty or unsafe clinical practice. Academic dishonesty shall be treated as a violation of the Student Code of Conduct and shall be determined under the Code of Conduct rules. Unsafe clinical practice shall be handled by the procedures established by the relevant divisions. In the case the instructor is no longer at the institution, the responsibility for representing the original instructor's interests rests with the division chair or his/her designee.

### **Withdrawing**

The last day to withdraw from courses is published on the [Academic Calendar](#) each semester. Withdrawal after the drop date requires a [petition](#) appeal. Petitions for late withdrawal from classes are decided by the [Petition Committee](#).

The withdrawal deadline, whereby students earn a W on their transcript, is the Thursday before Priority Registration. Students who wish to withdraw from Summer classes, or classes that do not meet an entire term, must do so before 64% of the entire days of the class have expired. Dropping a class after this date requires a petition appeal to the Petition Committee.

Students seeking to withdraw from a course after the deadline (through the petition process), must secure a signature from their advisor and the faculty member who taught the course before the form will be sent to the Petition Committee for a final decision. Neither LC State faculty nor staff will normally initiate the withdrawal of a student on the basis of non-attendance. Failure to officially withdraw or change enrollment will constitute sufficient cause to receive a grade of "F" in the class.

### **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 returned to the Registrar's Office in person or via WarriorMail. A grade of "W" will be entered on the permanent transcript for each course dropped after the 10th day of the term. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

### **Total Withdrawal From All Courses**

The deadline for withdrawal from LC State for Fall and Spring semesters is the Thursday before [Priority Registration](#). Withdrawing from all classes after this deadline requires a petition appeal. Students withdrawing from all enrolled courses (total withdrawal from the college) at any time must initiate withdrawal by logging on to [WarriorWeb/Student Planning](#) and completing the "Withdraw From a Term" form.

Students seeking to withdraw from all courses after the deadline (through the [petition](#) process), must secure signatures from EACH instructor from each class enrolled in before forwarding the petition form to the Registrar's Office.

A grade of "W" will be entered on the permanent transcript for each course. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. With few exceptions, neither LC State faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance unless the student is medically incapacitated or a harm to himself/herself or others.

A student may not withdraw from all courses in a term if any of the classes in the respective term have been graded. Students who have withdrawn from all courses for a term will not be allowed to register for any subsequent classes in the same term.

### **Incapacitated Student Withdrawal**

When a college official is made aware that a currently enrolled student has become incapacitated due to injury or illness, and the Registrar receives written confirmation of such from a medical doctor, the Registrar shall initiate a total withdrawal on the student's behalf.

For more information regarding the withdrawal process, email [registrar@lcsc.edu](mailto:registrar@lcsc.edu), or contact the Registrar's Office: (208) 792-2223.

## **LC State Transfer Student Information**

### **Transfer Admission Standards**

Please see the transfer admission standards in the Lewis-Clark State College catalog.

Any applicant who was not in good standing, either academically or through disciplinary processes, at a prior institution may not be admitted. Applicants who were not in good standing will be required to complete a petition to be considered for admission.

### **Accreditation Information**

- The Idaho State Board of Education recognizes the eligibility for transfer of credits from any institution whose regional or national accrediting agency is recognized by the USDE and CHEA.

#### **Regional Accrediting Organizations**

HLC Higher Learning Commission

MSCHE Middle States Commission on Higher Education

NECHE New England Commission of Higher Education

NWCCU Northwest Commission on Colleges and Universities

SACSCOC Southern Association of Colleges and Schools Commission on Colleges

WASC-ACCJA Accrediting Commission for Community and Junior Colleges –  
Western Association of Schools and Colleges

WASC-WSCUC WASC Senior College and University Commission

#### **National Faith-Related Accrediting Organizations**

ABHE Association for Biblical Higher Education Commission on  
Accreditation

AARTS Association of Advanced Rabbinical and Talmudic Schools  
Accreditation Commission

ATS Commission on Accrediting of the Association of Theological Schools

TRACS Transnational Association of Christian Colleges and Schools

#### **National Institutional Accrediting Organizations**

ACCSC Accrediting Commission of Career Schools and Colleges

ACCET Accrediting Council for Continuing Education and Training

COE Council on Occupational Education

DEAC Distance Education Accrediting Commission

NACCAS National Accrediting Commission of Career Arts and Sciences

### **Transcripts**

- Applicants must have official transcripts mailed or delivered electronically (National Student Clearinghouse, Parchment or Scrip-Safe) directly to the LC State Admissions Office from the issuing institution(s). This includes applicants who have earned articulated college credit through technical competency credit, dual credit, or concurrent enrollment programs and have had those credits posted to a college transcript.
- LC State's Admissions Office checks the National Student Clearinghouse to ensure all previously attended colleges/universities are listed in the applicant's admission file.
- Applicants may appeal to the Director of Admissions to be waived of the responsibility of having some or all transcripts submitted (e.g. if the school has closed or credits are unacceptable). However, transcripts must be sent from any college/university at which an applicant received federal financial aid.
- Transcripts are legal documents, and once they are received, they become the property of the college and cannot be copied, returned or forwarded.

### **Transfer Credit Evaluations**

- Transfer credits, which may apply toward an intended major, will be evaluated by the program Chair.
- Students are responsible for meeting the individual requirements of their chosen major and should visit with their advisor as soon as possible to begin the evaluation process. Transfer credits are not included in the calculation of a student's grade point average at Lewis-Clark State College but will be used to calculate graduation honors.
- Transfer courses for which a grade less than "B" was earned are not considered transferable. Instructional divisions may require higher grades for courses to be used as prerequisites or content equivalencies.
- Applicants who have earned placement credit must have original scores and/or documents sent to LC State (unless previously transcribed to an Idaho institution's transcript). All placement scores or tests older than 10 years will not be accepted.
- Applicants who wish to receive credit for military training must submit an official military transcript to the Registrar and Records Office via the Joint Service Transcript site: <https://jst.doded.mil/official.html>. An official evaluation will not be granted until the applicant has matriculated to LC State.

### **International Transfer Information**

- International post-baccalaureate applicants will be required to demonstrate English and communication proficiency.
- Non-English transcripts should be accompanied by a certified English translation.

- Students with post-secondary education outside of the United States are encouraged to use a credential evaluation agency endorsed by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
- Athletes with post-secondary education outside of the United States may be required to submit their transcripts to INCRED for transfer credit evaluation as required by the NAIA.
- Applicants educated abroad who are unable to obtain official copies of non-U.S. transcripts will be allowed to submit certified copies of their original credentials by the school or government office for consideration by the admission staff.

## Graduation Requirements

To graduate, students must;

1. Have Classified Status.
2. Have at least a 3.0 GPA
3. Meet all the required program expectations.
4. Cleared all holds on their account.

## Instructions to apply for Graduation

- Log into WarriorWeb account
- Click on Graduation Overview
- In the Graduation channel, click Apply to Graduate.

Once you submit your graduation application, you must pay the \$25 non-refundable fee. The graduation application fee covers the cost of:

1. Diploma paper, printing, and mailing
2. Diploma cover (received at Commencement or picked up at Registrar's Office)
3. One official transcript ("official" in a sealed envelope; "unofficial" if seal is broken.) The transcript and envelope will be stamped "Issued to Student". If you plan to send this copy elsewhere, please confirm that the organization will accept it from you as the student. If they will not, please visit our [transcript order page](#).

If you plan to graduate in more than one program, you must apply for each certificate/degree separately and pay the fee.

There are two fee options:

1. \$25 non-refundable fee if you would like a diploma and diploma cover.
2. \$10 non-refundable fee if you would like an official transcript only. The certificate/degree will be listed on the transcript. This option is only available if applying for an additional certificate/degree

If you choose the second option, please [click here](#).

**\*\*You will not receive your diploma and official transcript until you have paid the graduation application fee.**

## Application Deadlines

- **May 01** - Deadline for students intending to graduate fall term
- **May 02** - \$20 Late Fee applied to graduation applications for the fall term
- **Dec 01** - Deadline for students intending to graduate the following spring or summer term
- **Dec 02** - \$20 Late Fee applied to graduation applications for the spring or summer term

**\*\*Any applications for spring graduation submitted after the Dec. 1 deadline may result in exclusion from the Commencement Program.**

## **Petition Procedure**

Procedures for petitioning for a variance from certain policies such as LC State Policy 5.207 are set forth in the relevant sections of this document when such variances are permitted in unusual or exceptional circumstances. Petitions involving such matters as grade changes, late adds, late drops and total withdrawals should be submitted to the Dean of Graduate Studies. Copies of all petitions are maintained in the student's file.

Petitions concerning admission decisions or academic suspensions will require a formal petition form, located on the Graduate Studies webpage. The petition will be routed first to the division chair of the student's graduate program. Prior to rendering a recommendation, the division chair will confer with the student's Graduate Advisor. After receiving the advisor's recommendations, the petition may be presented to the [Graduate Studies Council](#) for a recommendation. The final decision will be made by the Dean of Graduate Studies.

If the student disagrees with the decision of the Dean of Graduate Studies, the student may file an appeal with the college Provost/Vice President for Academic Affairs by delivering a written request to the Office of the Provost/Vice President for Academic Affairs within seven (7) business days following the date on which he/she is served with a copy of the decision of the Dean (or designee). If the student does not deliver a timely written request for a hearing, the Dean of Graduate Studies shall become final, and the student shall have no further right to an appeal.

## **Academic Probation**

Continued enrollment in LC State Graduate Studies requires the student maintain a 3.0 term GPA for all courses taken as a graduate student. Failure to maintain a 3.0 GPA will result in academic probation. A student on academic probation must achieve a term GPA of at least 3.0. The student will remain on probation until the GPA equals or exceeds 3.0. The student may not exceed the maximum of two consecutive terms on academic probation and will be suspended if this limit is surpassed.

Any graduate student whose GPA falls below 3.0 for a term, will have an academic probation registration hold placed on their account. For the hold to be removed, the student's division must communicate to the Dean of Graduate Studies in writing the recommendation to allow the student to continue in the graduate program. Please note that some programs vary in their restrictions about this policy; contact the division chair for specific details.

When a student is placed on academic probation, due to GPA issues, a hold will be placed on the student's account by the Registrar & Records Office. The student will receive a notification from the Dean of Graduate Studies that will explain the conditions of probation and steps necessary to have the probation lifted. The Dean of Graduate Studies will also notify the Instructional division chair of the student's probationary status.

## **Academic Suspension**

Any student who is on academic probation, whose subsequent term GPA is less than 3.0 ("B") will be suspended. When a student is suspended, they will receive notification from the Registrar & Records Office and a letter from the Dean of Graduate Studies. The Dean of Graduate Studies will also notify the division chair of the student's academic status.

Reconsideration for graduate admission may be requested following one or more semesters by reapplying for admission through the petition process.

LC State Policies regarding students: [Section 5: Students](#)

Student Code of Conduct ([LC State Policy 5.105](#))

The Code of Conduct is maintained by the office of Student Affairs and governed by the Senior Vice President of Student Affairs. Questions may be directed to [studentaffairs@lcsc.edu](mailto:studentaffairs@lcsc.edu).

### **Code of Conduct & Hearing Board**

*Policy under Review 1.17.25 - The policy with current updates can be viewed in its entirety via this linked [PDF of the Student Code of Conduct](#) or the most recent formal version can be found on the [LC State Policies and Procedures](#) page Policy 5.105.*

#### **Preamble**

A. The following policies are designed for the general well-being of all members of Lewis-Clark State College (the college or LC State) community. Violations of the Student Code of Conduct may result in remedial action against the student violator and in sanctions being imposed as hereinafter provided. The Student Code of Conduct is also in effect off-campus when students are in attendance at a function sponsored by the college, members of the Associated Student Body or other college-affiliated groups, if the offense constitutes a violation of Title IX such that the offense effectively deprives someone of access to LC State'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.

B. The term "student" includes all persons matriculating at LC State, both full-time and part-time, pursuing undergraduate, graduate, non-degree, or non-credit studies who are:

- i. currently enrolled;
- ii. accepted for admission or readmission;
- iii. enrolled in a prior semester or summer session and who are eligible to continue enrollment in the semester or summer session that immediately follows;
- iv. not officially enrolled for a particular term but who have a continuing relationship with the college;
- v. suspended from enrollment for prohibited conduct that occurred while the individual was a student at the college; or
- vi. currently using college-owned or college-managed facilities or property in connection with LC State's sponsored academic activities.

C. 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:

- i. 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;
- ii. 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;
- iii. any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- iv. any situation that is detrimental to the educational interests or mission of LC State.

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

## **Title IX and Other Civil Rights Violations**

### **2. Title IX Violations and Other Civil Rights Violations**

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

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

Title IX Coordinator  
Department of Public Safety  
500 8th Avenue  
Meriwether Lewis Hall, room 110  
Lewiston, ID, 83501  
208-792-2689; [Titleix@lcsc.edu](mailto:Titleix@lcsc.edu)

C. Lewis-Clark State College Policy 3.110 Discrimination and Sexual Harassment, and related procedures, provide information and guidance on how the college will respond to complaints that may be a violation of that policy. The policy and related procedures can be read in their entirety at <https://www.lcsc.edu/policies/section-3-personnel>.

D. LC State routinely provides educational and awareness programs to students in order to generate awareness of discrimination and sex-based harassment. These programs inform the

campus community on how to report incidents of discrimination and sex-based harassment, as well as how to implement safe and positive interventions on behalf of students.

E. Students are thereby advised that acts of discrimination, sex-based 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 deprive 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.

F. Students who believe they are victims of discrimination or sex-based 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 sex-based harassment should report it to a campus official.

G. 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.

H. Upon receipt of notice or a complaint of an alleged violation of the policy, prohibited discrimination, sex-based harassment, and retaliation, the Title IX coordinator, or his or 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 coordinator will work with the Complainant to determine whether the individual prefers a supportive and remedial response, an 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 LC State Policy 3.110 – Discrimination and Sexual Harassment. If a determination is made to proceed with an investigation against the wishes of the student, the student will be informed of such, and LC State will take every reasonable precaution to keep the student safe and provide supportive measures.

I. If a member of the campus community believes that LC State has not complied with the provisions of Title IX, he or she may file a complaint by contacting the Office of Civil Rights at 1-800-421-3481 or <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

## 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:**

### Academic Dishonesty

Cheating or plagiarism in any form is unacceptable. LC State functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent one's own ideas, concepts, and current understanding. Academic dishonesty includes:

- i. 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.
- ii. Fabrication - Intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.
- iii. Collusion facilitating academic dishonesty – Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- iv. 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.

### Alcoholic Beverages

i. 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.

1. 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 twenty-one (21) and over may possess alcohol in their residence hall rooms subject to residence hall policies.
2. Sale of alcoholic beverages is prohibited in college-owned, leased, or operated facilities and on campus grounds without approval from the president of the college.
3. Guests and visitors shall observe these regulations while on campus or other college property. Non-compliance may subject a person to sanctions imposed by LC State as well as to the provisions of local and state law.

4. 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. [Per Lewis-Clark State College Policy 3.113](#), the following information will need to be provided to assure adherence:
5. names and ages of individuals designated as bartenders or servers to check identification;
6. means to inform participants of applicable state and federal laws regarding alcohol consumption;
7. non-alcoholic beverages and food consumption; and
8. designated driver program.

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

#### Non-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/public-safety/campus-security-policies/fresh-air-campus](http://www.lcsc.edu/public-safety/campus-security-policies/fresh-air-campus).

#### 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-information-assistance](http://www.lcsc.edu/student-counseling/substance-abuse-information-assistance)).

#### 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.

#### 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:

- 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 or 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.
- 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.
- 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.
- Discrimination, Sexual Harassment, Retaliation and Other Civil Rights Offenses: Acts of discrimination, sexual harassment, retaliation and other civil rights offenses are prohibited per policy 3.110 Discrimination, Sexual Harassment and Retaliation Prohibited.
  - Conduct that may violate Policy 3.110 is defined within that policy and will be addressed using the related Resolution Process document. Prohibited conduct includes, but is not limited to:
    - Discrimination on the basis of a protected class;
    - Sexual Harassment, including sexual assault, dating violence, domestic violence, and stalking;
    - Sexual Exploitation; and
    - Other civil rights offenses when the act is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.
  - It is prohibited for the college or any member of the college community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any

manner in an investigation, proceeding, or hearing under this policy and procedure.

- Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination/sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
  - The exercise of rights protected under the First Amendment does not constitute retaliation.
  - Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.
  - Lewis-Clark State College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.
- Consent
    - Consent is:
      - knowing, and
      - voluntary, and
      - clear permission
      - by word or action
      - 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.
- 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.

Consensual Relationships: See LC State [Policy 3.111](#)

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### Gambling

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

#### 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.

#### 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.

#### 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.

#### 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:

- Falsification, distortion, or misrepresentation of information during a judicial investigation;
- Disruption or interference with the orderly conduct of a judicial proceeding;
- Institution of a judicial proceeding knowingly without cause;
- Attempting to discourage an individual's proper participation in, or use of, the judicial system;

- Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
- Failure to comply with the sanction(s) imposed under the Student Code;
- Influencing or attempting to influence another person to commit an abuse of the judicial system; or

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

### **Disciplinary Sanctions**

- Disciplinary sanctions which may be imposed for a violation the Student Code of Conduct are listed here in order of their severity:
  - Warning
  - Probation (with terms and length as determined by the person levying the sanction).
  - 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).
  - 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.
  - 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:
  - Community service (to be performed for a specific period of time under the direction of the Vice President for Student Affairs or his or her designee);

- Restitution of damages;
  - 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);
  - Sanctions for alcohol and drug use infractions may include completion of appropriate substance use screening and intervention, assessment, counseling, and/or community treatment referral, based on number of substance related violations, severity or dangerousness of use, or related to the real or potential disruption to the campus living and/or learning environment due to the student infraction
  - 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.

## **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 or her designee. Title IX cases will be investigated and referred to a trained Title IX hearing panel.

## **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.

### **Emergency Powers**

Nothing in the Student Code of Conduct shall be in derogation of the power of the President of LC State or his or 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 or 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.

### **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 whereby 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 or 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 or she shall write a report identifying the alleged violation and set forth his or 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 or 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.

### **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, when delivered to the person's campus mailbox, or when deposited in the United States mail, certified mail, postage prepaid, addressed to the person or office at that person's last-known address as shown on the records of the college. Written notification of the outcome

of the results of student disciplinary proceedings will be issued to the responding student and to the reporting party. Victims of a crime of violence, or a non-forcible sex offense will also be notified of the outcome of the student disciplinary proceedings. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim will receive notification of the outcome. In cases involving alleged sexual misconduct, the college's Statement of the Rights of the Parties shall prevail over any conflicting provision in these disciplinary procedures.

### **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 or 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.

### **Appeal**

If the student disagrees with the Vice President for Student Affairs' or designee's conclusion that he or 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 or 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 two (2) business days. If the student does not deliver a timely written request for a hearing, the Vice President for Student Affairs' determination and sanction shall become final, and the student shall have no further right to an appeal. An appeal regarding a Title IX Notice of Outcome will be conducted in accordance with policy 3.110.

### **Student Disciplinary Hearing Board**

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

decision of the Student Disciplinary Hearing Board shall be made by a majority vote of the quorum who attended the hearing.

- Term of Office for Faculty members can be found in LC State Policy 2.115 at <https://www.lcsc.edu/policies>.
- 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 or 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.
- For Title IX-related cases, a distinct hearing panel and appeal panel will be convened as necessary. See Discrimination, Sexual Harassment, and Retaliation Prohibited policy 3.110 at <https://www.lcsc.edu/policies>.
- 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.

### **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.

### **Hearing 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:

- 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.
- At the hearing, the Vice President for Student Affairs (Adjudicating Officer) shall present the basis upon which his or her decision was made along with any other evidence he or she deems necessary to support that decision. The student:
  - shall be given the opportunity to testify and present evidence and witnesses on his or her behalf;
  - shall have the opportunity to hear and question any adverse witnesses called by the Vice President for Student Affairs.

- shall not be forced to testify against him/herself, and his or her refusal to testify shall not be considered as evidence against him or her; and
- shall not have the right to be represented by an attorney except:
  - when the Vice President for Student Affairs will be represented by an attorney, he or 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 or her own expense; and
  - 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 or her choice.
- 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.
- 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.
- 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.
- 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.

- 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.

## **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/>).

## **Student Rights & Responsibilities**

Lewis-Clark State College is committed to upholding and enforcing the rights of all members of the campus community. The following is a non-exhaustive list of the rights students possess as members of the college community:

### **Individual Rights**

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

### **Discrimination**

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

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

## **Sex-based Harassment & Hostile Environment**

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

- Hostile Environment (Policies and Procedures Manual – Policy 3.110):

Sex-based harassment creates a hostile environment when it is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with, denying, or limited employment opportunities or the ability to participate in or benefit from any College education, social, and/or residential program.

- Quid Pro Quo (this for that)

Quid pro quo sex-based harassment occurs when employment or academic decision resulting in a significant change in status are based on an employee or student's submission to, or rejection, of unwelcome verbal or physical sexual conduct. Examples include, but are not limited to:

1. Requiring sexual favor in exchange for hiring, a promotion, a raise or a grade.
2. Changing work or academic assignments because an employee or a student refuses invitations for a date or other private, social meeting.

## **Racial Harassment**

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

## **Academic Affairs**

Students have responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and ultimately for meeting the requirements for their degrees. The college will provide advisors to assist students in academic planning, but students are responsible for obtaining copies of appropriate academic bulletins and being thoroughly familiar with all academic requirements, which must be met for a degree. To meet the college's mission, it is expected that students will be active, engaged, and collaborative learners, who fully respect the rights of other members of the college community,

who participate in educational opportunities in the classroom and beyond, and who take advantage of opportunities to learn with and from others.

Students have the responsibility to review course descriptions prior to enrollment and identify any content that may conflict with their personal beliefs in relation to diversity, equity, and inclusion (DEI) topics. In such cases, students are responsible for promptly communicating with their instructor or academic advisor to request information about potential alternative assignments or learning activities, consistent with institutional policy and applicable state law.

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

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

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

### **Student Affairs**

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

- Students may form, join, and participate in groups which promote intellectual, religious, social, economic, political, recreational, or cultural life on campus. The college believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.
- A student group may be authorized to use college facilities if its officers and a majority of its members are currently enrolled at Lewis-Clark State College.
- Students and student groups are free to engage in peaceful and orderly protests and demonstrations which do not disrupt functions of the college, subject to reasonable assumptions

concerning time, place, and manner. In all cases the educational purpose and process of the college must not be disrupted by protests and demonstrations.

- Students who publish student publications under college auspices have the right to be free from unlawful censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Student editors and managers may be removed for good cause as determined by LC State's Communications Board. Good cause is defined as violations of college policies, acts that jeopardize the financial or reputational health of student media, or failing to follow the direction of the Communications Board.
- 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 according to the Family Educational Rights and Privacy Act (FERPA). 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](http://lcsc.edu/policies) Policy 1.117.

## **Student Grievance**

Lewis-Clark State College is committed to helping you be successful during your time here. LC State provides grievance procedures for students on various issues, several are listed below with links for the process and appeal forms. We know sometimes things happen that are beyond a discussion with a faculty member or advisor, and would like to provide with you with another avenue if you should find yourself needing more help. If you would like to file a complaint, please fill out the form below (name and contact information is required) and allow up two (2) business days for a response. If you would like to file an anonymous complaint click on the link below.

## **Grade Appeal**

If a student believes he or she has received an incorrect or unfair grade, that student should contact the appropriate instructor, no later than one full semester after receiving the grade in question, to attempt to resolve the disagreement. If the student and faculty member resolve that disagreement to their mutual satisfaction, no further proceedings are necessary. If the student and faculty member are unable to resolve the disagreement to their mutual satisfaction the full appeal process can be found at:

<http://catalog.lcsc.edu/student-affairs/registrar-records/#gradingtext>

## **Financial Aid/Satisfactory Academic Progress (SAP) Appeal**

In the case of extenuating circumstances (such as injury, illness, or death of an immediate family member), you may appeal your suspension to the Financial Aid Office. The appeal form

must be submitted with documentation detailing the circumstances that prevented you from making satisfactory academic progress, and shows how the issues have been resolved.

Appeal forms may be picked up from the Financial Aid Office, or obtained online at:

[www.lcsc.edu/financial-aid/financial-aid-forms](http://www.lcsc.edu/financial-aid/financial-aid-forms).

Title II/Section 504/Americans with Disabilities Act

Lewis-Clark State College follows a grievance procedure for students who believe they have not been appropriately provided accommodations.

For more information go to:

[www.lcsc.edu/accessibility-services/grievance-procedure](http://www.lcsc.edu/accessibility-services/grievance-procedure)

### **Title VI/Non-Discrimination**

The college strives to maintain an environment that is free from unlawful discrimination and harassment and in which every member of the campus community is treated with dignity and respect. Students may report discrimination to the Vice President for Student Affairs.

For more information regarding discrimination go to:

[www.lcsc.edu/policies](http://www.lcsc.edu/policies) policy 3.109.

### **Title IX**

LC State is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from sexual harassment and gender discrimination. Any individual, who believes they may have been the target of unlawful discrimination or harassment, or witnesses this type or behavior towards someone else, must feel free to report their concerns for appropriate investigation and response, without fear of retaliation. All complaints or any concerns about conduct that may violate this policy and retaliation should be filed with the Title IX Coordinator or other college official.

For more information go to:

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

Please note to file a grievance through the Office of Student Affairs, name and contact information will be required.

[Submit a Grievance to the Vice President for Student Affairs](#)

[Submit an Anonymous Report](#)

### **Compliance**

Lewis-Clark State College is committed to maintaining a quality educational environment in which students can learn and begin to reach their potential. To maintain a quality environment, campus officials are also committed to complying with all applicable laws, rules, and regulations. This page includes a summary of legal and regulatory compliance efforts for which campus personnel are accountable. It also includes information about reporting cases of alleged unethical behavior or other misconduct.

SBOE Resources

Compliance Program Policy: [Section V. Financial Affairs](#) Subsection H.

Campus Resources

[Compliance Calendar](#)

[FERPA](#)

[GDPR](#)

[Accessibility Services](#)

[Title IX](#)

[Drug Free Schools & Communities Act](#)

[Internal Audit](#)

[Policies and Procedures](#)

[Clery Report](#)

[Consumer Information](#)

Committee

Lewis-Clark State College has formed a Compliance Committee to review decisions relating to noncompliance of laws, regulations and policies, and internal audit reports. The Compliance Officer serves as chair of the committee.

Andy Hanson, Vice President for Student Affairs/Compliance Officer, ext. 2218

Dustin Guenthner, Public Safety Director and Title IX Coordinator, ext. 2226

Brent Booth, Faculty Representative, ext. 2910

Vikki Swift-Raymond, Human Resource Services Director, ext. 2269

Laura Hughes, Assistant Dean of Student Financial Services, ext. 2224

Jack DeWenter, Assistant Controller, ext. 2336

Kalene Eilers, Classified Staff Representative, ext. 2220

Athletic Department Representative, ext. 2275

### **Behavior Response Team**

The Behavior Response Team is a committee that operates under the direction of the Vice President for Student Affairs and addresses concerns and issues related to student behavioral problems and risks as well as individual or campus safety. The Behavior Response Team uses formal and informal methods to assess risks associated with specific behavior of all members of the campus community on a case-by-case basis. To support this work, the group is also tasked with monitoring and reviewing policies and procedures related to Title IX, the Student Code of

Conduct, and the Department of Public Safety. Its membership includes the Title IX Coordinator, the Human Resource Services Director, the Director of Public Safety, the Director of Residence Life, and the Director of the Student Counseling Center. This alliance between members of the campus community working together to solve inter-related issues allows the team to make decisions that are thoroughly reviewed, are consistent with campus policy, and promote fairness for all parties involved.

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

#### Student well-being/concern

- Emergency, life threatening concern - Dial [911](#)
- Suicide and Crisis Lifeline - Dial [988](#)
- LC State Public Safety - Dial [208-792-2815](#) for the on-duty officer
- More non-emergency resources linked in the below tab

#### Student illness

- [Warrior Health](#) - Student Health Services

There are several Urgent Care Clinics, Emergency Rooms, and Pharmacies in the area. Other options can be found via web search, but the below are listed due to their proximity to the main campus and the Schweitzer Technical Center.

- [Catalyst Urgent Care - Valley Medical Center](#)
- [Sterling Urgent Care](#)
- [Tri-State Minor Care Center](#)
- [St. Joe's ER](#)
- [Tri-State ER](#)
- [Owl Southway Pharmacy](#)
- [Albertson's Pharmacy](#)
- [Walmart Pharmacy](#)

#### Bias/discrimination

- [Discrimination and Harassment Prohibited](#)
- [Title IX](#)

#### Sexual harassment or assault (Title IX)

- [Title IX Team](#)

#### Housing Issues

- [Residence Life](#)

#### Non-emergency mental health issues

- [Student Counseling Center](#)
- [Talk to a Professional contact list](#)

#### Student Code of Conduct

- [Student Code of Conduct](#)
- Policy 5.105 On the [Policies and Procedures page](#)

#### Miscellaneous

#### Miscellaneous Resources

- [Lewiston Transit System](#)
- [Lewiston YWCA](#)

#### Food Insecurity Resources

- [Warrior Pantry](#) - on-campus food pantry
- [Community Action Partnership](#)
- [Idaho Food Bank](#)

#### Hazing Prevention and Response

Please see the [Public Safety page](#) regarding LC State's anti-hazing efforts.

