COMMUNITY CONDUCT STANDARDS
The College of Idaho is concerned for the welfare and personal development of each of its students. The college recognizes and affirms the values of personal responsibility and accountability and seeks to provide an atmosphere where these values are supported.

It should be recognized, however, that the college does not operate in a vacuum. Students and other members of the college community are a part of a larger society. Students are subject to the same federal, state and local regulations as the general public. Your actions reflect not only on yourself, but also on the college and its relationship within the community.

All inappropriate actions, activities or behaviors may not be specifically covered in these misconduct categories. However, actions, activities or behaviors that are reasonably similar to the conduct standards specified as inappropriate in the Catalog or Student Conduct Code, may be considered misconduct and inconsistent with the reasonable standards of behavior that C of I expects from its students.

The following policy statements have been established to protect the rights of all students. If you have any questions or comments, please contact a member of the Student Affairs staff.

ACADEMIC DISHONESTY AND MISCONDUCT VIOLATIONS
Academic Dishonesty includes, but is not limited to, cheating on exams or assignments, plagiarism, ghost writing, interference, buying or using a term paper-exam-project that was not composed by the student turning it in, use of crib notes or information stored in a computer during an exam, taking an exam for another student, collaboration on take-home exams where it has been forbidden, or furnishing false or misleading information on any official college form.

PLAGIARISM
Plagiarism is the presentation of someone else’s product, words, ideas, or data as one’s own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references (such as footnotes). By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. The procedure for dealing with plagiarism is located in the College Catalog. In some instances, the Vice President of Academic Affairs may refer a plagiarism case to the Dean of Student Affairs for action under the Campus Disciplinary system.

HONOR CODE
1. The Code: The College of Idaho is a community of integrity; therefore, we, the students, seek to promulgate a community in which integrity is valued, expected, and practiced. We are honor-bound to refrain from cheating, stealing, or lying about College-related business. We are obligated to examine our own actions in light of their effect on the community, and we are responsible to address any violations of these community standards.

2. The Pledge: All course work submitted for evaluation is pledged with the student's signature: I pledge that this work was completed with academic integrity.

3. Revision: Any changes to the Academic Honor Code must be approved by a student referendum.
ACTIVITIES AND EVENTS
The College will only officially recognize student organization events that are fully registered. The following general criteria must be met to register an event:

- An Event Registration Form needs to be completely filled out and submitted to the Student Involvement Director (or designee) at least one week in advance for all student-sponsored events (forms can be obtained from the Student Involvement Office).

- A Budget Sheet should be completed for any event requiring a financial expenditure and can be obtained from the Student Involvement Office.

- The Student Involvement Director or the Special Events Coordinator should be contacted at least two weeks prior to the event in order to reserve the necessary facilities and equipment (part of the Event Registration form).

- Additional clearances and/or a CAAG (Campus Activities Advisory Group meeting) may be required for events where alcohol is served (see Registered Event Where Alcohol is Served), events that utilize any fire pit on campus (see Fire Pit), fundraisers and raffles (see Fiscal Policies and Spending Guidelines), outdoor events, off-campus events and events open to the general public. For questions regarding any of these situations, see the Student Involvement Director.

- CAAG meetings are scheduled by special arrangement. CAAG meetings are composed of representatives of Student Involvement, Campus Safety, Maintenance and Operations, Special Events and Conference Services, and Bon Appetit (food service). The purpose of the CAAG meetings is to facilitate effective student programming by providing a forum for effective problem solving, technical support, advising on campus policy or safety issues, and ensuring necessary authorizations.

- Any event or activity that is not registered may not be advertised on campus or through campus email. Further details regarding "Registered Campus Events" can be obtained from the Student Involvement staff.

Registering Event Where Alcohol is Served - The college believes that alcohol should not be the primary focus of any campus event. Alcohol is an ancillary aspect that may be provided at campus events in accordance with campus policies and applicable laws. To host an event where alcohol is served, the sponsoring organization must:

1. File an Event Registration Form and an Alcohol Clearance Form with the Student Involvement Office at least one month prior to the event.
2. Schedule and attend a Campus Activities Advisory Group (CAAG) meeting at least two weeks prior to the event (see Event Planning and Registration). The Student Involvement Director will help with scheduling.
3. Complete an Alcohol Event Summary Report within one working day following the event.
4. Student fees may not be used to purchase any type of alcohol.
5. See the Alcohol Policy for more information concerning having alcohol at an event.

Canyon County ordinance requires the purchase of a "site license" to sponsor an event where alcohol is served. Food service will not purchase a site license until after the CAAG meeting has occurred. Because of risk management concerns, only licensed and insured vendors may serve alcohol at student-sponsored functions. Bon Appetit will be the alcohol provider for all on campus events. The following facilities may be approved for a “Registered Campus Event” where alcohol is served with the permission of the Student Involvement Director and Campus Safety Director in accordance with established guidelines:

- McCain Center
- Simplot Dining Commons
- Blatchley Hall
- other areas as may be deemed appropriate

Specific Information on guidelines or forms for campus events where alcohol is served is available in the Student Involvement Office.

Fire Pit Use - To ensure safety and the responsible use of any campus fire pit, the college has established policies and procedures pertaining to its use. Recognized student organizations interested in using a campus fire pit for an event must complete an Event Registration Form no less than two weeks prior to the event and follow the “Fire Pit Use Guidelines”, which can be obtained from the Student Involvement Office. A meeting with the Campus Activities Advisory Group (CAAG) may also be required. Be it known the city of
Caldwell mandates that a fire permit be obtained. One-time burn permits may be obtained from the Student Involvement Office.

ALCOHOL AND OTHER CONTROLLED SUBSTANCES
GENERAL ALCOHOL POLICIES AND EXPECTATIONS

As an academic community, The College of Idaho is concerned about how alcohol can potentially interfere with the educational development of our students, interrupt their academic programs, injure their health, adversely affect others in our community, or irreparably prevent them from entering into a successful career. The College of Idaho expects students, faculty and staff to know and respect all campus alcohol policies and statutes of the state of Idaho that govern the possession and use of alcoholic beverages. Campus alcohol policies include, but are not limited to, those described here in the Student Handbook.

- Individuals must be at least 21 years of age to consume, possess, furnish or serve alcoholic beverages. It is against the law and College policy to provide alcohol to anyone under the legal drinking age.
- Alcohol is permitted only in residence hall rooms where all students are legal-aged. Consumption of alcohol must take place with the door closed. All persons in a room must be 21 in order for open and/or visible containers of alcohol to be present. Alcohol must be stored out of sight and in a sealed container if guests in a room of a legal-aged student are under 21.
- Open containers of alcohol are prohibited in all public areas and on campus grounds (including College-owned houses) unless authorized by the Dean of Students or his/her designee in accordance with the Registered Campus Event process. (See Registered Event Where Alcohol is Served under the Student Involvement section of the Student Handbook.)
- Common source alcohol containers (i.e., kegs, beer balls, trash cans of punch, etc.) are prohibited. Bulk container violations are considered a serious violation and may result in disciplinary action unless approved through the Registered Campus Event process.
- Any member of the The College of Idaho community who is not of legal drinking age may not possess alcohol-related paraphernalia (e.g. beer bong, funnel, empty bottles, etc.).
- Possession, use, manufacture, or sale of a false identification card for the purpose of dispensing or purchasing alcohol is prohibited and against the law.
- Intoxication is not an acceptable justification for irresponsible or inappropriate behavior.
- The possession, use, distribution, and/or sale of any substances defined by law as a controlled substance and/or any drug paraphernalia are prohibited.

Those of legal age who consume alcoholic beverages are expected to do so in moderation and in a manner that ensures other community members’ rights to privacy, work, sleep and study. Loud or disruptive behavior, interference with cleanliness or drinking habits that are disruptive or injurious to the health or education of individuals will not be tolerated and will result in disciplinary action. Violations may result in the student’s suspension from the residence halls or from the college.

In accordance with the Higher Education Act of 1998, the college reserves the right to contact the parent(s) or guardian(s) of students under the age of 21 involved in violation of college alcohol policies. Parent(s) or guardian(s) of students over the age of 21 may be contacted if the student’s alcohol use becomes a health/safety concern. Information and services (e.g. assessment, referral and counseling) are available through the Residence Life office, Wellness Center (counselors and nurse) and Campus Safety office.

CAMPUS/STUDENT EVENTS

In addition to the General Alcohol Policies and Expectations above, these policies and expectations apply to all college functions that involve students. If an event will not include
students, organizers are still expected to reference and utilize policies and expectations as general guidelines.

An official college function is defined as any on or off campus event that is led by college employees or students, advertised on campus, and held under the auspices of registered campus organizations.

- Individuals/groups who host social events where alcohol is served are responsible for ensuring all applicable policies and laws are enforced. Social hosts may also be held responsible for the conduct of their guests and for any damage (direct or indirect) that may occur as a result of the event.
- Alcohol may only be served at official college functions by the college's food service provider.
- Student events with alcohol may only serve beer and wine and must have non-alcoholic options available.
- Advertising the presence of alcohol, via email, web sites, posters, etc., at an on or off campus event is only allowed for officially recognized college events with approval of the Dean of Students or designee.
- Student fee funds may not be used to purchase alcohol.
- There is a 3 drink no-host maximum per student of legal drinking age for all student sponsored or co-sponsored events.

RELIGIOUS EVENTS

The College of Idaho is widely supportive of various religious traditions and the participation of our students in religious celebrations. There is, however, the potential that an appropriate religious celebration will include the use of alcohol. In these cases, the college must affirm its commitment to religious freedom while at the same time meeting its obligations to the law and to the safety of our students. Therefore, when a proposed religious event necessitates the inclusion of alcohol, the college will consult with the officiating clergy to determine the minimum amount of alcohol required for the appropriate celebration. Only that amount of alcohol will be permitted. Responsible ritual use of alcohol is to be communicated and reasonable precautions taken to ensure adherence; intoxication is never the intent. Alternatives need to be provided alongside the alcoholic beverages for minors and others who desire not to partake of alcohol. This policy applies to events both on campus and off campus when they are led by College employees, advertised on campus, and held under the auspices of registered campus organizations.

STUDY ABROAD TRIPS

Study abroad opportunities are an enriching component of a College of Idaho education, and our faculty-led trips are a great way for students to learn about, and personally experience, a different culture. As cultural norms and laws concerning alcohol differ from country to country, the college believes that faculty and students who participate in a study abroad trip should adhere to the widely accepted norms and laws of the host country. Although faculty should not feel obligated to enforce the laws of Idaho and the United States when in another country, it is advisable that faculty remain cognizant of our societal norms and that they do not purchase or make alcohol available to underage students.

COLLEGE EMPLOYEES

No employee of The College of Idaho may host an event for our students, on or off campus that permits, encourages, or creates the conditions for alcohol abuse or consumption by students under the lawful drinking age. College employees are expected to be familiar with and strictly adhere to these alcohol policies. This document outlines The College of Idaho's expectations for college-related alcohol events, but ultimately it is the responsibility of every faculty and staff member to take reasonable precautions to avoid putting students, other employees, guests of the college, themselves, and/or the college at risk. A violation of the alcohol policies for the failure to exercise reasonable care regarding college employees'
responsibilities under this policy may lead to reprimand, termination from employment, or other legal action.

OTHER COLLEGE SOCIAL FUNCTIONS
From time to time, alcoholic beverages may be served at College social functions, which may be defined as "closed events" or "invitational events" at which the majority of guests are expected to be age 21 or over. Examples include faculty socials, Board of Trustee events, alumni and other events. Although the guidelines set forth above for student events should be referenced and followed to the extent practical and reasonable, the event does not require registration as a Campus Event. However, the organizer or host has the responsibility to see that all legal requirements are observed and that the College guidelines, as stated above, are considered, and that all guests act responsibly. Further, events where alcoholic beverages are provided on campus may justify the services of an independent caterer who should be requested to furnish its own liability insurance and provide the CFO/VP for Student Affairs and Dean of Students with written proof of insurance coverage in advance of the event.

IDAHO ALCOHOL STATUTES
The following is a summary of applicable Idaho statutes. For more information, contact the Student Affairs Office, the Caldwell Police Department or the Idaho Liquor Control Board.

- **Legal Drinking Age (Idaho Code 23-949):** Any person under the age of 21 who shall purchase, attempt to purchase, possess, serve, dispense, or consume beer, wine, or other alcoholic liquor shall be guilty of a misdemeanor punishable according to the schedule set out in Idaho Code 18-1502.

  Every person convicted of a misdemeanor under this section shall be punished by a fine of not more than $1,000. The second conviction shall be punished by a fine of not more than $2,000 or up to 30 days in jail or both. The third and subsequent convictions shall be punished by a fine of not more than $3,000 or up to 60 days in jail or both.

- **Disposal of Alcohol to Minors, Minors in Possession, Minor in Consumption (Idaho Code 23-603):** Any person who shall sell, give, or furnish, or cause to be sold, given, or furnished, alcoholic or intoxicating liquor to a person under the age of 21, shall be guilty of a misdemeanor. A second or subsequent violation of this section by the same defendant shall constitute a felony.

- **Adult in the Presence of a Minor Consuming Alcohol/Encouraging Violations of the Youth Rehabilitation Act (Idaho Code 16-1817 and 20-526):** If a person of legal age is in the presence of a juvenile who is drinking an alcoholic beverage and fails to take action, the adult is considered to be "contributing to the delinquency of a minor."

- **Driving While Intoxicated (Idaho Code 18-8004):** It is unlawful for any person who is under the influence of alcohol, drugs or other intoxicating substances, or who has an alcohol concentration of 0.08, or more to drive a motor vehicle upon public or private property open to the public.

  Whenever a person pleads guilty or is found guilty of violating any law pertaining to the possession, use, procurement, attempted procurement or dispensing of any beer, wine, or other alcoholic beverage, and such person was under 21 years of age at the time of such violation, then in addition to the above penalties, the court shall suspend the person’s driving privileges for a period of not more than one year.
Second, or subsequent violations shall result in the suspension of the person’s driving privileges for a period of not more than two years, and/or the surrender of his license or permit to the court, and the court may also order the person to undergo and complete an alcohol evaluation and to complete an alcohol treatment or education program (Idaho Code 18-1502).

**ILLEGAL DRUGS - STATE LAW**

In the statutes of the State of Idaho within the “Uniform Controlled Substances” section, marijuana is one of a great number of substances included within the Schedule I and II categories. The code prescribes the imposition of fines up to and including $10,000 and/or prison sentences of up to five years for a felony conviction of possessing marijuana in an amount greater than three ounces net weight. Lesser amounts may constitute reduced penalties or a misdemeanor. Violations of Section 37 of Idaho Code with respect to a controlled substance, which is classified as a narcotic drug, or a controlled substance in Schedule II, may be subject to fines up to and including $20,000 and prison sentences up to life imprisonment. Drug convictions also have other ramifications for students. After July 1, 2000, students convicted of offenses involving possession or sale of controlled substances are ineligible to receive any grant, loan or work assistance for a specified period of time.

**Ineligibility period for possession of a controlled substance:**
- 1st offense 1 year
- 2nd offense 2 years
- 3rd offense indefinite

**Ineligibility period for sale of a controlled substance:**
- 1st offense 2 years
- 2nd offense indefinite

Violations of Federal and Idaho state laws regarding drugs are also violations of The College of Idaho Policy and are subject to disciplinary action up to and including suspension or permanent dismissal from the College.

As a guide to students, the following statements are offered:

- Drug misuse includes, but is not limited to, possession, using, selling, giving away, dispensing, mixing, administering, aiding or assisting others in such activities.
- If a drug case is initiated in civil court rather than on the campus, serious college sanctions may await disposition of the case in the court. The college’s policies are however, separate from those established by Federal or Idaho state statute.
- While empowered only to take action within its own provinces, the college will cooperate with the law enforcement agencies in accordance with statutory procedures.
- Conversely, as an educational institution rather than a law enforcement agency, the college recognizes the appropriateness of handling certain drug problems individually and from a counseling and medical, rather than from a punitive, point of view.
- Students are urged to reflect very seriously upon their own attitudes and actions with regard to drug abuse and to seek out information and counseling assistance through the college counselor, the Dean of Student Affairs, or other personnel as may seem most appropriate.

**Parent Notification**

In accordance with the High Education Act of 1998, the college reserves the right to contact the parent(s), or guardian(s) of students involved in violations of college controlled substances policies or in the event of a life threatening situation.

**ANIMALS ON CAMPUS**

All public laws, both city and state, apply to any type of animal on the campus grounds. Animals (except for fish) are not allowed inside any college building with the exception of recognized service animals, recognized assistance animals and animals maintained for educational purposes. Service and assistance animals accompanying students living in the
residents halls must be registered with the Residence Life Office and the Learning Support and Disability Services Office. In conformity with the Caldwell City Dog Ordinance (#080317), all dogs that are brought on campus are expected to be on a leash and in the company of their owners. Animals are not to be tied and left unattended to campus trees, signs, etc. for any period of time. If animals are loose, Animal Control personnel may remove them.

APPEALS
The student may appeal any decision made in the event of significant procedural error or an unreasonable sanction, or introduction of new information. A written letter outlining the incident and basis for the appeal must be filed within five (5) working days of the decision. Appeals should be submitted to the Dean of Student Affairs (or designee) whose decision is final. In cases of expulsion, the student has the right to appeal to the president of the college and the president's decision is final. At any stage of the appeals process, the person hearing the appeal may modify, increase or decrease the sanctions.

COMMITMENT TO SAFETY
The college maintains a strong commitment to campus safety. Campus safety officers and designated representatives of the Facilities department survey the grounds of the campus to ensure that lighting and vegetation meet safety standards. Members of the campus community are encouraged to report any lighting deficiencies or other safety concerns to the Facilities Department at 208.459.5551 or Campus Safety at 208.459.5151.

COMPLIANCE WITH COLLEGE DIRECTIVES
Failing to comply with the direction of clearly identified college employees in the performance of their assigned duties is a violation of community conduct standards.

CRIMINAL/CIVIL PROCEEDINGS
The college reserves the right to institute criminal or civil proceedings. Students likewise have the right to bring civil or criminal action through the courts.

If a student is involved in an incident (on or off campus), which results in a criminal or civil investigation, the college reserves the right to take appropriate action (including, but not limited to suspension from the college, restriction from the residence halls, etc.)

If the incident also results in a campus judicial action, the student may choose to delay the campus process until the criminal or civil proceeding has come to fruition. By choosing to delay the campus process, the accused student accepts suspension from the college and may not enter college property without the expressed authorization of the Dean of Student Affairs. If the accused student is unable to attend a campus hearing following the outcome of criminal proceedings, the hearing officer or board may proceed with reviewing the available evidence and make a determination.

CRIMINAL RECORD DISCLOSURE
The College of Idaho requires full disclosure of criminal offenses from its applicants. Once disclosure has been made, the Admission Committee will review the applicant’s circumstances on a case-by-case basis. If accepted, applicants with a criminal history must agree to the following:
• Full disclosure of the incident(s) and release of information to the Dean of Students. The Dean of Students may share this information with other appropriate College departments.
• An agreement with the Dean of Students articulating the relationship between the College and the student.
• On-campus housing will be allowed at the discretion of the College.
• The College has the right to dictate the student’s participation in courses, on and off-campus school-related activities, and use of campus resources.

If a student is accepted and/or matriculated and is then discovered to have a criminal history, that student’s circumstances will be reviewed by the Admissions committee and the Dean of Students. The committee and Dean of Students will make a decision about that student’s acceptance retroactively. Not disclosing information about criminal history may be cause for immediate dismissal from the College.

DELINQUENT STUDENT ACCOUNTS

DELINQUENT STUDENT ACCOUNTS POLICY

Payment arrangements must be made during orientation for incoming students or prior to due dates referenced in The College of Idaho (C of I) catalog. Students having problems meeting their financial obligations to the College should address their questions and concerns with a student accounts representative in the Business Office.

The following measures will be taken to address delinquent financial obligations:
• Students with delinquent accounts will be contacted by the Business Office. Failure to respond to the notification in the specified timeframe may result in withdrawal from classes. Alternative payment arrangements must be made before a student is allowed to continue attending classes.
• Students who do not comply with alternative payment arrangements may be withdrawn from classes and re-enrollment is subject to the approval of the Delinquent Student Accounts Committee.
• Students with outstanding account balances will not be allowed to register for the next term until all balances are paid in full. Transcripts, grades and diplomas will not be released until all balances are paid in full. Students with outstanding balances will not be allowed to participate in graduation ceremonies.

All delinquent accounts will accrue interest at an annual rate of 12%. The charge for returned funds is $30.00. Students will pay all attorneys’ fees, collection costs and other charges necessary for the collection of any monies owed to C of I.

EMPLOYEE-STUDENT RELATIONSHIPS

NO EMPLOYEE SHALL ENTER INTO OR CONTINUE A ROMANTIC OR SEXUAL RELATIONSHIP WITH A STUDENT OR EMPLOYEE OVER WHOM SHE OR HE EXERCISES ACADEMIC, ADMINISTRATIVE, SUPERVISORY, EVALUATIVE, COUNSELING OR OTHER AUTHORITY OR INFLUENCE. IF A ROMANTIC OR SEXUAL RELATIONSHIP SHOULD DEVELOP UNDER SUCH RESTRICTED CIRCUMSTANCES, AND/OR IF SUCH A RELATIONSHIP SHOULD DEVELOP AND AN EMPLOYEE IS UNCERTAIN IF THESE RESTRICTIONS APPLY, IT IS THE EMPLOYEE’S RESPONSIBILITY TO IMMEDIATELY NOTIFY HIS/HER SUPERVISOR OR DEAN IN ORDER TO MAKE ARRANGEMENTS FOR REMOVING OR OTHERWISE ADDRESSING ANY AUTHORITY DIFFERENTIAL. IT IS ULTIMATELY THE EMPLOYEE’S RESPONSIBILITY TO MAKE SUCH ALTERNATIVE ARRANGEMENTS THAT MEET THE SUPERVISOR’S AND HUMAN RESOURCE DEPARTMENT’S APPROVAL. IF NO SUCH ARRANGEMENTS CAN BE MADE, THEN EITHER THE EMPLOYEE’S RELATIONSHIP OR EMPLOYMENT STATUS MUST CEASE.
EXPRESSION

Engaging in, or inciting others to engage in conduct which interferes with or disrupts a college function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or restrains other members of the college community or visitors is prohibited.

The integrity of The College of Idaho’s academic program depends on maintaining total respect for the principle of free and responsible academic and creative expression. Should visitors to the campus encounter pictures, sculptures, poetry readings, theatre rehearsals, student organization activities or any other form of creative or academic expression they find unsettling, we request that they refrain from attempts at, or calls for, censorship. Conference Services, Campus Safety, and the Administrative staff have neither the obligation nor the authority to remove or cover up images, nor to suspend performances that are integral to any bona fide academic endeavor, or the result of the legitimate activity of any registered student organization. Such matters come under the purview of the teaching faculty, student organization officers and advisors. Groups using the college’s facilities, especially those serving the interests of minors, must understand that while our commitment to this principle is never intended to offend, we may not relinquish this commitment because the manner in which we exercise it might upset, or conflict with the moral or religious convictions of visitors.

A student organization may not publicize any program in any way before the program has been officially approved and confirmed through the Student Involvement Office. Recognized student organizations may post flyers in campus buildings on designated bulletin boards with permission of staff in that building. To post in residence halls, permission must be granted by an appropriate staff member.

Posters may not be placed on directional signs or outdoor campus maps.

Posters must be in good taste and can neither discriminate on the basis of race, religion, gender, sexual orientation, color, national origin, age, disability or marital status, nor promote inappropriate behavior. Alcohol may only be advertised on posters or any other form of advertisement for officially recognized college events when approved by the Dean of Students or designee. Posters that violate these guidelines will be removed at the organization's expense. Chalk may be used, but must be limited to sidewalks around the McCain Student Center. For more information, contact the Student Involvement Office.

Recommended information to be prominently displayed on all forms of publicity:
- The full name of the organization and “The College of Idaho”, “C of I”, or “The College of Idaho”
- The title and nature of the program
- Date, time, and place of the program
- Admission criteria, such as ticket price, college ID required, etc.
- Rain dates and refund policy, if applicable
- Number to contact to request special services/accommodations when possible.

As a private institution, the College of Idaho recognizes its ability to regulate the speech and behavior of all those invited into our campus community and onto our campus. More importantly to our residential, liberal arts educational mission to prepare students to lead productive and fulfilling lives is the value we place on free expression. Within reasonable safeguards to protect against hate speech and to ensure the continued operation of College operations, the College maintains the right of those within the College community to express
their thoughts and perspectives regardless of how those messages may be perceived by others.

- All organized student events must adhere to the College’s established event registration process and all other campus policies and procedures.
- Events must adhere to all local ordinances, and state/federal laws.
- Events may not last more than 24 hours unless granted special permission through the events registration process.
- No event may block entryways or exits of any classroom, office, or building.

**FACILITIES ACCESS**

Campus Safety personnel are responsible for locking and unlocking buildings. This includes opening buildings for special events. Calls for service are prioritized, and life-endangering calls hold a higher priority than building entry. Unauthorized entry into, unauthorized use of, or misuse of or tampering with college property and/or computer systems and data is prohibited. Propping exterior doors and letting unidentified individuals into buildings undermines the College’s ability to be a safe educational environment and is not allowed.

**FALSE INFORMATION**

Dishonesty, including forgery, or giving fake information on official documents or to clearly identified college employees is prohibited.

**FEDERAL REGULATIONS**

Over the years several regulations have been adopted that have as their purpose the protection of students' rights. Of particular interest are the following:

*Section 504 of the Rehabilitation Act of 1973* as amended, provides that no otherwise handicapped individual in the United States . . . shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. For more information, contact the Learning Support and Disabilities Services director.

*The Americans with Disabilities Act (ADA) of 1990* A comprehensive, federal civil rights law that prohibits discrimination on the basis of disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications. For more information, contact the Learning Support and Disabilities Services director.

*The Buckley Amendment: The Family Educational Rights and Privacy Act (FERPA)* otherwise known as “The Buckley Amendment,” provides students with access to their school records. FERPA makes four guarantees to postsecondary students. These rights include the following:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

A detailed outline of the The College of Idaho "Student Records Policy" is contained in the student records section of the student handbook.

**Title IX of the Education Amendments Act of 1972** (amending the Higher Education Act of 1965) is the federal law prohibiting sex discrimination in educational institutions. The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The amendment of 1987 expanded the definition of program or activity to include all the operations of an educational institution, governmental entity or private employer that receives federal funds. The Title IX coordinator for The College of Idaho is Reagan Rossi, 208-459-5855, rrossi@collegeofidaho.edu. Any inquiries regarding Title IX compliance should be directed to the Title IX Coordinator and/or the Office for Civil Rights.

**Students' Right to Know Act** requires the disclosure of information on completion and graduation rates, as well as security policies and procedures, crimes and crime rates. This information is in a variety of campus publications, including this Student Handbook, and is available upon request. In compliance with the Campus Security Act, the college is furnishing the following information:

The College of Idaho Department of Campus Safety is the safety and security division of the college. Officers are assigned to this department after a complete and thorough background investigation. Annual, on-going training is provided. Both full and part-time officers come from a variety of safety and security backgrounds including law enforcement, fire department, military, and private security. These officers are supervised by the Director of Campus Safety. The officers handle the full range of public safety services and enforce all laws as well as college policies.

The college also works closely with the Caldwell Police Department, Canyon County Sheriff and Prosecutor’s Victim/Witness Program. Any reports of incidents involving C of I students, on or off campus, are forwarded to the Dean of Student Affairs (or his designee) so that the best interests of students, employees and the community can be served. C of I considers personal safety a priority. Incident reports and safety concerns are reviewed and acted upon according to professional law enforcement standards.

Students are required to comply with the directives of Campus Safety officers and any college official in performance of their assigned duties. Students are required to present valid identification when requested to do so. Campus Safety officers may detain a suspect when there is reasonable suspicion or probable cause to believe that a crime has been committed.

Campus Safety is responsible for the enforcement of policies, rules and regulations set forth by The College of Idaho, and to report criminal violations to the proper authorities. To report crimes or emergencies, members of the college community should call 208.459.5151 if off campus or ext. 5151 from any campus extension. For life-threatening emergencies, call 9-911 from any campus extension or press the red button on any courtesy phone located throughout the campus. Be prepared to advise the dispatcher where the emergency is located.

**Clery Act** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective
campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to $35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. **SaVE Act** The Campus Sexual Violence Elimination (SaVE) Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape. This legislation will update the Jeanne Clery Act to create increased transparency, accountability, education, and collaboration. **The Violence Against Women Reauthorization Act of 2013 (VAWA)** was initially passed in 1994. It provides federal funds toward investigation and prosecution of violent crimes against women, imposes automatic and mandatory restitution on those convicted, and allows civil redress in cases prosecutors chose to leave unprosecuted. The Act also establishes the Office on Violence Against Women within the Department of Justice.

**FIRE SAFETY**
Fire safety is extremely important in a community. A fire hazard is anything that could cause a fire or prohibit the safe and expedient ability of students to evacuate. Disregard for fire safety by ignoring evacuation procedures; placing false alarms; interfering with proper functioning of fire alarm, electrical systems or sprinklers; tampering with or removing bells, alarms, fire detection equipment, fire hoses, fire doors/door closures, exit signs, extinguishers or fire-fighting equipment is prohibited.

**GAMBLING**
Gambling for money is prohibited on College property or at College events. [http://www.legislature.idaho.gov/idstat/Title18/T18CH38.htm](http://www.legislature.idaho.gov/idstat/Title18/T18CH38.htm)

**TITLE 18**
**CRIMES AND PUNISHMENTS CHAPTER 38 GAMING**

18-3802. Gambling prohibited. (1) A person is guilty of gambling if he: (a) Participates in gambling; or (b) Knowingly permits any gambling to be played, conducted or dealt upon or in any real or personal property owned, rented, or under the control of the actor, whether in whole or in part. (2) Gambling is a misdemeanor.

**TITLE 18**
**CRIMES AND PUNISHMENTS CHAPTER 38 GAMING**

18-3801. Gambling defined. "Gambling" means risking any money, credit, deposit or other thing of value for gain contingent in whole or in part upon lot, chance, the operation of a gambling device or the happening or outcome of an event, including a sporting event, the operation of casino gambling including, but not limited to, blackjack, craps, roulette, poker, baccarat [baccarat] or keno, but does not include:

(1) Bona fide contests of skill, speed, strength or endurance in which awards are made only to entrants or the owners of entrants; or (2) Bona fide business transactions which are valid under the law of contracts; or (3) Games that award only additional play; or (4) Merchant
promotional contests and drawings conducted incidentally to bona fide nongaming business operations, if prizes are awarded without consideration being charged to participants; or (5) Other acts or transactions now or hereafter expressly authorized by law.

GRADE MEDIATION
If a student believes a course grade was improperly or unfairly assigned, the college has a grade mediation procedure to help resolve the matter. The evaluation of a student's academic performance is the sole responsibility of the person appointed to teach or supervise the course. A student who questions the validity of a faculty member's final evaluation of his or her academic work should confer with that faculty member within the first six weeks of the next full academic term (i.e., Discussion of fall or winter grades must begin within the first six weeks of spring term, and spring grades within the first six weeks of fall term). If the matter cannot be resolved between the faculty member and the student, the student is encouraged to seek the appropriate department or division chair or academic advisor to act as a mediator between the student and faculty member. However, the faculty member assigned to teach the course retains the final responsibility for assigning the course grade. After the final outcome, if the student and/or person acting as mediator feels that the faculty member in question has been unprofessional in resolving the matter, a letter by either or both persons should be given to the Vice President for Academic Affairs to be put in the file of the faculty member and considered by the Faculty Evaluation Committee as part of the regular evaluation process.

If the student writes a letter to the Vice President for Academic Affairs to be put in the file of the faculty member, a copy of the letter will be given by the Vice President for Academic Affairs, to the faculty member, and to the person who served as the mediator, so that they may be informed of the comments. Either or both the faculty member and the person who served as mediator may write (a) letter(s) for the file, as well.

The person who served as mediator will prepare a brief summary of the interaction with the student, and its outcome, and will give a copy of the summary to the student, the faculty member, and the Vice President for Academic Affairs. He or she will also retain a file copy. The file copy and the Vice President's summary will be retained through the subsequent evaluation period of the faculty member, in case it would need to be referred to for any reason.

If the faculty member whose grade is questioned is no longer employed by the college or is otherwise unavailable because of sabbatical leave or some other reason:
1. the student meets with the department chair of the faculty member's department (or, if the faculty member involved is the department chair, then the student meets with the division chair)
2. the department chair (above) and the student's academic advisor help the student prepare a petition for review by a special committee appointed by the Vice President for Academic Affairs in consultation with Academic Council, the committee to consist of one member from the faculty member's department or a closely aligned discipline, one faculty member from the division, and one faculty member from outside the division
3. this special committee will review all available material and speak with people who may have insight into the situation, and will come to some resolution which may include—but is not limited to—changing the grade(s) in question to Pass
4. the timelines for beginning the grade mediation procedure are the same whether or not the faculty member continues at the college
5. the decision of the special committee is final
HARASSMENT
Applying to all students, faculty, staff, administrators, trustees, volunteers and non-College of Idaho employees.

The College is committed to supporting academic freedom and freedom of speech, in an environment of open and vigorous dialogue within the reasonable limits of the law. Further, the College of Idaho is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle teaching methods or freedom of expression generally, nor will it be permitted to do so. Illegal harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of the College, its tradition of intellectual freedom and the trust placed in its members.

It is a violation of the College's policy and may be a violation of both state and federal law for any employee, student, faculty, staff, administrator, trustee, volunteer, or non-College of Idaho employee to harass or discriminate against any other employee or student on the basis of sex, race, color, age, religion, disability, national origin, veteran status, sexual orientation, gender identity, or any other basis protected by law. Verbal or physical conduct that may constitute harassment includes, but is not limited to: actions; words; flirtations; advances; propositions; verbal abuse; jokes; negative stereotyping; verbal commentaries or degrading words used to describe an individual based on an individual's sex, race, color, age, religion, disability, national origin, veteran status, sexual orientation, gender identity or any other basis protected by law.

With respect to sexual harassment in particular, the following conduct is strictly prohibited:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
   - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement within the College;
   - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

2. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, abusive or offensive work or academic environment. Examples of sexual harassment include, but are not limited to:
   - Demeaning and/or derogatory harassment toward one's gender;
   - Demeaning behavior, staring, pinching, touching and other physical contact, or blocking the movements of another person;
   - Sexually explicit comments, innuendoes, jokes, abusive personal remarks, etc.;
   - Sexually explicit displays or distribution of pictures, materials, or object in the work area;
   - Unwelcome amorous advances or propositions, physical conduct, obscene gestures;
   - Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual or other discriminatory meanings;
   - Unwelcome requests for sexual favors or repeated social contact; or
   - Sexual assault or other unwelcome sexual contact.

Any member of the college community who believes he, she or some other member of the college community is a victim of harassment by any member of the Board of Trustees, administrator, member of the staff or faculty, employee, student, volunteer, non-College of Idaho employee or any other person in connection with The College should promptly report the matter to the attention of his/her immediate supervisor, the Department of Human Resources, Dean of Student Affairs or the Vice President for Academic Affairs (“VPAA”). In
every case, the Department of Human Resources should be notified of the report to ensure a thorough and prompt investigation, if appropriate. However, the campus disciplinary system applies for investigation and resolution of complaints of harassment made against a student, unless the complaint involves conduct by a student who also is employed by the college and relates to that student's conduct as an employee. If a student believes he or she or some other member of the student community has been the victim of harassment by another student, a complaint should be made as outlined in the campus disciplinary system.

Every member of the Board of Trustees, administrator, member of the staff or faculty, employee, or student is covered by and subject to the provisions of this policy. This policy also applies to visitors, campus guests, tourists, vendors, contractors, repair people, sales people or clients.

If an investigation is initiated and conducted by or upon direction of the Department of Human Resources, the process and information will remain confidential to the extent reasonably possible and will be disclosed only on a need-to-know basis. If warranted by its investigation and based on the seriousness or repetitiveness of the offense, the Department of Human Resources will recommend appropriate discipline, sanctions or other action be taken in response to the report or complaint of harassment. If the subject of the recommended discipline or sanctions is a faculty member, the Department of Human Resources will make a recommendation to the VPAA (unless the VPAA is the subject of the report or complaint, in which case the recommendation will be made to the President). For reports or complaints against non-faculty members, the recommendation by the Department of Human Resources will be made to the President (unless the President is the subject of the report or complaint, in which case the recommendation will be made to the Chairman of the Board of Trustees).

Retaliation against any person who opposes harassment, complains of harassment, provides information related to a complaint of harassment or participates in an investigation of a complaint of harassment is strictly prohibited. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to disciplinary action in accordance with this policy.

All volunteers, temporary, regular, part-time, full-time and adjunct employees will be required to sign an acknowledgment that they have received, will read and understand this policy.

The Department of Human Resources will be responsible for administering the policy and the program, including education for all personnel.

HAZING AND BULLYING
Hazing and/or bullying by individuals or student organizations is not permitted or tolerated at The College of Idaho. Hazing is defined as any action or situation (with or without consent) which, for the purpose of initiation, admission to, affiliation with, or as a condition of membership Intentionally, unintentionally, or recklessly endangers the mental or physical health or safety of a student; creates risk of injury, causes fear, discomfort, embarrassment, harassment, ridicule, or degradation of the individual from the perspective of the potential or current member or other reasonable person; willfully destroys or removes public or private property; or in any way debases the individual's status or robs him or her of dignity.
Some examples may include, but are not limited to:

- Requiring violation of federal law, Idaho law, local law, or the C of I student code
- Activities that cause exhaustion, or loss of sleep
- Feats of endurance
- Activities that could cause sickness or death
- Requiring an individual to eat or drink anything;
- Subjecting individuals to road trips, kidnaps, or leaving them to find their way home without resources and/or directions.

**Idaho Law Title 18 Crimes and Punishment Chapter 9 Assault and Battery 18-917. Hazing**

1. No student or member of a fraternity, sorority or other living or social student group or organization organized or operating on or near a school or college or university campus, shall intentionally haze or conspire to haze any member, potential member or person pledged to be a member of the group or organization, as a condition or precondition of attaining membership in the group or organization or of attaining any office or status therein.

2. As used in this section, "haze" means to subject a person to bodily danger or physical harm or a likelihood of bodily danger or physical harm, or to require, encourage, authorize or permit that the person be subjected to any of the following:
   1. Total or substantial nudity on the part of the person;
   2. Compelled ingestion of any substance by the person;
   3. Wearing or carrying of any obscene or physically burdensome article by the person;
   4. Physical assaults upon or offensive physical contact with the person;
   5. Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests;
   6. Transportation and abandonment of the person;
   7. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
   8. Sleep deprivation; or
   9. Assignment of pranks to be performed by the person.

3. The term "hazing," as defined in this section, does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any group or organization. The term "hazing" does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

4. A student or member of a fraternity, sorority or other student organization, who personally violates any provision of this section shall be guilty of a misdemeanor.

**Idaho Law Title 18 Crimes and Punishment Chapter 9 Assault and Battery 18-917A. Student Harassment, Intimidation, Bullying**

1. No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student.

2. As used in this section, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat by a student that:
   1. A reasonable person under the circumstances should know will have the effect of:
      1. Harming a student; or
      2. Damaging a student’s property; or
      3. Placing a student in reasonable fear of harm to his or her person; or
      4. Placing a student in reasonable fear of damage to his or her property; or
      5. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student. An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

3. A student who personally violates any provision of this section may be guilty of an infraction.
### Immunization Requirements

#### New Students Fall 2015

<table>
<thead>
<tr>
<th>Immunization Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>2 doses administered at least 28 days apart. A positive MMR titer will be accepted in lieu of this vaccination series if no records are available.</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>Single does within the last five years.</td>
</tr>
<tr>
<td>Tenanus, Diphtheria, Acellular Pertussis (Tdap)</td>
<td>Single dose administered within the last 10 years.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Two dose vaccine series. A positive Hepatitis A titer will be accepted in lieu of this vaccination if no records are available.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Three dose vaccine series. A positive Hepatitis B titer will be accepted in lieu of this vaccination if no records are available.</td>
</tr>
<tr>
<td>Vericella</td>
<td>Two doses of Varicella-containing vaccine administered at least 28 days apart. If a student had chicken pox as a child, a positive Varicella titer will be accepted in lieu of this vaccination series.</td>
</tr>
<tr>
<td>Teburculin (TB)</td>
<td>A TB skin test (Mantoux or Quantiferon) within the last year. If a student has a positive TB skin test, then a chest X-ray taken within the last year is required. (Any student returning from a high risk country* must obtain an updated TB skin test.)</td>
</tr>
<tr>
<td>Polio</td>
<td>Primary series in childhood with IPV alone, OPV alone, or IPV/OPV sequentially. IPV booster only needed for travel to areas or countries** where polio is epidemic or endemic.</td>
</tr>
</tbody>
</table>

#### Recommended Immunizations

<table>
<thead>
<tr>
<th>Immunizations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HPV</td>
<td>Three dose vaccine series.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Single dose annually.</td>
</tr>
</tbody>
</table>

**Documentation** A copy of the student's official immunization record must be provided to the Health Services Department. Documentation can be hand delivered to the Health Center located in Hendren Hall, faxed to (208) 459-5182 attn: Health Services, or mailed to The College of Idaho, Student Health Center, 2112 Cleveland Blvd., Caldwell, ID 83605. The College will accept vaccine records signed by a medical doctor, school health records or transcripts documenting immunizations and/or state immunization bank records.

**Timeline** Students must provide all immunization documentation to the Health Services Department no later than the first day of classes for the semester in which the student intends to enroll. Students who have an incomplete immunization record as of the tenth day...
of classes will be removed from the residence halls until all requirements are met (no refunds available). In addition, students with incomplete records will have a hold placed on their account and will not be able to register for the following semester. Students participating in intercollegiate sports who have incomplete immunization records will not be allowed to practice or compete until they are in compliance with the College's immunization policy.

**Exemptions** The College of Idaho believes it is in the best interests of the campus community when every student is immunized (herd immunity) and, therefore, the College discourages nonmedical exemptions to required vaccines. The College, however, will consider a medical or religious request for exemption to vaccines; in such instances a Medical/Religious Exemption request form must be submitted for review. Exemption forms can be obtained from the Health Center and must be submitted to the Health Center by the first day of classes for the semester in which the student intends to enroll. Students will be notified as to the status of their exemption request by the third day of classes. Students who do not have an approved exemption and still have an incomplete immunization record as of the tenth day of classes will have a hold placed on their account and will be removed from the residence halls (no refunds available) until all requirements are met. Students participating in intercollegiate sports who have incomplete immunization records will not be allowed to practice or compete until they are in compliance with the College's immunization policy. Should an outbreak occur on campus, students with approved exemptions or incomplete immunization records may be restricted from attending classes or other College activities, and/or removed from the residence halls until there is no further immediate risk to the student (no refunds available).

*International and Exchange students from these countries must have TB testing done:* Afghanistan, Algeria, Angola, Argentina, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia (Plurinational State of), Bosnia & Herzegovina, Botswana, Brazil, Brunei Darussalam, Bulgaria, Burkina Faso, Burundi, Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, China, Columbia, Comoros, Congo, Dominican Republic of the Congo, Cote d'Ivoire, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Latvia, Lesotho, Liberia, Libya, Lithuania, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia (Federated States of), Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Niger, Nigeria, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Rwanda, St. Vincent & the Grenadines, Sao Tome & Principe, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Tajikistan, Thailand, Timor-Leste, Togo, Trinidad & Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Republic of Tanzania, Uruguay, Uzbekistan, Vanuatu, Venezuela (Bolivarian Republic of), Viet Nam, Yemen, Zambia, Zimbabwe Source: World Health Organization Global Health Observatory, Tuberculosis incidence 2012. Countries with incidence rates of > 20 cases per 100,000

**Afghanistan, Benin, Cameroon, Central African Republic (CAR), Chad, China (Xinjiang province only), Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Iran, Iraq, Israel, West Bank, Gaza, Jordan, Kenya, Lebanon, Niger, Nigeria, Pakistan, Republic of Congo, Somalia, South Sudan, Sudan, Syria, Turkey, Yemen (Source: Centers for Disease Control and Prevention)**
All international students, except those from countries currently identified as being low risk: per the American College Health Association Guidelines from April 2012, are required to have either a TB (tuberculin) skin test or IGRA (Interferon Gamma Release Assays blood test.)

Students with a history of BCG vaccination are not excluded from tuberculin testing.

If the test is positive, a Chest X-ray, evaluation for needed treatment and MD clearance for activities is required.

***Students registered prior to Fall 2015 are only required to provide proof of receiving the Measles, Mumps and Rubella (MMR) and Meningococcal vaccines, but are encouraged to receive all recommended vaccinations.

INFORMATION TECHNOLOGY

GENERAL INFORMATION

Information Technology's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to The College of Idaho's established culture of openness, trust and integrity. Information Technology is committed to protecting The College of Idaho's faculty, staff, students, and the college from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the College of Idaho. These systems are to be used for educational, research, and administrative purposes in serving the interests of the college in the course of normal operations.

Effective security is a team effort involving the participation and support of every The College of Idaho faculty, staff, student, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment at The College of Idaho. These regulations are in place to protect faculty, staff, student, and The College of Idaho. Inappropriate use exposes The College of Idaho to risks including virus attacks, compromise of network systems and services, and legal issues.

SCOPE

This policy applies to all faculty, staff, students, contractors, consultants, temporaries, and other workers at The College of Idaho, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by The College of Idaho and all devices connected to the college's network that are not owned by the College of Idaho.

ENFORCEMENT

Any user found to have violated this policy may be subject to disciplinary action, up to and including dismissal from the college, termination of employment, or legal action.
DEFINITIONS

Spam - Unauthorized and/or unsolicited electronic mass mailings.
User - A "user" is any person, whether authorized or not, who makes any use of any college resource from any location. For example, users include those who access IT resource in a College computer lab, or via an electronic network. A "user's status" means their relationship with the College, i.e., student, faculty, staff, contractor, alumni/alumnae, member of public, etc.

GENERAL USE AND OWNERSHIP

While The College of Idaho's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the college systems remains the property of The College of Idaho. Because of the need to protect The College of Idaho's network, management cannot guarantee the confidentiality of information stored on any network device belonging to The College of Idaho.

Everyone is responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, users should be guided by departmental policies on personal use, and if there is any uncertainty, users should consult their supervisor or manager.

For security and network maintenance purposes, authorized users within The College of Idaho may monitor equipment, systems and network traffic at any time, per Information Technology's Audit Policy.

The College of Idaho reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

SECURITY AND PROPRIETARY INFORMATION

The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by College confidentiality guidelines. Examples of confidential information include but are not limited to: Datatel, WebAdvisor, Blackboard Envision, Moodle, and research data. Users should take all necessary steps to prevent unauthorized access to this information.

The Family Education Rights and Privacy Act (FERPA) binds all users who have access to student data. Its application relevant to this Acceptable Use Policy centers on a student's right to consent to disclosure of personally identifiable information. FERPA does permit certain information to be released without consent and this information is referred to as "Directory information". To find out specifically what information you may or may not give out and to whom, you may contact the Registrar of The College of Idaho. There is also information on FERPA in the Student Life Honor Code. When you are in doubt as to whether or not you are permitted to release some information, do not release the information until you know for sure. Please review Human Resources policies for further details in regards to this policy.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by locking your workstation (control-alt-delete for Win2K/XP users) when the host will be unattended.

You should also log off your computer at night, but do not shut the computer down. Your machine does its Windows Updates & Virus Scan Updates during the night time hours. This helps keep your machine safe and secure.

Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the "Laptop Security Tips".

Postings by users from a The College of Idaho email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of The College of Idaho, unless posting is in the course of business duties.

All hosts connected to The College of Idaho's network are required to run an antivirus software program with current virus definitions. It is the user's responsibility to keep their virus definitions up to date and to apply any appropriate critical updates to the operating system.

All college users must use extreme caution when opening e-mail attachments, which may contain viruses, e-mail bombs, or Trojan horse code.
UNACCEPTABLE USE

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a user at The College of Idaho authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing The College of Idaho-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

SYSTEM AND NETWORK ACTIVITIES

The following activities are strictly prohibited, with no exceptions:
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by The College of Idaho.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which The College of Idaho or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using an The College of Idaho computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any The College of Idaho account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless you have explicit permission from the Director of Information Technology.
- Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the user's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet. Providing information about, or lists of, The College of Idaho employees to parties outside the College of Idaho.

EMAIL AND COMMUNICATIONS ACTIVITIES

- Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam), which is not considered official college business.
• Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
• Unauthorized use, or forging, of email header information.
• Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
• Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
• Use of unsolicited email originating from within The College of Idaho of Idaho's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by The College of Idaho or connected via The College of Idaho's network.
• Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

INTELLECTUAL PROPERTY POLICY

PURPOSE
Dedicated as it is to teaching, learning, and creative activity, The College of Idaho respects the intellectual property of those outside the College and seeks to clarify rights and responsibilities pertaining to intellectual property created by members within the College community. The purpose of this policy is to delineate the specific allocation or sharing of intellectual property rights.

DEFINITION
Intellectual Property for the purposes of this policy is any of the following:
1. Copyrightable material that is the product of creative and scholarly activity. Examples include but are not restricted to such written materials as manuscripts, manuals, books, plays, poems, and articles;
2. Images in print, art media, photography, or electronic format; music such as sound recordings, lyrics, or musical scores; and computer software such as programs, smart phone applications, databases, web pages, and courseware.
3. Patenable works such as machines, processes, materials, biological agents, devices, and software excluded from copyright.
4. Trademarked and service-marked materials such as words, names, logos, domains, slogans, or words adopted by the College in its own promotional identity.

RESPECT FOR THE INTELLECTUAL PROPERTY OF OTHERS
All members of the College community shall be individually responsible for the proper and fair use of the intellectual property of others. It is incumbent on the individual to know and to apply sound scholarly principles in crediting others for their ideas in the spirit of the College of Idaho Honor Code. The individual is likewise responsible for the fair use of copyrighted materials. Pirating or other unauthorized use of such materials is strictly prohibited. Failure to abide by the principles of properly credited and fair use of such materials subjects a member of the community to possible sanction under disciplinary policies in place elsewhere within the College.

GENERAL RULE FOR PROTECTION OF COMMUNITY MEMBERS' INTELLECTUAL PROPERTY
The College of Idaho encourages creative work by all its members. All work in the normal course of educational activity that does not involve a specific and substantial outlay of College funds or of College-administered funds from an external agency are the property of the author, inventor, or creator, except as indicated below. Where ownership of intellectual property is to be owned by the College, the author, inventor or creator will reasonably cooperate in the execution of any applications, notices, assignments or other documents necessary to acquire, perfect or register the intellectual property in the name of the College.
1. **Commissioned Works of Non-Employees**
   Work products contracted for from outside parties are, unless otherwise stipulated in writing, the intellectual property of the person contracted. For the College to own the intellectual property of non-employees, such ownership must be stipulated in the contract commissioning the work.

2. **Commissioned Work from Faculty, Employees or Students**
   It is sometimes in the College's interest to commission work from members within its community for its own purposes—e.g., for celebration or promotion. Such works, whether paid or unpaid or submitted subject to the terms of a competition, shall belong to the College, unless otherwise so specified in writing by the College. For example, a student poem created in a classroom or during free time belongs to the student (under the General Rule), but a poem selected as winner in a “125th College Anniversary Poetry Contest” belongs to the College unless the terms of the contest expressly provide otherwise. A faculty member's painting done as part of normal creative activity belongs to the faculty member (again, under the General Rule), but a poster commissioned from that same faculty member to advertise a College event belongs to the College. For commissioned works owned by the College, the creator is granted a retained limited license to incorporate his or her work into portfolios or other promotional materials to advertise or promote the creator's work. The terms of such limited license do not permit commercial use or commercial reproduction of the work.

3. **Institutional Works**
   The College retains ownership of works created for College purposes in the course of the writer's, inventor's, or creator's day-to-day employment. Any such work assigned to staff artists, programmers, video camera operators, or communications personnel as part of their regular duties belongs to the College. Students paid or given specific academic credit by the College for videotaping or blogging cede their intellectual property rights to such materials to the College. For these works also, the creator is granted a retained limited license to incorporate his or her work into portfolios or other promotional materials to advertise or promote the creator's work. The terms of such limited license do not permit commercial use or commercial reproduction of the work.

4. **Scholarly or Research Projects Specifically and Substantially Funded by the College or Outside Agency**
   Sometimes the College devotes substantial resources to a project by special dedication of additional funding or by a significant allocation of support staff, instrumentation, or facilities. Where the funding or support for such projects comes from an outside agency or foundation, the researcher or creator must abide by the intellectual property provisions, if any, stipulated by the funding agency. College staff can help in interpreting such policies, but it is the final responsibility of the grantee to understand and to abide by the intellectual policy provisions of his or her grant. If the agreement does not specify ownership of the intellectual property, the College's General Rule will prevail. Where the specific and substantial funding or support comes from College resources, the College will ask participants to sign an agreement on allocation of intellectual property rights as between the College and the participants.

5. **College of Idaho Name, Seal, or Logos**
   Faculty, staff, and students may use The College of Idaho’s name, seal, logos, or other marks to identify themselves and the institution in the course of official College business, in accordance with standards described in the College's visual identity guidelines (available from the Office of Marketing and Communications). For personal purposes, no seal or logo may be used. Personal use of the College name must be restricted only to purposes of identification: e.g., "Jane Doe, Professor of
Physics, The College of Idaho”; or “John Doe, Class of ’83, The College of Idaho.”
No use of College identifiers that might imply College endorsement or responsibility for events or activities shall be allowed except by the express, written consent of the President. Any and all use of the College name, seal, logos, or other marks for commercial purposes is prohibited unless approved contractually by the Vice President for Finance or specifically authorized in writing by the President.

Note: The above policy was drawn from policies promulgated by Tufts University, Washington and Lee University, and Reed College. None of these policies were copyrighted.

LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS
The College of Idaho Campus Safety department maintains a close working relationship with the Caldwell Police Department, the Caldwell Fire Department and the Canyon County Sheriff’s Office and the campus community is expected to cooperate with these agencies.

LEAVE OF ABSENCE POLICY

Voluntary Leave of Absence
Ordinarily, the college expects full-time students to complete the bachelor’s degree in four academic years. However, at times family, medical, personal, or financial emergencies arise that may interrupt one’s studies. Students who must leave the College for a short time but who intend to return to their studies may apply for a Leave of Absence for up to four consecutive semesters. The Leave of Absence form is initiated with the Dean of Students and must be filed in the Registrar’s Office by the end of the open registration period at the start of the semester (includes Winter term) in which the leave is to take effect.

The Dean of Students may grant a voluntary medical leave of absence during a semester or session, so long as appropriate medical documentation is provided.

Students receiving financial aid are advised to consult the Director of Student Financial Aid before applying for leave of absence to ensure their awards are not jeopardized. Students returning to The College of Idaho within the appropriate time frame may have institutional financial aid amounts renewed provided that the Student Financial Aid Office receives a financial aid application before the posted deadline for that term. Institutional awards will be determined on GPA and full-time enrollment; federal awards will be calculated per completed FAFSA.

To be eligible for a leave of absence, a student must have completed at least one semester or term of enrollment, and have no outstanding balance on his/her account.

Involuntary Medical Leave of Absence

The college may require a student to take a medical leave of absence in certain circumstances when the student’s health may be adversely impacted or the community may be adversely impacted by the student’s continued presence on campus. This policy describes how these leaves of absence can be issued and appealed. The Dean of Students or designee may issue Required Medical Leaves of Absence. A Required Medical Leave of Absence may be issued if a student:
1) Is engaging in, or is threatening to engage in, behavior that poses a significant danger of causing substantial harm to the health, safety or welfare of the student or others; or

2) The student's behavior has resulted in substantial harm to the health, safety, or welfare of the student, or others and the behavior continues, or there is a risk the behavior will continue, posing a significant danger of causing substantial harm to the health, safety, or welfare of the student or others; or

3) The student's behavior has resulted in significant disruption of the teaching, learning or administrative activities of other members of the campus community and the behavior continues, or there is a risk the behavior will continue, with the likely result of such behavior substantially impeding the education processes or proper activities or functions of the college and its personnel.

Before issuing a Required Medical Leave of Absence, the Dean of Students or designee will, when possible:

1) Consult with others who can provide relevant information about the student's condition, and

2) Provide the student an opportunity to present information about his or her circumstances. If the student is unable or unwilling to meet with the Dean in a timely manner, the student's opportunity to provide information is waived.

The Dean or designee will issue a Required Medical Leave of Absence in writing (email to the student’s College of Idaho address and hardcopy to student’s campus mailbox) to the student. The written notice will include:

- The effective date of the leave.
- The reasons for requiring the leave.
- The conditions for re-enrollment.
- Any restrictions imposed on the student’s access to the campus or college-sponsored activities.

A student wishing to return from a Required Medical Leave of Absence must:

- Notify the Dean of Students of desire to return.
- Document fulfillment of all conditions placed on re-enrollment.
- Meet all other admission and enrollment requirements of the college.

The Dean will notify the student in writing of the decision to approve or deny returning to campus and/or re-enrollment.

**LEWD AND INDECENT BEHAVIOR**

Engaging in lewd, indecent, or obscene behavior, including public urination, on college property or at a campus function or event is prohibited.

**MEAL PLANS**

All full time students must participate in a meal plan. No food service is provided during the Thanksgiving, and Holiday break periods. Occasionally some food options will be available during the week-long fall, winter and spring breaks.
MISSING STUDENT POLICY AND PROCEDURE

The following policy and procedure has been established to assist in locating members of our community who, to the best of our knowledge, are determined to be missing.

- Missing persons should be reported to Campus Safety.
- Once a report has been made, the Department of Campus Safety will immediately start an investigation and attempt to locate the individual. The College may use any of its resources to assist in finding the missing person. These resources may include ID card tracking, keying into residences, checking with peers and faculty and vehicle registration searches.
- The appropriate law enforcement agencies will be contacted no later than 24 hours after the student is reported missing. If there is any indication of foul play, the local police department will immediately be contacted for assistance.
- Contact will be made with parents, legal guardian, or other confidential contact (which can be designated at the Campus Safety Department) no later than 24 hours after the student is reported missing.

MOTOR VEHICLES/PARKING

PURPOSE

The purpose of this policy is to establish the regulations governing the granting of permission to park vehicles on campus and the enforcement of parking regulations for the benefit of the entire College of Idaho community.

POLICY STATEMENT

Parking a vehicle on the College campus is a privilege granted by the College. The College may amend these rules and regulations at any time. Any person who parks a vehicle on the campus agrees to abide by the rules and regulations contained in this Parking Policy. The information gathered in the vehicle registration process is for the purpose of administering the Parking Policy and may be used, at the College’s discretion, for other College management purposes including location of the vehicle owner in the event of an emergency. Failure to abide by the rules and regulations contained in this Policy may result in the imposition of fines, impoundment of the vehicle, towing and storage of the vehicle at the owner’s expense, disposition of an abandoned vehicle, or any combination of these repercussions.

CURRENT STUDENTS FACULTY AND STAFF PARKING PERMITS

All student, faculty and staff motor vehicles parked on college property must display a current College of Idaho parking permit. Current students, faculty and staff can register their vehicle with Campus Safety to obtain a parking permit.

HANDICAPPED PARKING

Marked handicapped spaces are available in each parking lot. Temporary handicapped parking permits for college spaces are available from the Campus Safety Office. Vehicles parked in a handicapped space without a valid State or College issued permit will result in a citation being issued and may be towed at the owner’s expense.

RESIDENT HALL PARKING LOTS

The College maintains parking lots near each residence hall that are reserved for students who have purchased a residential parking permit for the corresponding residence hall of which they reside. The fee for a residential permit is $105.00 per academic school year and they are made available based on seniority of class standing. Residential permits are limited to the number of spaces available. Vehicles with current residential permits can also be parked in the general lots.
GENERAL PARKING LOTS

General parking lots are located next to the JA & Kathryn Albertson Activity Center, the McCain Student Center and Jewett Auditorium. All students, faculty and staff may park in any of the general parking lots. The fee for student general permits is $80.00 per academic school year. The parking fee is not pro-rated and is subject to change each year. Parking permits for faculty and staff are provided free of charge by the college and are obtained from Campus Safety.

Failure to properly display a current parking permit, or violations of parking regulations, will result in a citation and/or the vehicle being towed at the owner's expense. Students, staff and faculty who park in visitor sections of the General lots will be subject to citation. When a parking citation is issued against a vehicle, the fine shall be paid by the person who is the registered holder of the campus parking permit or by the registered owner of the vehicle if the vehicle is not registered with the college. The loaning of a vehicle does not relieve the registered owner/operator of the responsibility to comply with College of Idaho parking regulations.

Parking citations may be paid at the Campus Safety office. Unpaid parking citations may result in holds placed upon registration, graduation, transcript requests and other college related services. Outstanding balances may also be billed through a collections agency. Parking citations may be appealed if submitted to Campus Safety within 5 working days. Appeals are adjudicated by an appeals committee and their decision is final.

VISITORS AND TEMPORARY PERMITS

Visitors are always welcome to our campus, and should park in the Visitor sections of the General parking lots. There are also specifically marked parking spaces in the Hayman Parking Lot for visitors to the Admissions Office, and in the Simplot Parking Lot for visitors to the library. Visitors who received parking citations in error or during large scheduled events should contact their College host or Campus Safety at 459-5151. Hosts should forward citations needing to be voided to Campus Safety with a short explanatory note.

Temporary, short term parking permits are issued on a case-by-case basis and can be obtained from Campus Safety for those times when, for example, your registered vehicle is temporarily out of commission, parents are visiting, etc.

PARKING ENFORCEMENT

Parking permits serve as permission to park in designated parking lots and are not a guarantee of a parking space. Lack of a readily available designated parking space is not an excuse for violation of any parking regulation. Vehicles should only be parked in assigned parking lots and spaces.

- Violators of parking regulations will be subject to $25.00 fine for each offense. Vehicles with no parking permit or unauthorized placement of parking permit will be subject to $25.00 fine. Handicapped parking violations are $100.
- Permits must be displayed clearly on the lower left rear window or the left rear bumper of the vehicle.
- When parking, make sure your vehicle is in a marked space.
- Red Curbs and fire lines are for emergency vehicles. Blocking these areas will result in citation and possible towing. If your vehicle is missing call Campus Safety at 459-5151. Parking permits are the property of The College of Idaho. Resale and/or transfer of permits are prohibited.
- Use or possession of lost/stolen permits may result in fine, impoundment and judicial action.

LOCK YOUR VEHICLE. Keep all valuables locked and out of sight. While Campus Safety actively patrols parking lots, The College of Idaho is not responsible for loss or damage of vehicle or any contents left in the vehicle. All such risks are being assumed by permit holder. Only a license to park is granted.
TEN WAYS TO AVOID PARKING CITATIONS

1. Obtain a current C of I parking permit.
2. Properly display your C of I parking permit. Follow the directions, which accompany your parking permit. Permits may not be transferred between different vehicles or people.
3. Obtain a temporary parking permit even if you have a vehicle for a short period of time.
4. Remember, by parking in a college lot you are agreeing that you have read the signs posted for that lot. Be aware that some parking areas are designated for specific purposes, individuals, or times, and your permit will limit which lots you may park in.
5. Unless you have the proper state-issued permit, NEVER park in a space reserved for the handicapped. Doing so makes you eligible for a $100.00 fine from Campus Safety. The Caldwell City Police department also tickets these spots.
6. If your vehicle breaks down and is illegally parked, immediately contact Campus Safety day or night and inform them of the situation.
7. If you lend your vehicle out, make sure the user knows The College of Idaho's parking regulations. You will be held responsible for all parking and driving violations issued to your vehicle.
8. Do not drive on pathways except with pre-approval from Campus Safety or other appropriate personnel.
9. Follow all Idaho driving codes and posted signs. Please report all accidents to Campus Safety.
10. Take time to read the complete parking/driving regulations found on this page, and if in doubt call Campus Safety at 459-5151.

Failure to follow these rules may result in fines. Not knowing the rules is not a legitimate excuse.

NOISE AND QUIET HOURS

Members of the campus community are expected to be courteous about the noise they create at all times. Quiet hours are generally considered from midnight to 10 a.m. every day. During finals week, quiet hours will be extended to 24 hours a day beginning on the last day of classes until exam week is over. The College will also adhere and enforce local city ordinances on disorderly conduct.

RESIDENCY REQUIREMENT

A hallmark of a College of Idaho education is the residential campus experience. Freshmen make life-long friendships, connect with classmates, and explore autonomy and healthy decision-making in our residence halls. Sophomores enjoy convenient access to classes, academic, and social supports and take part in a truly representative governing system as they form their own policies. Our upperclass students discover the thrill of creating a living space that is uniquely theirs in our apartments, or the sense of pride and accountability inherent in paying utilities on their own and managing a group of roommates in our rental houses. In addition, our upperclass students mentor and provide leadership modeling to younger students, as well as carry on the campus traditions that make our community dynamic and unique. These residential experiences are a part of our identity as a residential campus, and they lay the foundation for a truly transformative college experience. For these reasons, as well as others, the College requires that all students who are under 21 as of September 1st, who are unmarried or without an equivalent same-sex partner, and who do not have dependent children, live in campus housing for six semesters (typically three years). On-campus housing is provided to full-time students who are under 26 years old. Other students may live on campus as appropriate space permits. Students may petition to be exempted from this requirement. Non-Academic Petitions are found on the Forms page of the Residential Life website.

ROOF ACCESS

Unless otherwise authorized, accessing roofs or fire escapes creates a potentially hazardous situation and is prohibited. Nothing is to be thrown from a window or roof, or hung from the outside of windows, as these also create hazardous circumstances.
SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS

The college supports a variety of safety awareness and crime prevention programs through Campus Safety and other college departments.

SEX OFFENDER INFORMATION

SEX CRIMES PREVENTION ACT

Information concerning registered sex offenders may be obtained by contacting the Idaho State Police Headquarters, 700 S. Stratford Dr., Meridian, ID 83642 or by phone at (208) 884-7000. You may also view the sex offender registry with the Idaho State Police at [http://www.isp.idaho.gov/sor_id/](http://www.isp.idaho.gov/sor_id/).

SMOKING

The College of Idaho is strongly committed to maintaining and improving the health and well-being of its community members. Students, faculty, staff and visitors have the right to be in an environment free of second-hand smoke. Smoking is therefore not permitted in College buildings, facilities, or within 50 feet of any building or facility (unless otherwise designated), or in areas where sensitive or hazardous materials are present. "Smoking" means inhaling and exhaling smoke or vapor, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, or other product, in any manner or in any form. Smoking refuse must be disposed of in an appropriate manner.

SOLICITATION AND ENTREPRENEURSHIP

Commercial solicitation is strictly prohibited. The operation of any commercial business from college facilities is prohibited unless authorized by the VPSA, VP of Finance & Administration, or their designee.

STANDARDS OF CONDUCT

Standards of behavior that C of I considers essential to its educational mission and its community life are found in this policy. These general behavioral expectations and the resultant policies represent a reasonable regulation of student conduct.

The College of Idaho students

- Act with respect for both our on-campus community members and for the greater community of which we are a part
- Are honest in all endeavors
- Act with regard for each other's health and welfare
- Are thoughtful with words and actions
- Are responsible for what they do and say
- Are accountable to community members
- Act with integrity and civility

MISCONDUCT DEFINITIONS

It is expected that students, as part of the college community, will conduct themselves in such a way as to respect the rights of others and observe the legal norms of the larger society. These expectations are described in various college publications including, but not limited to, The College of Idaho Catalog and the Student Life Honor Code. Any action,
activities or behaviors that are inconsistent with these rights and norms are prohibited. These include, but are not limited to, the following categories:

- Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community;
- Knowingly receiving, retaining, or disposing of lost or mislaid property of a member of the college community or of the college itself;
- Unauthorized entry into, unauthorized use of, or misuse of college property and/or computer systems and data;
- The operation of a motorized vehicle on college property other than designated roadways;
- Misuse of, or tampering with, fire alarm systems, smoke detectors, emergency lighting, fire extinguishers or other security equipment;
- Acts which harm or are intended to harm, intimidate, or humiliate another member of the college community through the use of physical force, the threat of force, or verbal abuse, as well as other forms of insults;
- Use or known possession of any explosives, dangerous chemicals, fireworks, or weapons on college premises (firearms may be registered and stored with Campus Safety);
- Engaging in, or inciting others to engage in conduct which interferes with or disrupts a college function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or restrains other members of the college community or visitors;
- Failing to comply with the direction of clearly identified college employees in the performance of their assigned duties;
- Abuse of the rights of others in residential living situations, such as quiet hour or visitation violations;
- Engaging in lewd, indecent, or obscene behavior on college property or at a campus function or event;
- Dishonesty, including forgery, or giving fake information on official documents or to clearly identified college employees.
- Accessing rooftops or other areas of campus that have potential of causing, or resulting in, bodily harm.

All inappropriate actions, activities or behaviors may not be specifically covered in the misconduct categories listed above. However, actions, activities or behaviors that are reasonably similar to those specified above, or otherwise specified as inappropriate in the Catalog or Student Life Honor Code, may be considered misconduct and inconsistent with the reasonable standards of behavior that C of I expects from its students.

STRANGER AND RELATIONSHIP VIOLENCE

Stranger and relationship violence are forms of behavior that seriously harm The College of Idaho community. These crimes will not be tolerated on campus under any circumstances. Victims/survivors of sexual assaults may experience one or more common, but highly stressful, reactions. These include depression, self-blame, intense anxiety, confusion, a feeling of loss of control and recurrent nightmares. These reactions may continue long after the assault. Discussing the experience with a trained professional can be very helpful. The following campus and community resources are available:

- Counseling Center: 459-5561
- Campus Ministry: 459-5282
- Dean of Student Affairs: 459-5841
- WCA Rape Crisis Center: 345-7273
- Caldwell City Victim Witness Coordinator: 455-3116
- Canyon County Victim's Rights Unit: 454-7391
- Men's and Women's Center Advocates: 459-5878
What Should I Do? Many victims of sexual assault, sexual battery or rape are unsure what to do. They may be ashamed to speak to anyone or be afraid that no one will believe them. Sometimes victims feel that somehow the action against them was their fault. Our primary concern is that the victim receives proper medical attention and counseling. If you are the victim of a sexual assault, the following should serve as a guide:

- Go to a safe place.
- Call an advocate, counselor, friend, relative, or someone you trust to come and be with you.
- Preserve evidence. Do not shower, douche, bathe, change clothing, or remove anything from the scene of the assault.
- Get medical attention. In order to protect your health and attend to any injuries or infections that may arise from the assault, medical treatment is necessary. Even if you don't think you want to report the assault or press charges, it is important to be examined by a physician as soon as possible after the assault. Emergency room personnel are trained in the collection of physical evidence which will help you if you should later choose to use legal avenues.
- Decide whether to report the incident to campus or law enforcement authorities.

The Importance of Reporting The College strongly urges students who have experienced sexual violence to come forward and report their experiences, with either a confidential or open report, to campus officials and/or appropriate law enforcement. Not only do the reports help identify potential predators, but more important, they connect students to invaluable resources that may help her or him deal with the inevitable repercussions that follow such a traumatic event. In addition, such reports help the College create educational programs that can prevent such incidents from happening in the future. Ultimately students have the right to, or not to, notify and seek assistance from campus and/or law enforcement authorities.

Reporting Sexual Violence Filing a report does not commit you to pressing charges, but the information you provide about an incident or individual may be critical to preventing further violence. Where there is reason to believe that an incident of sexual violence has occurred, the person who has been violated has three reporting options:

- File a confidential report with a college counselor or Advocate through the Men's and Women's Center who guarantees that no name shall be attached to the report unless express permission is given to do so. This report will be used by the college administration to track trends, plan educational awareness programming and other community safety concerns, but the student's name will not be disclosed.
- File a confidential report with any other college personnel. Every effort will be made to honor the student's desire for confidentiality, but cannot be guaranteed. The report provides the College and the community with the obligation to identify the person responsible and take reasonable action to address the factors that might prevent such an occurrence in the future.
- File an open report with all names fully disclosed to campus and/or law enforcement authorities.

Reports may be made to any of the following:

- Dean of Student Affairs: 459-5841
- Counseling Center: 459-5561
- Campus Safety: 459-5151
- Men's and Women's Center Advocates: 459-5878
- Residence Life: 459-5121

College Response to Sexual Violence Confidential and Open reports of sexual violence are submitted to the Dean of Student Affairs (or designee). As outlined in the campus disciplinary system, after the completion of an investigation by Campus Safety, the Dean of Student Affairs (or designee) will determine whether or not a hearing will be held and relay information about victim rights in the disciplinary process. Where there is reason to believe that violence has occurred, the College will pursue disciplinary action through the campus disciplinary system. Student Conduct Procedures can be found here. Such discipline may include judicial no-contact orders, the possibility of suspension, or dismissal from the College. In addition, The College of Idaho may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect and may use information from third
party sources, such as law enforcement agencies and the court, to determine whether College rules have been broken. The College makes no attempt to shield members of the College community from the law, nor does it intervene in legal proceedings against a member of the community.

**Definitions:**

**Sexual Assault**
Any non-intercourse sexual activity, however slight, with any object, by a man or a woman, without unequivocal consent.

**Sexual Battery**
Any unwanted touching, however slight, of an intimate part of another person for the purpose of sexual arousal.

**Rape**
Any sexual intercourse, anal, oral or vaginal, however slight, with any object, by a man or a woman, without unequivocal consent. Rape may occur between individuals who know one another (Acquaintance Rape) or between strangers. (Stranger Rape).

**Unequivocal Consent**
Consent that is informed, freely and actively given, via mutually understandable words or actions which indicate a willingness to engage in an activity at the same time, in the same manner with another individual or individuals. It is the responsibility of the sexual initiator to make sure that he or she obtains unequivocal consent from his or her partner before engaging in any sexual activity. Consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction. Consent which is obtained through the use of force, actual or implied, whether that force is exerted physically or through threats, intimidation or coercion, does not constitute unequivocal consent. Physically incapacitated persons cannot give consent to sexual activity. Such incapacitation may be the result of drugs or alcohol, voluntarily or involuntarily consumed, unconsciousness or anything else that renders an individual physically helpless.

**Sexual Harassment**
Any unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. It includes unwarranted sex-related comments, sexually explicit comments or graphics, unwelcome touching, etc. Sexual harassment can take the form of making derogatory jokes based on sex, crude or offensive language, spreading rumors about a person's sexuality, placing a compromising photo on the web, or ogling. These behaviors cause the recipient discomfort or humiliation, and continue after the recipient has made clear that they want them to stop.

**Stalking**
The willful, repeated, and malicious following, harassing or threatening of another person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. This includes, but is not limited to, being telephoned, e-mailed or text-messaged, being waited for outside or inside places, being watched from afar, and/or being followed.

**Relationship Violence**
The actual or threatened physical, sexual or psychological and emotional abuse between persons in a platonic, professional or intimate relationship. The violence is motivated by the perpetrator's desire to exert control and/or power over the victim in a way that undermines the victim's sense of safety and self.

**Dating Violence**
The actual or threatened physical or sexual violence or psychological and emotional abuse toward a current or former dating partner.

**Hazing**
Any activity expected of someone joining a group (or to maintain full status in a group) that
humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

**Bias Crimes**
Crimes that are motivated in whole or in part by hatred against a victim based on his or her race, religion, sexual orientation, ethnicity, national origin or disability.

**STUDENT RECORDS**

**GENERAL INFORMATION**

In accordance with various sections of the 1974 Family Educational Rights and Privacy Act (FERPA), the college has adopted a policy to protect students against potential threats to their individual rights inherent in the maintenance of records and the disclosure which may be requested regarding them.

When a student enters The College of Idaho and submits the requested personal data, there is an assumed and justifiable trust placed upon the college to maintain security of that information for the protection of the rights of the student.

**DEFINITIONS**

"Student" means “any person with respect to whom an educational agency or institution maintains education records or personally identifiable information, but does not include a person who has not been in attendance at such agency or institution” (Title 20 U.S.C. 1232g(a)(6)). The Family Policy Compliance Office has stated that each institution may determine when a student is “in attendance” in accordance with its own enrollment procedures. At The College of Idaho, a student is considered enrolled when he/she has registered for one or more courses or academic instruction to be given at the College (including any off-campus locations operating under an academic agreement with the College as part of a College-approved program of study); or is between academic terms and has completed the immediately preceding term and is eligible for re-enrollment; or is on approved leave status. Any individual who was an enrolled student at the time of any alleged misconduct shall be considered a student for the purpose of the College’s Student Honor Code and disciplinary procedures. (Some text adopted from the University of California system and the University of Nebraska-Lincoln.)

Education Records - Any records (in handwriting, print, tapes, film, or other medium) maintained by The College of Idaho or an agent of the college that are directly related to a student, except for a personal record.

Personal Record - A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute. These include:

- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Records maintained by the college nurse if the records are used only for treatment of a student and made available only to those persons providing the treatment;
- Alumni records which contain information about a student after he or she is no longer in attendance at the college and the records do not relate to the person as a student;

**ANNUAL NOTIFICATION**

Students are notified of their FERPA rights annually by publication in the Student Life Handbook.
RIGHT OF COLLEGE TO REFUSE ACCESS

The College of Idaho reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents;
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975;
- Records connected with an application to attend The College of Idaho if that application was denied;
- Those records which are excluded from the FERPA definition of education records. For additional information as to what constitutes "exclusionary" records, the student should see the Dean of Student Affairs.

REFUSAL TO PROVIDE COPIES

The College of Idaho reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in either of the following situations:

- The student has an unpaid financial obligation to the college.
- There is an unresolved disciplinary action against the student.

FEES FOR COPIES OF RECORDS

The student is expected to cover reasonable fees in connection with copying, postage, and handling.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

<table>
<thead>
<tr>
<th>Record</th>
<th>Location</th>
<th>Custodian</th>
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<tbody>
<tr>
<td>Admission Records</td>
<td>Hendren Hall</td>
<td>Registrar; Dean of Enrollment</td>
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<td>Academic Records</td>
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<td>Health Records</td>
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<td>Nurse; Counseling Center Director</td>
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<tr>
<td>Conduct Records</td>
<td>McCain</td>
<td>VP for Student Affairs</td>
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</tbody>
</table>

EDUCATION RECORDS

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate college official, a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access will be given in 45 days or less from the receipt of the request.
When a record contains information about more than one student, the student may inspect and review only the records that relate to her/him.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- A student must ask the Dean of Student Affairs to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights;
- The College of Idaho may comply with the request or it may decide not to comply. If it decides not to comply, The College of Idaho will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights;
- Upon request, The College of Idaho will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing;
- The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education record. The student may be assisted by one or more individuals, including an attorney.
- The College of Idaho will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision. If The College of Idaho decides the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If The College of Idaho discloses the contested portion of the record, it must also disclose the statement.
- If The College of Idaho decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

DISCLOSURE OF EDUCATIONAL RECORDS

The College of Idaho will disclose information from a student's education records only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records.
  - A school official is:
    - A person employed by the college in a administrative, supervisory, academic or research, or support staff position.
    - A person employed by or under contract to the college to perform a special task, such as an attorney or auditor.
    - School official has a legitimate educational interest if the office is performing a task that is specified in his or her position description or by a contract agreement:
      - Performing a task related to a student's education;
      - Performing a task related to the discipline of a student;
      - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

PUBLIC OR DIRECTORY INFORMATION
The College of Idaho has designated the following items as public "Directory Information":

- student name
- class standing
- major field of study
- dates of attendance and degrees and awards received
- height and weight of members of athletic teams

The college may disclose any of these items without prior written consent.

A currently enrolled student may, however, request in writing that any or all categories of this information not be disclosed. Such request (in writing) must be done prior to the registration closing date, and should be submitted by the closing date, and should be submitted to the
Registrar. The College of Idaho may release without written consent those items identified as public or directory information.

**STUDENT RIGHT TO KNOW**

*THE COLLEGE OF IDAHO'S ANNUAL SECURITY REPORT*

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by The College of Idaho; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the Department of Campus Safety or it can be downloaded [here](#) (pdf file).

**STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990**

This legislation requires the disclosure of information on completion and graduation rates, as well as security policies and procedures, crimes and crime rates. This information is in a variety of campus publications, including the Student Handbook, and is available upon request. In compliance with the Campus Security Act, the college is furnishing the following information:

The College of Idaho Department of Campus Safety is the safety and security division of the college. Officers are assigned to this department after a complete and thorough background investigation. Annual, on-going training is provided. Many officers come from a variety of safety and security backgrounds including law enforcement, fire department, military, and private security. These officers are supervised by the Director of Campus Safety. The officers handle the full range of public safety services and enforce all laws as well as college policies.

The college works closely with the Caldwell Police Department, Canyon County Sheriff and Prosecutor's Victim/Witness Program. Any reports of incidents involving C of I students, on or off campus, are forwarded to the Dean of Student Affairs (or his designee) so that the best interests of students, employees and the community can be served. C of I considers personal safety a priority. Incident reports and safety concerns are reviewed and acted upon according to professional law enforcement standards and College of Idaho policies.

Students are required to comply with the directives of Campus Safety officers and any college official in performance of their assigned duties. Students are required to present valid identification when requested to do so. Campus Safety officers may detain a suspect when there is reasonable suspicion or probable cause to believe that a crime has been committed.

Campus Safety is responsible for the enforcement of policies, rules and regulations set forth by The College of Idaho, and to report criminal violations to the proper authorities. To report crimes or emergencies, members of the college community should call 459-5151 if off campus or x5151 from any campus extension. For life-threatening emergencies, call 9-911 from any campus extension or press the red button on any courtesy phone located throughout the campus. Be prepared to advise the dispatcher where the emergency is located.
THE COLLEGE OF IDAHO STUDENT HONOR CODE

The College of Idaho has a duty to protect its educational purpose through the setting of standards of scholarship and conduct for students and through the regulation and use of college facilities. Honor Council proceedings play a role in this process.

The Student Life Honor Code is the college’s response to students alleged to have violated campus rules and expectations. The policies and procedures in the Student Handbook are intended to be a guide for use by reasonable people to infer appropriate behaviors within the campus community, not a criminal code. In instances when a student’s actions may violate both campus rules and criminal laws, the student may be held accountable through both the Student Life Honor Code and through criminal or civil actions. This does not constitute double jeopardy.

Reasonable procedural safeguards are observed to protect the student from the arbitrary imposition of sanctions when the Student Life Honor Code is engaged.

The administration of discipline offers procedural equity to the accused student. Formality of the Honor Council process varies according to the gravity of the offense and potential sanctions. Minor penalties may be assessed informally under prescribed procedure. The jurisdiction of Honor Council, including the student’s right to appeal a decision is outlined in this policy.

Students will be informed of the nature of the charges against them, and be given an opportunity to refute them. The College of Idaho is not arbitrary in its actions, and there is provision for the appeal of a decision.

THEFT AND VANDALISM

Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community is prohibited. Knowingly receiving, retaining, or disposing of lost or mislaid property of a member of the college community or of the college itself is also a violation of this policy.

VIOLENCE

Acts which harm or are intended to harm, intimidate, or humiliate another member of the college community through the use of physical force, the threat of force, or verbal abuse, as well as other forms of insults are prohibited.

WEAPONS

WEAPONS POLICY

The College of Idaho regulates the possession and use of firearms and explosives on the campus and prohibits the possession of firearms and explosives on or in campus owned property. This policy includes any device which can expel a projectile, other dangerous weapons including knives, explosives, ammunition, fireworks, or other items which, in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to persons and property on The C of I campus, violation of the regulations may result in
administrative action from the college or prosecution under the appropriate city, state, or federal law.

- No student shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapons permit, while upon properties owned or controlled by the college without permission from the Director of Campus Safety.

- A student residing in an on-campus residence area who wishes to bring a hunting or target weapon with him/her to school should check it in with the C of I Campus Safety Department immediately upon arriving at school and may check it out just prior to use. **AT NO TIME SHALL A WEAPON OR FIREARM BE IN ANY COLLEGE OWNED OR OPERATED HOUSING UNIT.**

- Weapons stored in vehicles located on campus property must be located in the trunk of the vehicle or behind the seat of the pickup.

- Firearms storage facilities are available at the Campus Safety office located in Hendren Hall near the Student Services Entrance. Residents must complete a firearms storage request form (forms may be picked up at the Campus Safety office) prior to storing any weapon inside the Department of Campus Safety storage facility. Weapons, ammunition, and/or any other types of explosive material are strictly forbidden inside campus owned housing units.

- The College of Idaho Department of Campus Safety reserves the right to refuse to relinquish any firearm to an individual if, at the time of pick up, the individual is under the influence of any drug or intoxicating substance, or if the officer believes the individual’s judgment to be impaired to the extent that the person may pose a threat to himself/herself or others. The Campus Safety Department is not responsible for items damaged or lost.

**EXCEPTIONS:**

- Events, demonstrations, classes, or other activities sponsored by, or authorized by The College of Idaho when authorized by the Director of Campus Safety, in strict accordance with existing regulations. At no time may the weapons be inside campus owned or operated housing units.

- Any law enforcement officer of the State of Idaho or of a federal law enforcement agency.

**STUDENT CONDUCT PROCEDURES**

The College of Idaho has a duty to protect its educational purpose through the setting of standards of scholarship and conduct for students and through the regulation and use of college facilities. Disciplinary proceedings play a role in this process.

The Student Life Honor Code is the college’s response to students alleged to have violated campus rules and expectations. The policies and procedures in the Honor Code are intended to be a guide for use by reasonable people to infer appropriate behaviors within the campus community, not a criminal code. In instances when a student’s actions may violate both campus rules and criminal laws, the student may be held accountable through both the Student Life Honor Code and through criminal or civil actions. This does not constitute double jeopardy.

Reasonable procedural safeguards are observed to protect the student from the arbitrary imposition of sanctions when the Student Life Honor Code is engaged. The administration of discipline offers procedural equity to the accused student. The judicial process, including the student’s right to appeal a decision is outlined in this policy. Students will be informed of the nature of the charges against them, and be given an opportunity to refute them. The College of Idaho is not arbitrary in its actions, and there is provision for the appeal of a decision.
UNDERSTANDING THE STUDENT CONDUCT PROCESS
Through accepting membership in the educational community, the student assumes the responsibility to abide by and meet the academic performance standards and student conduct expectations. When a student's behavior appears to come into conflict with campus expectations or policy the student can expect to be confronted and referred to a campus hearing officer or the student judicial board. The Dean of Student Affairs has ultimate responsibility for the Student Life Honor Code and can exercise procedural discretion as circumstances warrant.

1. **Complaint** - Anyone can file a complaint using an Incident Report.
2. **Investigation** - In the case of a filed Incident Report, investigations are conducted by the Campus Safety department. After investigation, the Dean of Students office, in collaboration with the Title IX Coordinator when appropriate, will decide whether or not a hearing is necessary.
3. **Notice of Charges** - A Notice of Charges letter is sent to the individuals involved requesting they appear before a hearing officer or the judicial board. If the violator fails to appear, a hearing takes place without the alleged violator in accordance with campus policy, Failure to Appear and Finding Without Response (below). A Notice of Charges does not presume guilt.
4. **Hearing** - During the hearing the student explains his or her side and defends his or her actions. Hearings may be conducted by a college hearing officer or the student judicial board.
5. **Findings** - In cases where a hearing has taken place, the hearing body or officer makes a decision based upon preponderance of evidence (more likely than not) and a Notice of Findings letter is sent, indicating sanctions, if any.
6. **Appeals** - The student may appeal the decision. See Appeals below.
7. **Student completes sanction.**

**FAILURE TO APPEAR AND FINDING WITHOUT RESPONSE**
Students are required to appear for campus disciplinary proceedings when requested to do so by a hearing officer or the student judicial board. The failure of any student to appear for a disciplinary proceeding shall be grounds for disciplinary action. If the accused student fails to appear for the hearing, or is unable to attend the hearing following the outcome of criminal proceedings, the hearing officer or board may proceed with reviewing the available evidence and make a determination.

**EXECUTIVE ACTION PENDING A HEARING**
The Dean of Student Affairs (or designee) has the discretion to temporarily suspend a student from the college and/or from the residence halls or reassign a resident to another facility and restrict the student from specific facilities pending an investigation and/or hearing whenever in his/her judgment the continued presence of a student constitutes a danger to the student or the safety of persons or property, or the seriousness of the allegations warrant such action.

**APPEALS**
The student may appeal any decision made in the event of significant procedural error, an unreasonable sanction, or new information that was not available at the initial investigation and hearing. A written letter outlining the incident and basis for the appeal must be filed within five (5) working days of the decision. Appeals should be submitted to the Dean of Student Affairs (or designee) whose decision is final. In cases of expulsion, the student has the right to appeal to the president of the college and the president's decision is final. At any stage of the appeals process, the person hearing the appeal may modify, increase, or decrease the sanctions.

**SANCTIONS**
Misconduct, and thus the College's response to misconduct, varies widely. Sanctions depend upon the severity of the misconduct, whether or not the action has taken place
before, the attitude of the individual(s) involved, and the impact upon the College, and greater, community. Sanctions may include, but are not limited to:

- Written Warning
- Disciplinary fines
- Educational projects
- Community service
- Referral for substance abuse evaluation, education, and/or treatment
- Referral for personal counseling
- Restitution for damages
- Special restriction or loss of privilege
- Disciplinary probation
- Imposed room reassignment
- Suspension from residence halls
- Suspension from the college
- Expulsion from the college
- Referral to public law enforcement agencies

Students who fail to complete or fulfill assigned sanctions within the time allowed are subject to additional disciplinary actions including fines, increased sanctions, academic holds, notation on transcripts and/or in some cases, suspension from the college. All community service hours and educational projects not completed by the assigned date may be converted to monetary fines and assessed at $15 per hour. Suspension and/or expulsion from the college must be approved through the Dean of Student Affairs.

STUDENT JUDICIAL BOARD

In keeping with the ASCI Code, The College of Idaho has established a Student Judicial Board. The Judicial Board strives to find truth in all matters presented and execute fair and rational judgment in the decisions derived in the proceedings.

The board agrees that students who have violated the student code of conduct should be held accountable through established procedures. The goals of sanctions are to encourage positive behavior change and self-responsibility. Section three of the current ASCI code stipulates that the Student Judicial Board shall be vested with the following powers:

- to hear all disciplinary cases referred to it by members of the Administration and members of faculty;
- to interpret the ASCI Constitution and to pass on the constitutionality of any legislation or executive action;
- to render advisory opinions upon request of the Senate or of the Executive officers;
- to have the power to recommend to the college administration all writs or punishments necessary and proper for the full exercise of its jurisdiction.

CAMPUS SAFETY REPORT 2014

DEFINITIONS

- "Campus community" means The College of Idaho.
- “Student” means “any person with respect to whom an educational agency or institution maintains education records or personally identifiable information, but does not include a person who has not been in attendance at such agency or institution” (Title 20 U.S.C. 1232g(a)(6)). The Family Policy Compliance Office has stated that each institution may determine when a student is “in attendance” in accordance with its own enrollment procedures. At The College of Idaho, a student is considered enrolled when he/she has registered for one or more courses or academic instruction to be given at the College (including any off-campus locations operating under an academic agreement with the College as part of a College-approved program of study); or is between academic terms and has completed the immediately preceding term and is eligible for re-enrollment; or is on approved leave status. Any individual who was an enrolled student at the time of any alleged misconduct shall be considered a student for the purpose of the College’s Student Honor Code and disciplinary procedures. (Some text adopted from the University of California system and the University of Nebraska-Lincoln.)
- “College employee” and “College official” include any professional or paraprofessional performing duties assigned by the College.
- “College property” and “College premises” include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- “Organization” and “club” mean any number of persons who have complied with the formal requirements for The College of Idaho recognition.

FAQS
FREQUENTLY ASKED QUESTIONS

- What if I lose my ID card?
- How can I get someone's campus telephone number?
- Where do my student fees go?
- What do I do if I have a grievance?
- What does the College Seal signify?
- How do I make telephone calls?
- What is my mailing address?
- What is my email address?

WHAT IF I LOSE MY ID CARD?

If you lose your ID card, you will be required to pay $25 to have it replaced. If you have meal service, report a lost card to Bon Appétit and the Business Office. Once reported, the first card will be canceled. ID cards are issued through the Campus Safety office located in Hendren Hall.

HOW CAN I GET SOMEONE’S CAMPUS TELEPHONE NUMBER?

Student phone numbers are not considered public information. Faculty and staff numbers are located on the home page. Click on the "Directories" link at the bottom of the page. Some people wish to keep their telephone number and other directory information confidential. If you wish to have this information withheld, see the procedure in the Student Records Policy in the Student Handbook.

WHERE DO MY STUDENT FEES GO?

All full-time undergraduate students pay $187.50 in Associated Student fees per semester. The ASCI Student Senate has established budgeting procedures to allocate this money for student interests. Funds are dispersed to student organizations and clubs for all-campus activities such as dances, outings, speakers, leadership retreats and services.
• $53.46: The general ASCI fund, which is controlled by the Executive Council and Senate. These funds are used to support all student clubs and organizations, as well as campus-wide programs and activities.
• $3.00: Support of Caldwell Fine Arts, a community organization based on campus that brings in a variety of musical, artistic and unique performing arts groups to the Caldwell community and C of I.
• $13.50: Production of the Coyote, the student-run campus newspaper.
• $3.00: Intramural activities, supplies and the planning of events, which range from flag football to volleyball to ultimate Frisbee.
• $2.00: Mainstage Productions, the production company that supports all productions by the C of I theater department.
• $6.75: Outdoor Program, which is responsible for planning and organizing outdoor-related activities for students.
• $45.00: Program Council, which funds student activities, such as BBQ’s, movies, dances, speakers, entertainment and all other campus-wide activities, usually of a social nature.
• $10.01: Student Union Building (SUB) Committee, which is specifically responsible for student programs and the atmosphere in the McCain Student Center.
• $11.95: Technology Committee, which is responsible for supporting and coordinating all technology-related efforts that relate to students.
• $24.44: Trail, the campus yearbook. This fee includes the price of the yearbook, along with production cost support.
• $14.39: Special Projects

If you would like to have a say in how ASCI funds are allocated, contact a student senator. If you really want to get involved in the money allocation process, consider becoming a senator.

WHAT DO I DO IF I HAVE A GRIEVANCE?

There are several avenues to take depending on the nature of the grievance.
• First, deal with the problem at the appropriate level, e.g. If you have a conflict with your roommate, talk to him/her first. If you have a problem getting information or assistance from a department, ask to speak to the department manager.
• If you have a general complaint about the college, determine who has jurisdiction over the area and make an appointment to see him or her.
• Follow your discussion with a written letter describing your understanding of what took place and any agreements reached. Keep a copy for your own record.
• If you are not satisfied with the outcome of your meeting or consequent decisions, you might take your concern to the next level, e.g. a supervisor.
• The full grievance process for academic matters is: faculty member, department chairman, VPAA, President, Board of Trustees. A residence hall conflict might follow this path: Resident Assistant, Student Hall Director, Hall Director, Director of Residence Life, Dean of Students, and President.
• If you don’t know where to start with a concern, consult with a member of the faculty or staff whom you know, but is removed from the situation.
• If you have questions or concerns about food service contact Bon Appétit, drop a suggestion in one of the boxes located in the dining hall and the Snack Bar, or contact the Dean of Student Affairs. Bon Appétit, which works with a food committee of student representatives, welcomes suggestions and comments.
• If you have a concern you want to share with the campus, The Coyote will publish letters to the editor according to their editorial policy.
• If the issue concerns harassment, please refer to the College’s Harassment policy.

WHAT DOES THE COLLEGE SEAL SIGNIFY?

Rev. William Judson Boone, the founder and first president of the college, used an inscription discovered by a centurion on the walls of the catacombs under the city of Rome and made it a part of the official seal of the college. The message scholars have ascribed to it is, "Oh Lord, be to me my Savior, my King, my Law, my Light, my Leader." Translated, the Latin words stand for:
• LUX = light
• DUX = leader
• LEX = law
• REX = king

Dr. Boone illustrated each with representations of the sun for light, a flag and sword for leader, a book for law, and a crown and scepter for king.

HOW DO I MAKE TELEPHONE CALLS?

• From an on-campus number to an on-campus number, dial the four-digit extension only. Do not use the 459 prefix as this ties up an entire trunk line and limits in-coming calls. Example: To reach the Student Affairs Office (459-5150) from on-campus, dial 5150.
• For local calls, dial 9 (for an outside line) + number.
• For an emergency call dial 9-911.
• For toll-free (800) calls dial 9 + 1 + 800 + number.
• Personal long-distance calls require calling collect or using a calling card.

WHAT IS MY MAILING ADDRESS?

The College of Idaho - 2112 Cleveland Blvd. - Caldwell, ID 83605

WHAT IS MY EMAIL ADDRESS?

Example: joe.jones@yotes.collegeofidaho.edu

RESIDENCE LIFE
GENERAL INFORMATION

The Office of Residence Life (ORL) maintains three very different housing options for The College of Idaho community.

The residence halls are traditional dormitory housing with shared bathrooms and common areas. Residents form strong community bonds in this setting and are supported in this growth by a wide-range of intentionally developmental programming. An example of this is that residents are responsible for crafting some of their own living policies. The residence halls are staffed with professional and student staff, trained to build strong communities, to respond to resident needs and emergencies and to connect residents with campus resources.

The Village apartments offer Sophomores, Juniors and Seniors the convenience of being on campus coupled with a more independent living environment. The Village is staffed with an apartment manager to provide minimal programming and to address concerns and apartment issues. Village residents are students who already have strong ties to the C of I community.

The college also owns a number of one, two, three and four bedroom houses in the immediate neighborhood. These houses are available to students to rent. These houses are intended for upper-class students who have already made a strong connection to the community and now wish for a more autonomous living environment. The ORL provides our house residents support and guidance (such as conflict mediation in roommate disputes). Addressing house-management issues, however, is the responsibility of the residents (such as paying bills on time, abiding by a rental agreement, house cleaning and care). This
structure is intended to help students learn the concrete skills necessary to negotiate the world outside C of I.

PROPERTY LIABILITY

Students are responsible for providing insurance against loss or damage to their property. The College of Idaho, its officers, employees, agents and/or the Office of Residence Life are not liable for property that may be lost, stolen or damaged in any way.

MEAL PLANS

All students must participate in a meal plan. No food service is provided during the Thanksgiving, and Holiday break periods. Occasionally some food options will be available during the week-long fall, winter and spring breaks.

STUDENT CONDUCT PROCEDURES

The College of Idaho has a duty to protect its educational purpose through the setting of standards of scholarship and conduct for students and through the regulation and use of college facilities. Disciplinary proceedings play a role in this process.

The Student Life Honor Code is the college’s response to students alleged to have violated campus rules and expectations. The policies and procedures in the Honor Code are intended to be a guide for use by reasonable people to infer appropriate behaviors within the campus community, not a criminal code. In instances when a student's actions may violate both campus rules and criminal laws, the student may be held accountable through both the Student Life Honor Code and through criminal or civil actions. This does not constitute double jeopardy.

Reasonable procedural safeguards are observed to protect the student from the arbitrary imposition of sanctions when the Student Life Honor Code is engaged. The administration of discipline offers procedural equity to the accused student. The judicial process, including the student’s right to appeal a decision is outlined in this policy. Students will be informed of the nature of the charges against them, and be given an opportunity to refute them. The College of Idaho is not arbitrary in its actions, and there is provision for the appeal of a decision.

UNDERSTANDING THE STUDENT CONDUCT PROCESS

Through accepting membership in the educational community, the student assumes the responsibility to abide by and meet the academic performance standards and student conduct expectations. When a student's behavior appears to come into conflict with campus expectations or policy the student can expect to be confronted and referred to a campus hearing officer or the student judicial board. The Dean of Student Affairs has ultimate responsibility for the Student Life Honor Code and can exercise procedural discretion as circumstances warrant.

1. Complaint - Anyone can file a complaint using an Incident Report.
2. Investigation - In the case of a filed Incident Report, investigations are conducted by the Campus Safety department. After investigation, the Dean of Students office, in collaboration with the Title IX Coordinator when appropriate, will decide whether or not a hearing is necessary.
3. Notice of Charges - A Notice of Charges letter is sent to the individuals involved requesting they appear before a hearing officer or the judicial board. If the violator fails to appear, a hearing takes place without the alleged violator in accordance with campus policy, Failure to Appear and Finding Without Response (below). A Notice of Charges does not presume guilt.
4. **Hearing** - During the hearing the student explains his or her side and defends his or her actions. Hearings may be conducted by a college hearing officer or the student judicial board.

5. **Findings** - In cases where a hearing has taken place, the hearing body or officer makes a decision based upon preponderance of evidence (more likely than not) and a Notice of Findings letter is sent, indicating sanctions, if any.

6. **Appeals** - The student may appeal the decision. See Appeals below.

7. **Student completes sanction.**

### FAILURE TO APPEAR AND FINDING WITHOUT RESPONSE

Students are required to appear for campus disciplinary proceedings when requested to do so by a hearing officer or the student judicial board. The failure of any student to appear for a disciplinary proceeding shall be grounds for disciplinary action. If the accused student fails to appear for the hearing, or is unable to attend the hearing following the outcome of criminal proceedings, the hearing officer or board may proceed with reviewing the available evidence and make a determination.

### EXECUTIVE ACTION PENDING A HEARING

The Dean of Student Affairs (or designee) has the discretion to temporarily suspend a student from the college and/or from the residence halls or reassign a resident to another facility and restrict the student from specific facilities pending an investigation and/or hearing whenever in his/her judgment the continued presence of a student constitutes a danger to the student or the safety of persons or property, or the seriousness of the allegations warrant such action.

### APPEALS

The student may appeal any decision made in the event of significant procedural error, an unreasonable sanction, or new information that was not available at the initial investigation and hearing. A written letter outlining the incident and basis for the appeal must be filed within five (5) working days of the decision. Appeals should be submitted to the Dean of Student Affairs (or designee) whose decision is final. In cases of expulsion, the student has the right to appeal to the president of the college and the president's decision is final. At any stage of the appeals process, the person hearing the appeal may modify, increase, or decrease the sanctions.

### SANCTIONS

Misconduct, and thus the College's response to misconduct, varies widely. Sanctions depend upon the severity of the misconduct, whether or not the action has taken place before, the attitude of the individual(s) involved, and the impact upon the College, and greater, community. Sanctions may include, but are not limited to:

- Written Warning
- Disciplinary fines
- Educational projects
- Community service
- Referral for substance abuse evaluation, education, and/or treatment
- Referral for personal counseling
- Restitution for damages
- Special restriction or loss of privilege
- Disciplinary probation
- Imposed room reassignment
- Suspension from residence halls
- Suspension from the college
- Expulsion from the college
- Referral to public law enforcement agencies
Students who fail to complete or fulfill assigned sanctions within the time allowed are subject to additional disciplinary actions including fines, increased sanctions, academic holds, notation on transcripts and/or in some cases, suspension from the college. All community service hours and educational projects not completed by the assigned date may be converted to monetary fines and assessed at $15 per hour. Suspension and/or expulsion from the college must be approved through the Dean of Student Affairs.

**STUDENT JUDICIAL BOARD**

In keeping with the ASCI Code, The College of Idaho has established a Student Judicial Board. The Judicial Board strives to find truth in all matters presented and execute fair and rational judgment in the decisions derived in the proceedings.

The board agrees that students who have violated the student code of conduct should be held accountable through established procedures. The goals of sanctions are to encourage positive behavior change and self-responsibility. Section three of the current ASCI code stipulates that the Student Judicial Board shall be vested with the following powers:

- to hear all disciplinary cases referred to it by members of the Administration and members of faculty;
- to interpret the ASCI Constitution and to pass on the constitutionality of any legislation or executive action;
- to render advisory opinions upon request of the Senate or of the Executive officers;
- to have the power to recommend to the college administration all writs or punishments necessary and proper for the full exercise of its jurisdiction.

**STUDENT INVOLVEMENT**

**GENERAL INFORMATION**

The Student Involvement Office provides advising and administrative support for student organizations on campus. The staff works closely with campus student groups to sponsor a variety of campus programs, provide leadership training, offer resource assistance, develop programming procedures, and provide advising to the ASCI Executive Council, Senate, Program Council, and Greek Council. The Student Involvement office, located on the main floor of the McCain Center, has mailboxes for each registered student organization as well as program information.

**CONTRACTS**

All agreements between a student organization and an outside individual or company must be made in writing via a contract.

Students are not legal signatories of the college, and may not sign contracts or agreements, or enter into any verbal agreements on behalf of their organization.

The Chief Financial Officer, via the Dean of Student Affairs and/or Student Involvement Director, signs all contracts on behalf of student organizations.

**FISCAL POLICIES AND SPENDING GUIDELINES**

- To be eligible for a student fee allocation, an organization must have membership open to all students and be officially recognized by the college.
- Student organizations must conduct all of their financial transactions through their account in the Business Office.
- Student fee funds, as defined under "Frequently-Asked Questions" is for the general use of the entire student body and may not be used for:
  - direct donations to charities;
direct benefit of political candidates or lobbyist groups;

• supporting the candidacy of individual students/slates seeking student government office;

• publications that do not conform to the The College of Idaho Advertising Policy (see Advertising Policy);

• the purchase of alcohol; or

• any illegal activity.

• Student Fee funds, if not used during the semester in which they are received, will become the possession of the Associated Students of The College of Idaho (ASCI) and transferred into its account.

• Money received through fund raisers, raffles, and donations is not bound by the same spending guidelines as student fee money. However, spending is subject to approval by the Student Involvement Director and/or Chief Financial Officer.

• The treasurer and president of an organization are the only students who may sign paperwork authorizing financial transactions on behalf of the organization. Checks, purchase orders, cash advances and other Business Office materials may only be picked up by an executive officer of the organization or an officially designated member.

• The Student Involvement Director must sign all expenditure requests.

• Expenditure requests exceeding $250 must also be signed by the organization's advisor.

• Cash advances, with permission from the Student Involvement Director, may be obtained from the Business Office for up to $50.

• Back-up documentation, e.g. invoices and receipts, is required for all expenditure requests and reimbursements.

• The ASCI treasurer will, at least once per year, audit all student organizations that receive a direct allocation from student funds.

• An organization with limited membership may request an allocation to fund any event that is open to all students.

• Any student group who wants to host a raffle must register the raffle with the Business Office.

VEHICLE RESERVATIONS AND RENTAL PROCEDURES

In order for anyone to drive a college vehicle, or rent a vehicle through the college, they must attend a Vehicle Safety Class and pass a Driving Test in addition to having their driver’s license cleared through Campus Safety. This means that everyone must plan ahead to allow enough time to complete these necessary steps before using a college vehicle. In order for student organizations to use a college vehicle, the following must be done:

1. Driving tests are offered monthly through Campus Safety and the Office of Student Involvement.

2. Fill out an Event Registration Form.

3. The Director of Student Involvement will evaluate the needs of the organization and decide if it is appropriate for the group to drive themselves or whether the group should use commercial transportation (bus or airline).

4. Once the drivers have been cleared to drive by Campus Safety and the Director of Student Involvement, the student organization needs to reserve the vehicle by contacting Facilities and providing them with the names of the people who will be driving the vehicle(s).

5. If the drivers are cleared, Facilities will contact the Director of Student Involvement for final authorization.

6. College vehicles are reserved on a first-come first-served basis. If college vehicles are unavailable, Facilities will arrange for vehicles to be rented (drivers of rented vehicles must be 21 years of age and authorization must be obtained from the Director of Student Involvement).

7. Upon receiving the keys to any campus vehicle, a list of students to be transported in the vehicle must be left with the Facilities, Campus Safety and the Student Involvement office.

8. Cancellations: a reservation for a vehicle must be cancelled at least 72 hours before the date of pickup. Groups that do not cancel a reservation, but do not use the vehicle, will be subject to a $20 fee.

9. If a vehicle is damaged, the group is responsible to pay for repair and rental costs.

ADVERTISING POLICY

A student organization may not publicize any program in any way before the program has been officially approved and confirmed through the Student Involvement Office. Recognized student organizations may post flyers in campus buildings on designated bulletin boards with
permission of staff in that building. To post in residence halls, permission must be granted by an appropriate staff member.

Posters may not be placed on directional signs or outdoor campus maps.

Posters must be in good taste and can neither discriminate on the basis of race, religion, gender, sexual orientation, color, national origin, age, disability or marital status, nor promote inappropriate behavior. Alcohol may only be advertised on posters or any other form of advertisement for officially recognized college events when approved by the Dean of Students or designee. Posters that violate these guidelines will be removed at the organization's expense. Chalk may be used, but must be limited to sidewalks around the McCain Student Center. For more information, contact the Student Involvement Office.

Recommended information to be prominently displayed on all forms of publicity:
- The full name of the organization and "The College of Idaho", "C of I", or "The College of Idaho";
- The title and nature of the program
- Date, time, and place of the program
- Admission criteria, such as ticket price, college ID required, etc.
- Rain dates and refund policy, if applicable
- Number to contact to request special services/accommodations when possible.