



# | Student Handbook 2025-2026

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## ABOUT THE COLLEGE OF IDAHO STUDENT HANDBOOK

The College of Idaho's Student Handbook provides students with important information about policies, procedures, rules, requirements, and services. Students are required to adhere to the provisions in this Student Handbook.

An updated version of the Student Handbook is published each academic year and may be updated during the academic year. All updates supersede all prior editions and provides the latest policies, procedures, rules, and requirements to create the most up-to-date student reference.

The College reserves the right to amend, modify, add, or delete information within the Student Handbook at any time without advance notice.

This version is the most up-to-date version and was last revised in July, 2024.

## LETTER FROM THE DEAN OF STUDENTS

Dear Student,

The Student Code of Conduct as outlined in this Student Handbook provides information about The College of Idaho's policies regarding student behavior, as well as resources available to students. We hope the policies contained in this Student Handbook provide you with a general understanding of your rights and responsibilities as a member of The College of Idaho community, as well as of the departments, services, facilities, and other resources available to you. Additional information about academic programs and requirements can be found in The College of Idaho Catalog.

We encourage you to fully read the Student Handbook and to utilize the many resources available to you at The College of Idaho. We expect all students to maintain standards of personal conduct that are in harmony with the educational ideals of the institution and to conduct themselves in a manner that reflects positively on the College. We also encourage you to take advantage of the co-curricular learning opportunities available through student activities, student government, residence life, athletics, campus ministry, and community service, to name a few.

The policies and procedures located in the Student Handbook are subject to revision at any time with little or no advance notification, however, every attempt is made to adhere to the policies as outlined in this Student Code of Conduct at the beginning of the academic year. To the degree possible, substantive changes will only be made between academic years. Students are held accountable to the Student Handbook policies that are in place at the time an incident is officially reported to a non-confidential source.

If you have any questions about the contents of this Student Handbook or suggestions on how to improve it, please feel free to contact me via email ([pbennion@collegeofidaho.edu](mailto:pbennion@collegeofidaho.edu)) or phone (208-459-5841).

With very best regards for a rewarding academic year,  
Paul R. Bennion, PhD  
Vice President for Student Affairs & Dean of Students



## 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 they have 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, has not withdrawn, 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.

- **“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.

## CAMPUS SAFETY REPORT

The College's annual campus safety and fire report is available [on the Campus Safety webpage](#).

## 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. Violations, on or off campus, of this Student Handbook and/or state and federal laws are subject to College disciplinary action.

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 the College 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

The College of Idaho maintains that academic honesty and integrity are essential values in the educational process. Operating under an Honor Code philosophy, the College expects conduct rooted in honesty, integrity, and understanding, allowing members of a diverse student body to live together, interact, and learn from one another in ways that protect both personal freedom and community standards. Violations of academic honesty are addressed primarily by the faculty member and may be referred to the Dean of Undergraduate Faculty or the Dean of Graduate Studies or their designee (such as the Student Judicial Board (see "General Student Conduct Procedures")).

### VIOLATIONS

Academic dishonesty includes, but is not limited to, cheating on exams or assignments, plagiarism, ghost writing, buying or using a term paper, exam, or project that was not composed by the student turning it in, use of unauthorized notes or information 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 or the College website.

### PLAGIARISM

Plagiarism is the presentation of another'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.



A student will be charged with plagiarism if there is not an acknowledgement of indebtedness. Acknowledgement must be made whenever

- One quotes another person's actual words or replicates part of another's product;
- One uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words;
- One borrows facts, statistics, or other illustrative materials, unless the information is common knowledge (already published in at least three other sources without citation).

Students may not use content sourced from Generative Artificial Intelligence tools as a substitute for their own academic work. Students may not claim ownership or authorship of any content generated by these tools, as it is considered a violation of the College's Academic Dishonesty and Misconduct policy. Exceptions are allowed if student AI use is specifically authorized by a faculty member (e.g. an assignment to use AI tools or content for class).

## PENALTIES

The burden of proof of student academic dishonesty or misconduct lies with the faculty member; the imposition of penalties is also the responsibility of the faculty member. Faculty members have the discretion to require that the student repeat the assignment or exam, or may give a failing grade for the assignment, exam, or courses, or may otherwise deal with the academic dishonesty in a manner they determine to be appropriate within the context of their course. Before determining an appropriate disposition of the situation, the faculty member is encouraged to consult with, as relevant, the Dean of the Undergraduate Faculty or the Dean of Graduate Studies to see if there are other instances of academic dishonesty by the student on file in the dean's records.

In any instance the student has the right to appeal the faculty member's accusation and penalty by invoking the Grade Mediation Policy (see "Grade Mediation").

In the case of repeated or more serious violations of academic honesty, the faculty member or department chair/program director may also refer the matter, as relevant, to the Dean of the Undergraduate Faculty or the Dean of Graduate Studies, or their designee. If the matter is designated to the Student Judicial Board, the Student Judicial Board will hear the case and will make a recommendation back to the Dean of Students, and as relevant, the Dean of the Undergraduate Faculty or the Dean of Graduate Studies about any further disciplinary action, including possible suspension or expulsion.

## HONOR CODE

### *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.

### *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.

Any changes to the Academic Honor Code must be approved by a student referendum.

## 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 in this 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 and apartments) unless authorized by the Dean of Students or their designee in accordance with the Registered Campus Event process (see “Event With Alcohol”).
- 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 event registration process.
- Any member of 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, sale or lending 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 College’s mailroom will not accept any packages containing alcohol.

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 FERPA (The Family Educational Rights and Privacy Act), 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 Office of Residence Life, Wellness Center (counselors and nurse) and the Department of Campus Safety.

The Drug-Free Schools and Communities Act mandates colleges implement and deliver a program or programs that offer support for students and employees by addressing standards of conduct, possible legal sanctions and penalties, statements of health risks associated with the use of alcohol or other drugs, and disciplinary sanctions resulting from instances of violations of the standards of conduct. Please refer to the links below for programs, resources, and policies related to the use of alcohol and other drugs on campus.

AOD Programs: [echeckup](#); [Timely Care](#)

Standards of Conduct and Possible Legal Sanctions and Penalties: Student Handbook (Alcohol and other Controlled Substances, page 10)

Health Risks: National Institutes of Health's [National Institute on Alcohol Abuse and Alcoholism](#) and [National Institute on Drug Abuse](#)

### 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 and food available for the duration of alcohol service.
- 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 2 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, as well as 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/or held under the auspices of registered campus organizations.

### STUDY AWAY TRIPS

Study away 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 away 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 Chief Financial Officer and the Vice President for Student Affairs 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.

- **Minors – Purchase, Consumption or Possession Prohibited (Idaho Code §23-604):** Any person under twenty-one (21) years of age who shall purchase, attempt to purchase, or otherwise consume or possess any alcohol beverage, including any distilled spirits, beer or wine, shall be guilty of an infraction upon a first violation and shall be guilty of a misdemeanor upon a subsequent conviction and shall be punished according to the schedule set out in section 18-1502, Idaho Code.

- **Dispensing to a Person Under the Age of Twenty-One Years (Idaho Code §23- 603):** Any person who is eighteen (18) years of age or older who shall sell, give, or furnish, or cause to be sold, given, or furnished alcohol beverage, including any distilled spirits, beer or wine, to a person under the age of twenty-one(21) years shall be guilty of a misdemeanor and upon conviction thereof may be punished by a fine of not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1,000) per violation, or by imprisonment in the county jail for a period not to exceed one (1) year. or by both such fine and imprisonment. A second or subsequent violation of this section by the same defendant shall constitute a misdemeanor and upon conviction thereof the defendant shall be punished by a fine of not less than one thousand dollars (\$1,000) nor more than two thousand dollars (\$2,000) per violation, or imprisonment in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment. Notwithstanding the provisions of section 19-4705.
- **Adult in the Presence of a Minor Consuming Alcohol/Encouraging Violations of the Youth Rehabilitation Act (Idaho Code §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.
- **Driving While Intoxicated by Underaged Persons/Zero Tolerance Statute (Idaho Code §18-8004- 1d):** It is unlawful for any person under the age of 21 who has an alcohol concentration of at least 0.02, but less than 0.08, 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 their 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).

#### ILLCIT DRUG POLICIES AND EXPECTATIONS

- The possession, use, distribution, and/or sale of any substances defined by law as a controlled substance and/or any drug paraphernalia are prohibited.
- Drug misuse includes, but is not limited to, possession, using, selling, giving away, dispensing, mixing, administering, aiding or assisting others in such activities, or unauthorized use of prescribed medications.

- If a drug case is initiated in criminal / civil court rather than on the campus, 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 Wellness Center, the Dean of Students, or other personnel as may seem most appropriate.

### 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 \$15,000 and prison sentences up to life imprisonment.

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.

### PARENT NOTIFICATION

In accordance with FERPA (The Family Educational Rights and Privacy Act), the College reserves the right to contact the parent(s), or guardian(s) in the event of a life-threatening situation or when students under the age of 21 are involved in violations of College controlled substance and alcohol 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 are not allowed inside any College building with the exception of:

- fish that can be kept in aquariums no larger than 20 gallons;
- recognized Service Animals (defined below);
- recognized Assistance Animals (defined below);
- department-sponsored therapy animals;
- animals accompanying professional staff in residence; and
- animals maintained for educational purposes.

Service Animals (defined below) and Assistance Animals (defined below) accompanying students living in the residence halls must be registered with the Office of Residence Life Office and the Department of Accessibility & Learning Excellence Office.

In conformity with the Caldwell City Dog Ordinance (#08-03-17), 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.

## DEFINITIONS

**Handler** – a person with a disability that a service or assistance animal assists or a personal care attendant who handles the animal for a person with a disability.

**Service Animal** – Any dog\* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act - 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

\*Under particular circumstances set forth in the ADA regulations - 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

**Assistance Animal** – An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy College housing. An assistance animal (also referred to as an emotional support animal or a comfort animal) may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disabilities Act.

## SERVICE ANIMALS POLICY

In compliance with applicable law, The College of Idaho generally allows Service Animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the Service Animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

The College of Idaho may not permit Service Animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College of Idaho will make those determinations on a case- by- case basis.

## INQUIRIES REGARDING SERVICE ANIMALS

The College of Idaho cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. In general, The College of Idaho will not ask about the nature or



extent of a person's disability. College employees may only ask the following two questions of the Handler to determine whether an animal qualifies as a Service Animal:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Generally, College employees may not make any inquiries about a Service Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

If a College employee has a concern about a Service Animal, the employee should contact the Department of Accessibility & Learning Excellence.

#### *RESPONSIBILITIES OF SERVICE ANIMAL HANDLERS*

Students who wish to bring a Service Animal to campus are strongly encouraged to partner with the Department of Accessibility & Learning Excellence, especially if other academic accommodations are required. Additionally, students who plan to live in on-campus housing are strongly encouraged to inform the Office of Residence Life and Bon Appétit Food Services that they plan to have a Service Animal with them in student housing. Advance notice of a Service Animal for on-campus housing may allow more flexibility in meeting a student's specific requests for housing.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, necessary arrangements, and responsibilities for the well-being of an assistance animal are the sole responsibility of the Handler at all times.

#### *SERVICE ANIMAL CONTROL REQUIREMENTS*

- The animal should be on a leash when not providing a needed service to the Handler.
- The animal should respond to voice or hand commands at all times and be under the full control of the Handler.
- To the extent possible, the Service Animal should be unobtrusive to other individuals and the learning, living and working environment.
- It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing the disability.

#### *SERVICE ANIMAL ETIQUETTE*

To the extent possible, the Handler should ensure that the animal does not:

- Sniff people, dining tables or the personal belongings of others;
- Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler;
- Block an aisle or passageway for fire egress.

#### *ASSISTANCE ANIMALS POLICY*

In compliance with applicable law, The College of Idaho allows Assistance Animals in the private living spaces of its residence halls when the animal is accompanied by a resident who has been approved to



have an Assistance Animal. Approvals are processed through the Department of Accessibility and Learning Excellence Office.

The College of Idaho may not permit Assistance Animals when the animal poses a substantial and direct threat to health or safety, or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service, is not housebroken, or causes significant damage. The College of Idaho will make those determinations on a case-by-case basis.

#### *LIMITATIONS ON ACCESS FOR ASSISTANCE ANIMALS*

Assistance Animals are only authorized to reside in a student's private living space and therefore cannot be taken into class or any other indoor places on-campus.

#### *INQUIRIES REGARDING ASSISTANCE ANIMALS*

To determine whether or not an Assistance Animal could be allowed as a reasonable accommodation, the Office of Residence Life will ask for the student to connect with the Department of Accessibility & Learning Excellence to ensure reliable documentation is on file verifying that the student has a disability, and that the Assistance Animal provides a disability-related need. For more information, see The College's Student Disability Accommodations Policy.

#### *RESPONSIBILITIES OF ASSISTANCE ANIMAL HANDLERS*

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, necessary arrangements, and responsibilities for the well-being of an assistance animal are the sole responsibility of the Handler at all times. Handlers must meet with the Office of Residence Life and complete a form regarding the assistance animal before the animal is allowed in College of Idaho housing.

#### *ASSISTANCE ANIMAL CONTROL REQUIREMENTS*

- The animal should be under the full control of the Handler at all times.
- To the extent possible, the Assistance Animal should be unobtrusive to other individuals and the learning and living environment.

#### *ASSISTANCE ANIMAL ETIQUETTE*

To the extent possible, the Handler should ensure that the animal does not:

- Display any behaviors or noises that are disruptive to others, unless part of the service being provided the Handler.
- Block an aisle or passageway for fire egress.

#### *APPLICABLE TO ALL ANIMALS ON CAMPUS*

##### *ANIMAL WASTE CLEANUP RULE*

Cleaning up after the animal is the sole responsibility of the Handler. In the event that the Handler is not physically able to clean up after the animal, it is then the responsibility of the Handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.

- Properly dispose of waste and/or litter in appropriate containers. In a residence hall, this means the dumpster outside of the building.
- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the Handler.
- If the animal's waste creates a noxious odor or a community disturbance, the presence of the Assistance Animal will be re-evaluated.

#### *EMERGENCY CONTACT*

The Handler must provide the College with an emergency contact who can pick up and take care of the Assistance Animal, should the Handler not be able to do so. The Handler must contact the Department of Accessibility and Learning Excellence to update the emergency contact information on file.

#### *REMOVAL OF ANIMALS*

Service and/or Assistance Animals may be ordered removed by the College for the following reasons:

1. Out of Control Animal: A Handler may be directed to remove an animal that is out of control and the Handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the Handler may be prohibited from bringing the animal into any College housing until the Handler can demonstrate that they have taken significant steps to mitigate the behavior.
2. Non-Housebroken Animal: A Handler may be directed to remove any animal that is not housebroken.
3. Direct Threat: A Handler may be directed to remove an animal that The College of Idaho determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, or a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

Where a Service Animal or Assistance Animal is properly removed pursuant to this policy, The College of Idaho will work with the Handler to determine a reasonable alternative without having the Service Animal or the Assistance Animal on the premises.

#### *CONFLICTING DISABILITIES*

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. The College of Idaho will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Student requesting allergy accommodations should contact the Department of Accessibility & Learning Excellence.

#### *EMERGENCY RESPONSE*

Emergency Situations – In the event of an emergency, The College's Campus Safety Officers or first responders will attempt to recognize Service Animals and/or Assistance Animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke, from sirens or wind noise, or from shaking and moving ground. Both the Handler and animal may be confused from the stressful situation. Campus Safety Officers or first responders should make every effort to keep the animal with its Handler. However, the Campus Safety Officers or first

responder's first effort will be toward the Handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

#### MAINTENANCE

The College's Department of Facilities will be notified by the Office of Residence Life of the presence of the animal. In the event of routine maintenance or maintenance requiring immediate access to the Handler's room, Facilities staff will take precautions to keep the animal safe, but the responsibility to control the animal lies with the handler. Every attempt will be made to notify the Handler that Facilities staff must enter their room.

#### BEREAVEMENT

In the event that a student experiences a death of an immediate family member or relative (defined below), pursuant to the process outlined below, the student may request to be excused from attendance at class and/or to receive an extended deadline for missing assignments or completion of an exam for immediate family support, funeral leave, and/or travel considerations.

#### IMMEDIATE FAMILY AND RELATIVES

For purposes of this Student Bereavement Policy, "immediate family member or relative" means: spouse, domestic partner, parent, child, grandparents, grandchild or sibling, uncle, aunt, niece, nephew, first cousin, or immediate family member related by marriage (e.g. parent-in-law).

In the event that a death occurs to a family member or friend that is not specifically covered by this Student Bereavement Policy, students can communicate the circumstances to the Dean of Students to determine on a case-by-case basis if it is covered by this policy.

#### POLICY

In the event of a death of an immediate family member or relative, students shall be eligible for up to three (3) consecutive days during the relevant semester/term, not including weekends or holidays (referred to as "school days"), of excused absence for in-class attendance and/or reasonable extensions on deadline for assignments or completion of an exam that occurs within this three-day period.

Students may also pursue a temporary leave of absence (see "Leave of Absence Policy").

#### TRAVEL CONSIDERATIONS

If travel is required, students will be granted the following additional school days of excused absences for in-person attendance and/or reasonable extensions on deadline for assignments or completion of an exam that occurs within the approved extended period to account for travel considerations. This travel policy will be based on the distance from campus for students enrolled in The College's undergraduate program or a residential graduate program and on the distance from the student's home location for students enrolled in exclusively online graduate programs.

- Verified funeral services within 150 miles – 0 school days
- Verified funeral services between 150-300 miles – 1 school day
- Verified funeral services over 300 miles – 2 school days
- Verified funeral services outside the 48 contiguous United States – 3 school days

## PROCESS

If a student will be absent because of a death, the student is responsible for notifying the Department of Accessibility & Learning Excellence (DALE) or Dean of Students prior to their absence. The notification must include the relationship status of the deceased and any additional days requested for travel considerations (see above). Upon receiving the notification, the DALE or Dean of Students will electronically notify the student's faculty members, which will include information about the absence(s), the reason for the absence and the approved duration of the absence. The DALE or Dean of Students may request additional information, which could include documentation regarding the death, such as a memorial service program or newspaper/website obituary notice. Falsifying a Bereavement Request is a violation of the College's Standards of Conduct and will result in disciplinary action.

Upon notification of the absence(s), each faculty member shall excuse the student from in-person attendance in class according to this Student Bereavement Policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual faculty member as soon as possible or immediately upon return to complete any required work.

## APPEALS

If a faculty member fails to follow this Student Bereavement Policy, the student may appeal the faculty member's decision in writing to, as relevant, the Dean of Undergraduate Faculty or the Dean of Graduate Studies.

## BIAS AND HATE

Behavior that is prejudiced in favor or against a particular person or group, and/or behavior that is motivated in whole or in part by hatred against a victim because of their membership (or perceived membership) in a certain social group or race is prohibited. Examples of such groups can include, and are almost exclusively limited to: sex, ethnicity, disability, language, nationality, physical appearance, religion, veteran status, gender identity or sexual orientation.

If you have been a victim of or a witness to a bias-related incident, you may report the incident to The College's Bias Assessment & Response Team (BART) via a [Bias Incident Report](#) (which may be made anonymously or non-anonymously) or via email ([bart@collegeofidaho.edu](mailto:bart@collegeofidaho.edu)), and/or if the matter involves an employee of the College or relates to a student's conduct as an employee, you may report it to Nancy Johnson-Cassulo, Director of Human Resources ([NJohnsonCassulo@collegeofidaho.edu](mailto:NJohnsonCassulo@collegeofidaho.edu) / (208) 459-5680).

For more information, see the "General Student Conduct Procedures" section of this Student Handbook.

## BULLYING

The College of Idaho and Idaho state law prohibit bullying, which is unwanted, aggressive behavior that involves a power imbalance. The behavior is repeated over time. Bullying may inflict harm or distress, including physical, psychological, social, or educational harm. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. It may also be committed through the use of electronic technology, such as through a phone or through the use of data or computer software that is accessed through a computer, computer

system, or computer network (referred to as cyberbullying). For more information, see [Idaho Code §18-917A, Student Harassment – Intimidation – Bullying](#).

Bullying is not a single instance of social rejection, meanness or unkindness, nor unplanned actions of intimidation or hostility, shared arguments, conflicts or fights.

Examples of bullying include, but are not limited to, the following:

- Taunting
- Malicious teasing
- Making threats
- Insulting
- Posting harmful or cruel text or images using the internet or other digital communication devices
- Rumors sent by email or posted on social networking sites
- Creating fake profiles

If you have been a victim of or a witness to bullying, you may [report in online](#) directly to Campus Safety (see “General Student Conduct Procedures”).

## COMMITMENT TO SAFETY

The College maintains a strong commitment to the safety and security of our campus community. The College’s Campus Safety Officers and designated representatives of the Department of Facilities 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, fire hazards or other safety concerns to Campus Safety at 208.459.5151 or the Department of Facilities at [facilities@collegeofidaho.edu](mailto:facilities@collegeofidaho.edu) or 208.459.5123 or submit a work order at [www.myschoolbuilding.com](http://www.myschoolbuilding.com).

## COMPLAINT POLICY

The College encourages students to seek **informal resolution** of conflicts whenever appropriate, seeking resolution with the appropriate faculty member, dean, staff member, or administrative officer who may be able to help rectify the situation before a written complaint is filed.

An informal attempt at resolution would typically include the following:

- Address the problem at the appropriate level; e.g., if you have a conflict with your roommate, talk to your roommate first; if you have a problem getting information or assistance from a department, ask to speak to the department’s director; if you have a concern about a course, speak to the faculty member teaching that course.
- If you are not satisfied with the outcome of your meeting or consequent decisions, consider taking your concern to the next level, e.g. a supervisor.
- Follow any discussions about your concern with an email to the person you met with describing your understanding of what took place and any agreements reached. Maintain a copy for your own records.

If informal resolution is desired regarding a violation of the [Sexual Misconduct Policy](#), that process should be directed by the Title IX Coordinator (see “Sexual Misconduct & Title IX”).

**Formal resolution** as described in this Student Handbook does not supersede College policies in place concerning grade mediation, harassment, judicial procedures, and the like. For more details, see appropriate section(s) in this Student Handbook and/or the College Catalog.

#### FORMAL COMPLAINT & RESOLUTION PROCEDURE

1. A student who wishes to lodge a formal complaint with the College must complete and submit the [Formal Complaint Form for Students](#) describing the complaint and any attempts made to resolve the problem through informal means.
2. Complaints will be directed to the following administrative officer (referred to herein, along with the President of The College, as the “Administration”):
  - **Academic-Undergraduate** (undergraduate academic programs/departments, high impact practices (internships, study-away, research, community-based learning, FYS, etc.), accreditation, institutional research, registrar, advising): **Dean of Undergraduate Faculty**
  - **Academic-Graduate** (graduate academic programs/departments, graduate high impact practices, accreditation, institution research, registrar, advising): **Dean of Graduate Studies**
  - **Admissions & Financial Aid** (admissions, financial aid): **Vice President for Enrollment Management**
  - **Administrative Services** (student accounts, finance, human resources): **Chief Financial Officer**
  - **Athletics** (all varsity athletic teams, sports information, trainers): **Vice President of Athletics**
  - **College Relations** (alumni, parent relations, event services, fundraising, marketing and communication): **Vice President for Advancement**
  - **Equity & Compliance** (Title IX, Title VI, ADA, immigration law): **Vice President of Institutional Equity & Compliance**
  - **Facilities**: **Vice President for Academic Affairs**
  - **Information Technology**: **Vice President for Academic Affairs**
  - **Library**: **Vice President for Academic Affairs**
  - **Student Life** (residential life, housing, campus ministry, inclusion and intercultural life, student activities, College store, mail & copy center, student organizations, health and counseling services, campus safety, food services): **Vice President for Student Affairs/Dean of Students**
3. Acknowledgment: Upon receipt of a formal complaint, the appropriate administrative officer will send a written acknowledgment to the student within five (5) working days.
4. Administrative Deliberation and Response: Within 15 working days of issuing the written acknowledgment to the student, the administrative officer will seek to understand the nature of the complaint, interviewing, if necessary, the employees involved, the originator of the complaint, and anyone else with relevant knowledge of the complaint. The investigation should include information about previous efforts to resolve the issue, College policies and procedures involved, and any contingent factors involved. The administrative officer will send the student filing the complaint a written statement of attempted resolution to the problem (the “Administrative Response”).
5. Student Appeal Process: Upon receiving the statement of attempted resolution to the written complaint, the student has the right of appeal to the President(s) of the College. This appeal must be made in writing within five (5) working days of receiving the Administrative Response.

The student will receive an acknowledgement of the appeal within five (5) working days upon its receipt and a deliberation response within 15 working days from the date of the acknowledgment letter.

6. Records: All formal student complaints will be forwarded upon resolution to the Vice President for Student Affairs, who will keep an official log of all such complaints.
7. Complaints involving a Vice President should be directed to the President(s) of the College, who will adhere to the process outlined in #4. There is no appeal process.

## 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 hold the student accountable under the College's Standards of Conduct.

The Dean of Students (or designee) has the discretion to impose interim measures, including but not limited to temporarily suspending a student from the College and/or from the residence halls or reassigning a resident to another facility and restricting the student from specific facilities, pending an investigation and conclusion whenever, in the Dean's 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 warrants such action.

If the incident also results in a campus judicial action, the College or the student may choose to delay the campus process until the criminal or civil proceeding has been resolved. Should the College choose to delay the campus process, the interim measure(s) will remain in effect until the campus process has been completed; if the student chooses to delay the campus process, the student accepts the interim measure(s) until the campus process has been completed. If the 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 AND DISCIPLINARY RECORD DISCLOSURE

The College of Idaho requires full disclosure from its applicants of criminal offenses and disciplinary actions (e.g. from other educational institutions). Once disclosure has been made, the Admission Committee for the relevant undergraduate or graduate program will review the applicant's circumstances in conjunction with the Dean of Students and the Director of Campus Safety.

If accepted, applicants with a criminal history must agree to the following:

- The applicant will provide full disclosure of the incident(s) and release of information to the Dean of Students and understand that the Dean of Students may share this information with other appropriate College departments.
- The applicant will enter into an agreement with the Dean of Students articulating the relationship between the College and the student.
- The applicant is not entitled to on-campus housing, and as such, the College will provide on-campus housing to the applicant at its discretion.
- 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 or disciplinary record, that student's circumstances will be reviewed by the Dean of Students and Director of Campus Safety. The Dean of Students and Director of Campus Safety will make a decision about that student's acceptance retroactively. Not disclosing information about criminal history or disciplinary record is cause for immediate dismissal from the College.

## DELINQUENT STUDENT ACCOUNTS

Payment arrangements must be made prior to the due dates referenced in Catalog for the relevant academic program. 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 may 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 may not be allowed to participate in graduation ceremonies.

It is important to note that: (i) all delinquent accounts will be subject to an interest charge; (ii) all returned funds will be subject to a charge; and (iii) students will be responsible for all costs and expenses associated with collection efforts, including attorney's fees and fees paid to any collection agency.

## DISABILITY-RELATED ACCOMMODATIONS

The College of Idaho is committed to providing an educational environment that is accessible to the needs of its students with disabilities. The College provides reasonable services to enrolled students who have a documented physical, psychiatric, medical, learning, intellectual, or sensory disability (whether permanent, temporary, progressive, episodic, or transitory) that qualifies under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or and other pertinent federal, state, and local disability anti-discrimination laws.

Ensuring equal access for all students is a collaborative effort between The College's Department of Accessibility & Learning Excellence (DALE), students, and faculty/staff. To access the wide range of services and support offered to students with disabilities, students must register with DALE. It is recommended that students begin the process to access services and support as soon after admission as possible, and for temporary disabilities and/or impairments, as soon as practicable. More information about disability-related accommodations FAQs can be found on the College's [Accessibility and Learning Excellence](#) webpage and in the [Student Disability Accommodations Policy](#).



## EMPLOYEE-STUDENT AND FAMILIAL RELATIONSHIPS

The College recognizes that the authority inherent in teaching and supervisory roles is incompatible with intimate personal relationships, such as those of a familial, romantic, or sexual nature. Accordingly, it is the policy of the College that no employee shall serve as instructor of record for family members or those with whom they are involved in a romantic or sexual relationship. Furthermore, no employee may exercise academic, administrative, supervisory, evaluative, counseling or other authority or influence over a family member or anyone with whom they are involved in a romantic or sexual relationship. If a family relationship exists, or if a romantic or sexual relationship should develop under such restricted circumstances, or a relationship should develop and an employee is uncertain if these restrictions apply, it is the employee's responsibility to immediately notify their 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 arrangement can be made, either the employee's relationship or employment status must cease.

## EXPRESSION POLICY

### VALUES

The integrity of The College of Idaho's residential, liberal arts educational mission depends on maintaining academic freedom, freedom of speech, and freedom of expression (hereafter referred to collectively as "expression"). The College values and will defend the rights of those within its community and those officially invited into the community to express themselves without fear of retaliation, censorship, or sanction.

### IDEALS

Furthermore, the College embraces the following ideals: speech and discourse should be conducted in full transparency, with empathy, an intention to understand, a commitment to learning, an appreciation for critical thinking, and with respect for the dignity and inherent worth of all persons. Failure to exhibit these ideals is inconsistent with our values and teachings, but it is not a violation of the College's expression policy.

### EXPRESSION LIMITS

However, the College will not tolerate expression that violates the law, constitutes harassment or a genuine threat of imminent harm to another person, incites imminent violence or destruction of property, is considered hate speech (as defined by state and federal law), falsely defames, disrupts essential College operations, and/or bypasses established College policies and procedures. In such cases, the College reserves the right to redress the matter by cancelling or terminating events; removing individuals, groups, and affiliated materials from campus; enlisting law enforcement; and/or initiating disciplinary procedures, which could include fines, probation, suspension, expulsion, termination of employment, and/or arrest for violations of the law.

### STATEMENT OF ACADEMIC FREEDOM

The College of Idaho is a community of learners dedicated to academic freedom, and therefore subscribes to the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors (AAUP), which includes but is not limited to the sections reproduced below:

Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject.
3. College and university faculty members are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.

#### STATEMENT ON PROFESSIONAL ETHICS (AAUP, 1966, 1987, 2009)

As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

#### PROTESTS AND DEMONSTRATIONS

The College of Idaho supports community members' freedom of assembly and speech, and affirms their right to protest and demonstrate (defined as an organized public act of disapproval or awareness building). Community members holding protests and demonstrations (hereafter referred to collectively as "protests") in-person, on-campus, or at any College-sponsored event, or virtually to the extent that community members utilize the College's IT infrastructure or in any way implicate the College of Idaho as a sponsor, must notify the Student Involvement Office and/or Special Events & Conference Services within one business day (24 hours) before the protest using the event registration process.

**Protests must adhere to campus policies and procedures, including but not limited to the following:**

1. Protests must adhere to all federal and state laws, as well as local public ordinances, such as those related to noise.
2. In-person protests may not occur overnight (11:00 p.m.-7:00 a.m.).
3. No protest may block entryways or exits of any College classroom, residence hall, office, or other College-owned, leased, or rented facility.
4. No protest may be held inside a College-owned facility without reserving the space through the events registration process.
5. Amplified sound that disrupts College operations is not allowed.
6. All expenses incurred as a result of a protest will be the responsibility of the sponsoring organization or community member.

**Posters**

Posters, flyers, and other such written forms of expression (hereafter collectively referred to as “posters”) may only be placed inside campus buildings in designated locations, or on designated outdoor structures, grounds, or exterior building surfaces after they are registered utilizing the Poster Review Form obtained from the Student Involvement Office, or Special Events and Conference Services. Posters should be consistent with the College’s stated values, may not be discriminatory toward protected classes as defined in the College’s Harassment Prevention Policy, and cannot promote unlawful behavior. Posters granted approval to be hung must be taken down within 24 hours of the start of the event. Posters that violate any of these guidelines will be removed at the organizer’s expense.

Chalk may be used but must be limited to sidewalks around the McCain Student Center, unless otherwise approved through the Poster Notification Process.

**Violations**

When possible, community members who engage in disruptive activity in violation of this policy will be warned by a College administrator, and instructed to cease and desist, before disciplinary actions are invoked, or other action is taken. If the community member(s) persists in engaging in disruptive conduct in violation of this policy, those individuals/groups will be subject to disciplinary action, through the Student Code of Conduct and/or Human Resources. Members of the College community are responsible for ensuring their guests are aware of this policy and may also be held accountable for the actions of their guests in the event of a violation.

**COLLEGE POSITION STATEMENTS**

As an institution of higher education, the academic freedom of our faculty and students is core to our mission. As such, the College of Idaho values and encourages robust dialog as part of the learning endeavor and restrains from making public statements that may cause any member of our academic community to feel silenced. The College supports faculty and students in their collective efforts to engage in important matters of our time, while in the spirit of the Kalven Report restrains from taking formal positions, as “the [College] is the home and sponsor of critics; it is not itself the critic”; and “there is no mechanism by which it can reach a collective position without inhibiting that full freedom of dissent on which it thrives.”

## 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 including 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.

The College has the right of entry to any College owned or leased space by authorized representatives for the purpose of establishment of order, repairs, maintenance, inventory correction, extermination, cleaning, elimination of conditions of annoyance, or in case of emergency or other reasonable purposes. College officials may search a living unit if they have reason to believe that a policy violation or illegal activities have taken place. Students may not deny access to College personnel attempting to exercise the College's rights or to perform the College's obligations.

## FALSE INFORMATION

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

## FEDERAL REGULATIONS

The following regulations 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 their 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 Department of Accessibility & Learning Excellence.

**The Americans with Disabilities Act (ADA) of 1990** is 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 Department of Accessibility & Learning Excellence.

**The Family Educational Rights and Privacy Act (FERPA)**, otherwise known as "The Buckley Amendment," provides students with access to their educational records. FERPA affords postsecondary students the following rights:

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

- 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 College of Idaho's "Student Records Policy" is contained in the "Student Records" section of this Student Handbook.

**Title IX of the Education Amendments Act of 1972** 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 Title IX coordinator for The College of Idaho is Jodi Nafzger, who may be contacted via email ([titleix@collegeofidaho.edu](mailto:titleix@collegeofidaho.edu)) or phone (208-459-5139). Any inquiries regarding Title IX compliance should be directed to the Title IX Coordinator and/or the Office for Civil Rights.

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery)** requires all colleges and universities, both public and private, which participate in federal financial student aid programs to keep and disclose information about crime on and near their respective campuses.

**The Campus Sexual Violence Elimination Act (SaVE)** refers to the recent Violence Against Women Act (VAWA) amendments to the Clery Act. The Campus SaVE Act is a 2013 amendment to the Clery Act, expanding the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

**The Violence Against Women Reauthorization Act of 2013 (VAWA)**, which was enacted on March 7, 2013, improves and expands legal tools and grant programs addressing domestic violence, dating violence, sexual assault, and stalking. VAWA 2013 reauthorizes critical grant programs created by the original Violence Against Women Act and subsequent legislation, establishes new programs, and strengthens Federal laws.

## 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 alarms, 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 and may result in suspension from the residence halls and/or the College.

The Department of Residence Life conducts fire drills in all of its residential facilities each semester.

## GAMBLING

Gambling for money is prohibited on College property or at College events.

The following is a summary from applicable Idaho Statutes.

**Gambling Defined (Idaho Code §18-3801):** "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 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.

**Gambling Prohibited (Idaho Code §18-3802):**

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.

For the full current statute, see [Idaho Code, Title 18, Chapter 38, Gaming](#). To report, contact the Dean of Students or the Director of Campus Safety.

## GENDER INCLUSION

### GENDER IDENTITY AND RESTROOM USE

College of Idaho students, staff, faculty, and visitors are encouraged to use the restroom that is labeled with the gender with which they identify. Gender-inclusive restrooms are located in the McCain Student Center, top floor, on the southwest side of Hendren Hall (behind the Business Office entrance), on the lower floor of the library, in Blatchley Hall (main floor), in the Boone Science Building, main floor of Marty Holly building, and in all residence halls. These restrooms are designated as safe spaces for people of all gender identities and expressions.

### LIVING ARRANGEMENTS

Residence Hall housing is assigned according to the gender binary, but the Office of Residence Life encourages students to select residence hall housing that is labeled for the gender with which they identify. The College also provides gender neutral housing options. Please contact the Office of Residence Life for more information about housing options.

### NAME CHANGES

The student name associated with the official student record is the student's legal name. This name can be officially changed after a legal name change has taken place. However, short of an official name change, students have the option of entering a *chosen name* in self-service under the *edit personal identity* field. The chosen name is for students who have a name that they have chosen to use in all interactions and correspondence rather than their legal name. This is not a nickname. The chosen name will appear on class rosters, in advising records, and in other areas that are viewable to College faculty and staff. Because your legal name was used to create your College-issued email address,

submitting a chosen name will not change the College-issued email address. To have your email address changed, please contact the Dean of Students Office. Please note that not all systems will update to your chosen name, and others may take additional time (for example, approved email changes only happen between semesters). If your name fails to update somewhere please contact [helpdesk@collegeofidaho.edu](mailto:helpdesk@collegeofidaho.edu) for assistance. A new ID card will also be issued to the student, by request, at no charge.

## 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 the student's academic work should confer with that faculty member within the first six weeks of the next full academic semester (e.g., for undergraduate students, discussion of fall or winter grades must begin within the first six weeks of spring semester, and spring grades within the first six weeks of fall semester). If the matter cannot be resolved between the faculty member and the student, the student should follow the requisite Grade Mediation procedure outlined in their Catalog. However, the faculty member assigned to teach the course retains the final responsibility for assigning the course grade.

## 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 the [Bias & Harassment Prevention 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 [Bias & Harassment Prevention 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 ("Protected Class Harassment"). 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.

## SEXUAL MISCONDUCT AND TITLE IX

With respect to harassment or discrimination on the basis of sex, the following conduct is strictly prohibited by the College's [Sexual Misconduct Policy](#) and under Title IX of the Education Amendments Act of 1972.



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;
  - Unwelcome sexual comments, innuendoes, jokes, abusive personal remarks, etc.;
  - Sexually explicit displays or distribution of pictures, materials, or objects 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
3. Sexual assault or other unwelcome sexual contact.

Students are protected in all aspects of the College's educational programs and activities regardless of their sex, sexual orientation, gender identity, sex characteristics, sex stereotypes, or pregnancy and related conditions. For additional information, see the Sexual Misconduct and Title IX section.

#### OTHER PROTECTED CLASS HARASSMENT

Any member of the College community who believes they 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 shall promptly report the matter.

If a student believes they or some other member of the student community has been the victim of harassment by another student, the student should report it [online](#) (anonymously or non-anonymously) directly to The College's Bias Assessment & Response Team (BART) or to BART via email at [bart@collegeofidaho.edu](mailto:bart@collegeofidaho.edu). For more information regarding filing a formal complaint, see the General Student Conduct Procedures section.

In all other cases, including instances in which the complaint involves conduct by a student who also is employed by the College and relates to that student's conduct as an employee, the individual should report it to their immediate supervisor and the Department of Human Resources, and/or report it online (anonymously or non-anonymously) directly to The College's Bias Assessment & Response Team (BART) or to BART via email at [bart@collegeofidaho.edu](mailto:bart@collegeofidaho.edu).

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 [Bias & Harassment Prevention Policy](#). The [Bias &](#)



[Harassment Prevention 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 Provost/Dean of Faculty (unless the Provost/Dean of Faculty 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 the [Bias & Harassment Prevention 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 the [Bias & Harassment Prevention Policy](#).

For all students, the Division of Student Affairs, and for personnel and any other person in connection with the College, the Department of Human Resources will be responsible for administering the [Bias & Harassment Prevention Policy](#) and educating the relevant constituents about the policy.

## HAZING

The College of Idaho is committed to fostering a safe, inclusive, and respectful learning environment for all members of its community. Hazing, in any form, is strictly prohibited and will not be tolerated. This policy affirms the College's dedication to preventing and responding to hazing incidents in compliance with all applicable federal ([Stop Campus Hazing Act](#)) and state laws ([Idaho Code §18-917](#)). The College recognizes that hazing undermines the educational mission, endangers the physical and psychological well-being of individuals, and violates the principles of mutual respect and personal dignity.

### SCOPE

This policy applies to all students, student organizations (recognized and unrecognized), athletic teams, fraternities, sororities, and any other groups or individuals affiliated with The College of Idaho. This policy applies to hazing that occurs on or off campus, at any College-sponsored event, or involving any activity that could reasonably be perceived as associated with the College.

### DEFINITION OF HAZING

Consistent with the "Stop Campus Hazing Act," hazing is defined as:

*Any intentional, knowing, or reckless act by a person, acting alone or with others, directed against an individual or group of individuals, for the purpose of initiating, admitting, continuing membership, or*

*associating with any group, organization, or athletic team, which causes, or creates a substantial risk of causing, bodily injury or mental or emotional harm.*

Examples of hazing include, but are not limited to:

- Physical Hazing:
  - Forced or required consumption of alcohol, drugs, or other substances.
  - Sleep deprivation or forced endurance activities.
  - Physical assault, paddling, or branding.
  - Exposure to extreme weather or unsanitary conditions.
  - Forced calisthenics or other strenuous physical exercise.
  - Any activity that endangers a person's health or safety.
- Psychological/Emotional Hazing:
  - Public humiliation, ridicule, or embarrassment.
  - Verbal abuse, threats, or intimidation.
  - Demands for personal servitude.
  - Deception or manipulation.
  - Isolation or exclusion.
  - Any activity that causes or creates a substantial risk of causing significant mental or emotional harm.
- Subtle Hazing:
  - Requiring new members to wear specific apparel that is embarrassing or demeaning.
  - Assigning demeaning tasks or errands.
  - Undue pressure to conform to a specific group norm that infringes on personal autonomy.
  - Requirement to carry specific items at all times.
  - Any activity that creates a power imbalance and fosters an environment of discomfort or degradation.

It is important to note that a person's willingness to participate in an activity does not excuse a violation of this policy.

#### PROHIBITED CONTACT

No student, student organization, athletic team, or other group affiliated with The College of Idaho shall engage in, direct, encourage, aid, or permit any form of hazing. This prohibition includes, but is not limited to:

- Initiating, planning, or carrying out a hazing activity.
- Directly or indirectly participating in a hazing activity.
- Failing to report a known or suspected hazing incident.
- Retaliating against any individual who reports hazing or participates in a hazing investigation.

#### REPORTING PROCEDURES

Any individual who witnesses or has knowledge of a hazing incident, or who believes they have been a victim of hazing, is encouraged to report the incident immediately.

- Emergency Situations: If immediate harm is threatened, call 911 or Campus Safety at 208-459-5151.
- Non-Emergency Reports: Reports can be made through one of the following avenues:
  - Campus Safety: 208-459-5151
  - Online Reporting [Form](#) (Can be Anonymous)

## INVESTIGATION AND ADJUDICATION

Upon receiving a report of hazing, Campus Safety will promptly and thoroughly investigate the matter in accordance with the College's General Student Conduct Procedures. Investigations will be conducted by trained personnel and will aim to gather all relevant information, including interviews with involved parties and witnesses, and review of any available evidence.

- Confidentiality: The College will strive to maintain confidentiality to the extent possible, consistent with the need to conduct a thorough investigation and address the alleged misconduct.
- Sanctions: Individuals and/or organizations found responsible for hazing will face disciplinary action, which may include, but is not limited to:
  - For Individuals: Warnings, probation, suspension, expulsion, loss of privileges, educational sanctions, and/or restorative justice practices.
  - For Organizations: Warnings, probation, suspension of recognition, loss of privileges, revocation of recognition, and/or educational sanctions.
  - Fines: The College reserves the right to impose fines on organizations found responsible for hazing, with such funds potentially being used for hazing prevention initiatives.
  - Referral to Law Enforcement: In cases where hazing involves criminal conduct, the College may refer the matter to law enforcement.

## EDUCATION AND PREVENTION

The College of Idaho is committed to proactive hazing prevention efforts. These efforts will include:

- Hazing Prevention Education: New students, officers of recognized student organizations, including Greek organizations, and athletic teams will complete annual hazing prevention education. This education will cover the definition of hazing, reporting procedures, consequences of hazing, and strategies for promoting a positive and inclusive campus culture.
- Training for Faculty and Staff: Faculty and staff, who advise student organizations or athletic teams, will receive training on identifying and responding to hazing.
- Transparency and Disclosure: In compliance with the "Stop Campus Hazing Act," The College will publicly disclose in its Annual Security Report (ASR) and Campus Hazing Transparency Report (CHTR) findings of hazing violations by recognized organizations, including the nature of the violation and the sanctions imposed, while respecting student privacy rights under FERPA.

## RETALIATION

Retaliation against any individual who reports hazing, participates in a hazing investigation, or cooperates with the enforcement of this policy is strictly prohibited. Any acts of retaliation will be subject to disciplinary action.

Review and Amendment

The College reserves the right to amend this policy at any time. Notice of any significant changes will be provided to the campus community.

## HEALTH INSURANCE

All students enrolled in The College's undergraduate program and/or a residential graduate program, including certificate, and/or master's programs at The College of Idaho must have health insurance coverage. Students enrolled in exclusively online programs are encouraged but not required to have health insurance, unless they are a student athlete or the student's immigration status requires insurance.

If a student is required to have health insurance, a fee for student health insurance is included in fees collected by the Business Office unless the student can show proof of comparable coverage through their parent's policy, a spouse's coverage, or through employment. Students will be responsible for either waiving coverage or enrolling in coverage by the end of the first week of classes. Students failing to take action by the stated deadline will be automatically enrolled in and be responsible for paying the insurance fee. The cost of the plan is payable on the first semester's bill. Approved waivers will result in student health insurance fees being removed from the student's account and associated payments refunded, if applicable. For questions regarding the fee or student account balance, please contact the Business Office ([businessoffice@collegeofidaho.edu](mailto:businessoffice@collegeofidaho.edu) / (208) 459-5227).

For information regarding student health insurance, including a summary of benefits and insurance coverage, in-network provider listings, claims forms and more, see [Student Health Insurance](#). For questions about how to enroll in coverage, how to waive coverage or specifics about coverage, contact Natalie Snow ([nsnow@collegeofidaho.edu](mailto:nsnow@collegeofidaho.edu) / (208) 459-5099) or Nancy Johnson-Cassulo ([njohnsoncassulo@collegeofidaho.edu](mailto:njohnsoncassulo@collegeofidaho.edu) / (208) 459-5680.)

## IMMUNIZATIONS

The College of Idaho believes it is in the best interests of the campus community for every student enrolled in The College's undergraduate program and/or a residential graduate program to be vaccinated appropriately. Listed below are the immunizations required for the 2023-2024 academic year.

### RETURNING STUDENTS

If you are a returning student at the College, please [update your status here](#).

### NEW STUDENTS

All new students must complete the Immunization Record Form that can be found in your [incoming student portal](#). Requesting an exemption to the immunization policy can also be found on the Immunization Record form. For questions about immunizations or other College health services, contact The College's Wellness Center via e-mail at [hwc@collegeofidaho.edu](mailto:hwc@collegeofidaho.edu).

### REQUIRED & RECOMMENDED VACCINATIONS

REQUIRED VACCINATIONS	DESCRIPTION
Measles, Mumps, Rubella (MMR)	Two doses administered at least 28 days apart. A positive MMR titer (blood test) will be accepted in lieu of this series if no records are available.

Meningococcal	A single dose administered within the last 5 years. If a vaccine was given after the age of 16 you do not need another one.
Tetanus, Diphtheria, Acellular Pertussis (Tdap)	Single dose administered within the last ten years.
Varicella	Two doses of Varicella-containing vaccine administered at least 28 days apart. If a student had chicken pox as a child, a positive titer (blood test) will be accepted in lieu of this vaccination series.

REQUIRED VACCINATION FOR AT-RISK INDIVIDUALS	DESCRIPTION
Tuberculin (TB)	<b>Any student coming from or returning from a high-risk country* must obtain an updated TB skin test annually.</b> If a student has a positive TB skin test, then a chest x-ray taken within the last year is required.

\*For purposes of the TB vaccination, the following are considered a “high-risk country” (Source: World Health Organization, Global Tuberculosis Report 2024):

Angola, Azerbaijan, Bangladesh, Belarus, Botswana, Brazil, Cameroon, Central African Republic, China, Congo, Democratic People’s Republic of Korea, Democratic Republic of the Congo, Eswatini, Ethiopia, Gabon, Guinea, Guinea-Bissau, India, Indonesia, Kazakhstan, Kenya, Kyrgyzstan, Lesotho, Liberia, Malawi, Mongolia, Mozambique, Myanmar, Namibia, Nepal, Nigeria, Pakistan, Papua New Guinea, Peru, Philippines, Republic of Moldova, Russian Federation, Sierra Leone, Somalia, South Africa, Tajikistan, Thailand, Uganda, Ukraine, United Republic of Tanzania, Uzbekistan, Viet Nam, Zambia, Zimbabwe

RECOMMENDED VACCINATIONS	DESCRIPTION
Hepatitis A	Two dose vaccine series. A positive Hepatitis A titer (blood test) will be accepted instead of this vaccination if no records are available.
Hepatitis B	Three dose vaccine series. A positive Hepatitis B titer (blood test) will be accepted in lieu of this vaccine series if no records are available.
Meningitis B	Two dose vaccine series.
HPV	Three dose vaccine series.
Influenza	Single dose annually.
Polio	Primary series in childhood with IPV alone, OPV alone, or IPV/OPV sequentially.
COVID-19	Two doses (one dose of J&J), and one booster dose (two doses for those over 50 years of age or those over 12 years of age who are immunocompromised).

## TIMELINE

Students must provide all immunization documentation before arriving on campus for classes, moving into residence halls, or participating in any official College function. (Note: if you are unable to meet this timeline due to extenuating circumstances, please contact the Wellness Center Director or the Dean of Students to discuss alternative arrangements).

Students who have an incomplete immunization record as of the 10th day of classes will have a hold placed on their account, and will not be able to register for the following semester. In addition, students with incomplete records may be removed from the residence halls and/or in-person courses until all requirements are met (no refunds available). Students participating in intercollegiate sports who have incomplete immunization records will not be allowed to practice or compete until they are compliant 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 (population immunity). The College, however, will recognize requests for exemption to vaccines; in such instances, [Immunization Policy Exemption Request Form](#) must be submitted to the Wellness Center before arriving on campus for classes, moving into residence halls, or participating in any official College function. Students who do not have an approved exemption and still have an incomplete immunization record as of the 10th day of classes will have a hold placed on their account and may be removed from the residence halls (no refunds available) until all requirements are met. Students participating in intercollegiate sports who have incomplete immunization records and do not have an exemption on file will not be allowed to practice or compete until they are compliant with the College's immunization policy. Should an outbreak occur on campus, students with exemptions or incomplete immunization records (including recommended immunizations) may be asked to begin regular testing at their own expense, 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).

## INFORMATION TECHNOLOGY

The use of technology at The College of Idaho is an integral part of academic and personal life for our students. As such, students are expected to use technology responsibly, ethically, and lawfully, in compliance with applicable laws, regulations and institutional policies. The purpose of the AUP is to ensure the appropriate use of technology and information, whether using student-owned or college-owned devices to access to College Resources, safeguarding institutional and personal data, and promoting a secure computing environment for all members of The College community.

The Student Acceptable Use Policy ("AUP") outlines the appropriate and prohibited uses of Resources and technology and information resources by students at The College of Idaho.

## KEY TERMS

**Technology resources** means any hardware, software or other technology that produce, manipulate, store, communicate, or disseminate information, including but not limited to, any computers, computer systems, network devices, telephone systems, mobile devices, Internet of Things ("IoT") devices, or software applications regardless of ownership, which connect to The College's network. The policy covers student-owned and college-owned devices that join our network.

**Information resources** include: 1) all College information types (e.g.: academic, education records, personally identifiable information (PII), employment, social, medical, proprietary, customer, financial, safety, investigative, sensitive, confidential, administrative, research, professional, or as otherwise

defined by the College, by a specific law, by executive order, directive, policy, or regulation) and 2) the people, processes and technologies that store, process or transmit such information.

**Resources** means both Technology and Information resources collectively.

Students are encouraged to use The NIST Glossary, link <https://csrc.nist.gov/glossary/>, for technical or security related definitions of terms used in this policy.

### ACCEPTABLE USE POLICY

The College of Idaho is committed to fostering an environment of academic excellence, personal growth, and ethical responsibility. As such, students are expected to use technology and information resources (“Resources”) in a responsible, ethical and legal manner that aligns with The College's mission and values. The following guidelines outline acceptable use of Resources:

1. **Student Handbook:** All student use of resources should conform to the community conduct standards contained in The College of Idaho’s Student Handbook, and related policies and regulations.
2. **Academic Use:** Resources should primarily be used for academic purposes, including research, coursework, and communication with staff, faculty and peers.
3. **Respectful Communication:** Using Resources for harassment, discrimination, or other inappropriate behavior are strictly prohibited.
4. **Personal Responsibility:** Students are responsible for safeguarding their own accounts and devices, including creating strong passwords, avoiding the sharing of passwords, and using anti-virus and anti-malware software.
5. **Conduct:** Students are expected to engage in ethical and legal conduct while using Resources, including avoiding plagiarism, cheating, and other forms of academic misconduct.
6. **Network Security:** Students must comply with network security policies, including avoiding unauthorized access or use of network resources, and reporting any suspicious activity or security breaches.
7. **Legal Compliance:** Students must comply with all applicable laws and regulations related to Resource use, including but not limited to those related to data privacy, information security, and intellectual property.
8. **Personal Use of College Network:** Students may connect personal devices to the College network. The College network may be used for personal use, but such use may not interfere with academic or work-related activities or violate any other policies or regulations.
9. **Computer required:** Students require access to a computer to be academically successful. The College recommends students obtain a laptop with a Microsoft operating system. The College also provides computer labs with 24X7 access for students.
10. **MFA on Mobile Phones:** Students will install a free Multifactor Authentication application on their phones to get access to College systems. Multifactor authentication is required for access to some Resources. Students who do not have a mobile phone should contact IT.
11. **Personal Device Passwords:** All personal devices shall be password-protected, and The College recommends that all personal devices have up-to-date antivirus software installed. Students are responsible for ensuring that their devices are secure and protected against malware or unauthorized access.



12. **Bandwidth usage:** The College may limit the amount of bandwidth that students can use for nonacademic purposes such as gaming and streaming to prevent students from interfering with the ability of other students to use the Internet for academic purposes.
13. **College Email:** Students are assigned a collegeofidaho.edu email address (“user ID”) when they enroll. This user ID should be used primarily for academic purposes, and limited personal use is allowed. Students should understand that their College email, user ID, and all related content will be deleted when they leave the College (e.g.: upon graduation).
14. **Personal Email:** Students should use an alternate email address for their personal email and personal communications such as: social media, online banking, and online shopping.
15. **Academic Applications and Office365:** Students should learn to use Microsoft Office products including but not limited to Outlook, Teams, and OneDrive. Students are entitled to install the Office suite applications on their phones and computers. Students should also learn to use Canvas and Self Service.
16. **Responsible Use of Social Media:** Students are expected to use social media ethically, responsibly, legally and in accordance with College policies.

If students are unsure whether or not use of any technology is acceptable, it is always best to err on the side of caution and ask your faculty member for clarification, or ask the IT department.

#### PROHIBITED ACTIVITIES

The following activities are strictly prohibited in order to maintain a safe, secure, and ethical technology environment at The College of Idaho aligned with our mission and values.

1. **Illegal Activities:** Students may not use Resources for illegal activities, including but not limited to hacking, unauthorized access, identity theft, or distribution of illegal material.
2. **Unauthorized Access:** The unauthorized access or use of any Resource, including but not limited to computer systems, networks, and data, is strictly prohibited.
3. **Hacking:** Students may not attempt to test security safeguards, attempt to gain unauthorized access to or circumvent security of any building, room, computer, mobile device, network, or computer system, or to disrupt the normal operation of these systems whether owned by The College or other students.
4. **Card Key:** Any attempt to bypass, or hack card key access is prohibited.
5. **Malicious Software:** Students may not attempt to introduce viruses, malware, or other forms of malicious software onto Resources.
6. **Commercial Use:** Students may not use the Resources for personal gain, or commercial purposes. Exception: Students may use Resources to raise funds for ASCI student clubs with written authorization from Business Office and Student Affairs before doing so.
7. **Harassment and Discrimination:** Students may not use Resources to harass, discriminate, threaten or intimidate others based on their race, gender, sexual orientation, religion, or any other personal characteristic.
8. **Gambling:** Students may not use Resources for gambling.
9. **Inappropriate Content:** Students may not access or distribute inappropriate content, including but not limited to pornography, hate speech, illegal drugs, or violent material.
10. **Copyright Infringement:** Students may not use Resources to infringe upon the copyrights of others, including but not limited to using or distributing pirated games, media, software, or copyrighted material without permission.



11. **Academic Misconduct:** Students may not use Resources to engage in academic misconduct as defined in the current Student Handbook.
12. **Unauthorized Devices:** Students may not use devices that could compromise the security or stability of the technology environment, are used for malicious purposes, or that violate the privacy or safety of others. Unauthorized personal devices include:
  - a. Personal networking equipment (e.g.: using routers, switches, or servers when present on-campus).
  - b. Equipment to establish a personal Wi-Fi network connected to the College's network.
  - c. IoT and Wi-Fi enabled devices that are unable to use a College issued Wi-Fi key to join the wireless network.
  - d. Devices or software that are a threat to the security of College Resources.
  - e. Devices that consume excessive network, or power.
  - f. Students may not establish a Virtual Private Network ("VPN"), whether software or device, to: connect to the College's network, access any website or online service that is blocked by The College, or circumvent any security measures that are in place to protect the College's network or systems (e.g.: bridge the College's network to an outside network).
  - g. Any other device that creates an unacceptable risk to the mission and values of The College.
13. **Generative AI content as a substitute for academic work:** Students may not use content sourced from Generative Artificial Intelligence tools as a substitute for their own academic work. Students may not claim ownership or authorship of any content generated by these tools, as it is considered a violation of the College's Academic Dishonesty and Misconduct policy. Exceptions are allowed if student AI use is specifically authorized by faculty (e.g.: an assignment to use AI tools or content for class).
14. **Data Security:** Students may not store, transmit or process any sensitive College data on personal cloud storage or non-college file-sharing services without proper authorization. (e.g.: Google Drive is not authorized). Students may not transmit FERPA protected information over College provided email.
15. **Email Monitoring:** Students should be aware that their email messages may be monitored and read by authorized College personnel during the performance of their duties. Email messages are filtered for security purposes and may be blocked without notice to the student.
16. **Sharing Access Credentials:** The sharing of access credentials, including user IDs, accounts, passwords, card key access, or wireless keys is prohibited. Impersonating another person by using their access or sharing of passwords is prohibited.
17. **Attacker engagement:** Students should discontinue communication with an online attacker or harasser, and report it immediately to Campus Safety or the IT Department, which includes incidents where a student account is compromised, or they are scammed, harassed or threatened while online.
18. **Excessive Use:** Excessive use of Resources can negatively impact the availability and reliability of Resources for other students. If The College determines that a student's use of Resources is excessive and is causing disruption or a negative impact on The College's ability to provide these resources, The College may request that the student reduce or limit their use. If the student does not comply with this request, The College may take appropriate action, which may include limiting or suspending the student's access to these resources.

19. **Restricted Internet Access:** The College may restrict access to, or utilization of, internet resources from our network when use is: excessive, illegal, unethical, against policy or interferes with the ability of students to use network resources for academic purposes.
20. **Misuse of College Technology Resources:** Any other misuse such as the inappropriate, unauthorized, illegal or harmful use of Resources, or use of technology in violation of the Student Code of Conduct or any law not explicitly listed above is strictly prohibited.
21. **Threat Response:** IT will disconnect any device or software from the network, upon discovery, without notice to the user if it is found to violate this policy.

If students are unsure whether or not use of any Resource is prohibited, it is always best to err on the side of caution and ask your teacher or the IT department.

## PASSWORD POLICY

The password policy specifies how passwords should be created, managed, and used to ensure the security of student data, and college systems data.

1. **Password complexity:** Passwords must be at least fourteen (14) characters long and must include three of the four-character types: UPPERCASE, lowercase letters, numbers, and special characters.
2. **Password expiration:** Passwords must be changed at least once per year. Users will receive an email notification reminding them to change their password 14 days before it expires.
3. **Changing a password:** Students can change their password at [password.collegeofidaho.edu](https://password.collegeofidaho.edu) at any time. The password expiration is set on the anniversary of the last password change.
4. **Password reuse:** Do not use a previous password when changing a password. Also, students, and student organizations may not reuse their College account password on other non-academic accounts such as: personal social media, streaming sites, gaming platforms, banking, tax, personal finance websites.
5. **Password sharing:** Passwords may not be shared with anyone, ever.
6. **Password storage:** Passwords must be stored in a secure manner, using encrypted password management software.
7. **Password recovery:** Users who forget their password must follow a password recovery process that includes identity verification.
8. **Multifactor-factor authentication (MFA):** Students must use MFA to access any system or application where required. Students are required to set up and use MFA to gain access to certain systems or applications as required by The College. Most students install Microsoft Authenticator to their cell phone to meet this requirement. The College can provide alternatives to phone MFA when needed.

By following the password policy, students can reduce the risk of unauthorized access to its systems and data, protect against data breaches, and promote a culture of security awareness.

## POLICY EXCEPTION REQUESTS

Students may request exceptions to this policy from the IT department. Exceptions are granted for valid academic purposes.

## HOW TO CONTACT IT

IT staff supports students with assistance for connectivity, learning tools like Teams or Canvas, and other general IT help requests. IT also administers The College's information security program. Non-emergency questions, issues, or concerns about information security should be sent to helpdesk.

1. **Regular Hours:** IT is on campus Monday through Friday from 8:00 AM to 5:00 PM, unless The College is closed. Our IT office, in Covell Hall, is open for appointments and walk-in help.
2. **Helpdesk:** Contact IT by email [helpdesk@collegeofidaho.edu](mailto:helpdesk@collegeofidaho.edu) or call 208-459-5777.
3. **After Hours or Emergency:** Campus Safety is located in Hendren Hall and is open 24 hours a day, 365 days a year. An on-duty officer can be reached at 208-459-5151. An on-duty officer can reach IT after hours in an emergency.

## SYSTEM MONITORING

The College of Idaho reserves the right to monitor the use of its Resources, including but not limited to computers, networks, software, email, internet, and other electronic devices and services. The College may also investigate incidents related to the use of Resources, including suspected violations of this policy, without prior notice to students.

In the course of monitoring and investigating Resource use, The College may access and review student communications, files, and other data stored on College-owned or controlled systems. The College will make every effort to respect the privacy of students, but it cannot guarantee confidentiality of any information stored or transmitted using College Resources.

## INCIDENT HANDLING

An incident refers to an event or occurrence that deviates from expected behavior or disrupts normal operations. Incidents can be unintentional or inadvertent and may not necessarily result in harm or damage. For example, in the context of information security, an incident could be a system outage, unauthorized access attempt, or detection of malware.

A violation, on the other hand, is a deliberate breach or disregard of rules, policies, or standards. Violations indicate knowing, willful, and negligent disregard for security regulations, and result in, or could be expected to result in, the loss or compromise of classified information. Violations require an inquiry and/or investigation.

The College follows the below incident response procedure in the event of student account compromise, a type of incident:

1. **Containment:** The first step is to isolate the affected system or user account by disconnecting it from the network or disabling the account. This helps prevent the attacker from further compromising other systems or stealing more data.
2. **Password reset:** Any compromised user accounts will have their passwords reset immediately.
3. **Account(s) suspended:** Any compromised user account will be temporarily suspended.
4. **Microsoft 365:** The user account is signed out of all Microsoft 365 sessions and has access blocked.
5. **Investigation:** The incident is investigated to determine the scope and extent of the compromise. This may involve reviewing logs, interviewing affected users, and conducting forensic analysis. If the incident is determined to be a violation, then the process follows the AUP Violations process listed below.

6. **Notification:** Once the extent of the compromise has been determined, the incident response team may notify affected users, students, faculty and staff.
7. **Malware removal:** If malware is suspected to be the cause of the compromise, all affected systems will be scanned and any malware removed.
8. **Phish removal:** If phish email is present, all email boxes will be scanned and any phish messages removed without notice to the email box owner.
9. **Remediation:** The next step is to remediate any vulnerabilities or weaknesses in the system that allowed the compromise to occur. This may involve additional training, patching software, updating security configurations, or implementing additional security controls.
10. **Recovery:** Once the system has been secured, it can be returned to normal operations. Compromised students will be required to change their passwords to ensure that compromised credentials are not used again.
11. **Remedial Training:** The user who was compromised may complete remedial security training to reduce the risk
12. **Post-incident review:** After the incident has been resolved, a post-incident review may be conducted to identify lessons learned and make recommendations for improving the incident response process in the future.

The response to incidents, and mitigation of violations of security policies may lead to investigations. By using or accessing The College's Resources, students agree to cooperate with any investigation and to comply with all corrective actions taken by The College.

## REPORTING VIOLATIONS

The College of Idaho encourages all students to report any violations of the Acceptable Use Policies outlined in this Student Handbook. If you believe that a violation has occurred, please contact the Information Technology Department or Department of Campus Safety as soon as possible.

- **Campus Safety:** ([campussafety@collegeofidaho.edu](mailto:campussafety@collegeofidaho.edu) / 208-459-5151)
- **Helpdesk:** ([helpdesk@collegeofidaho.edu](mailto:helpdesk@collegeofidaho.edu) / 208-459-5777)

All reports will be taken seriously and investigated promptly. Please provide as much information as possible, including the date, time, location, and description of the incident, as well as any supporting evidence or witnesses.

Retaliation against any student who makes a report or participates in an investigation is strictly prohibited and will not be tolerated. The College of Idaho is committed to creating a safe and respectful community for all students, and reporting violations of technology policies is an important part of maintaining that community.

## AUP VIOLATIONS

The College of Idaho expects all students to adhere to the Acceptable Use Policy, and Standards of Conduct in this Handbook. Violations of these policies will not be tolerated, and may result in suspension of access and disciplinary action.

IT will initiate corrective action if a probable violation of the Acceptable Use Policy (AUP) is identified. The following steps are used in the process.

1. **Identify the Violation:** The first step is to identify and document the incident and potential violation.

2. **Perform Incident Response:** IT will follow incident response procedures to contain and limit any damage.
3. **Gather Evidence:** Once identified, IT will gather all relevant evidence. This could include logs, user reports, and any other data that supports the claim of a violation.
4. **Complaint:** When IT has reason to believe a Violation has occurred, IT will file a complaint using an [Incident Report](#) with Campus Safety.
5. **Consult the Student Handbook Standard of Conduct and General Student Conduct Procedures** to understand the nature of the violation and the prescribed course of action.
6. **Investigation:** Investigations are conducted by IT and the Department of Campus Safety. The investigation shall be conducted within a reasonable time period, but generally no longer than 15 working days.
7. **Involve Relevant Stakeholders:** Depending on the severity of the violation, it may be necessary to involve Dean of Students, Dean of Undergraduate Faculty or the Dean of Graduate Studies. This could also include IT personnel, or legal experts and initiate General Student Conduct Procedures as necessary.
8. **Enforce the Policy:** Apply the appropriate consequences as outlined in the Student Handbook.

For more information, see the “General Student Conduct Procedures” section of this Student Handbook. Any disciplinary action taken will depend on the severity of the violation, the student's past behavior, the impact on The College community and due-process-procedures provided in this Handbook. In addition, The College of Idaho may take legal action in cases where the violation involves illegal activities or breaches of the law.

## APPLICABILITY

This policy applies to all students of The College of Idaho who use or access The College's Resources, including but not limited to computers, networks, software, email, internet, and other electronic devices and services provided by The College. This policy also applies to all students who choose to bring personal devices such as computers and cell phones onto campus and connect them to The College's network.

The policy applies at all times, including when students are on campus or off-campus, and when using student-owned or college-owned devices to access college Resources.

This policy applies to all forms of communication and information, including voice, text, and video communication, as well as any other technology-based activities that are associated with or facilitated by The College of Idaho's Resources.

By using or accessing The College's Resources, students are agreeing to comply with all policies and guidelines related to their use.

## INTELLECTUAL PROPERTY

### 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:

- 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, 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.
- Patentable works such as machines, processes, materials, biological agents, devices, and software excluded from copyright.
- 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 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 their 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 their 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 their 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.

## LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS

The College of Idaho's Department of Campus Safety maintains a close working relationship with the Caldwell Police Department, the Caldwell Fire Department and the Canyon County Sheriff's Office. The campus community is expected to cooperate with these agencies.

## LEAVE OF ABSENCE POLICY

### GRADUATE PROGRAMS

For leave of absence policies and procedures for The College's graduate programs, *see* the Graduate Catalog.

### UNDERGRADUATE PROGRAM

#### 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 request a Voluntary Leave of Absence for up to four consecutive semesters. Students who do not return within two years will be re-classified as withdrawn from the College; and withdrawal policies and procedures will then apply (note: the two years in leave of absence status will count toward the six-year catalog timeframe).

The Voluntary Leave of Absence process is initiated with the Dean of Students. Students receiving financial aid are advised to consult the Student Financial Aid Office before requesting a Voluntary Leave of Absence in order to verify how their financial aid package might be impacted. International students are advised to consult the DSO Office before requesting a Voluntary Leave of Absence.

The Dean of Students may grant a Voluntary Leave of Absence for medical reasons at any time during a semester or session, so long as appropriate medical documentation is provided.

#### 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.

An Involuntary Medical Leave of Absence may be issued if:

The student is deemed by the College as a threat to themselves (which cannot be mitigated if the student remains on campus) or a threat to others; and/or 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 an Involuntary 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.
2. Explore reasonable accommodations that mitigate threats and disruptions in order to allow the student to remain on campus.
3. Provide the student an opportunity to present information about their 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 forfeited.



The Dean or designee will issue an Involuntary Medical Leave of Absence in writing (email to the student's College of Idaho address) 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 an Involuntary 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.

## MEAL PLANS

All full-time undergraduate students are required to participate in a meal plan. Limited or no food service is available during breaks, including the fall, Thanksgiving, December holiday, winter, spring, or other breaks. During some breaks, food may be available for purchase. The College also maintains a food pantry for supplemental needs.

Dining services, including where and how they will be offered to students, are subject to the discretion of the College and may be modified in response to public health concerns, emergencies, or other unforeseen circumstances.

## MISSING STUDENT POLICY

The following policy and procedures have 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, 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 guardians, or other confidential contacts (which can be designated at Campus Safety) 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 operation of motorized vehicles on College property, 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.

## MOTORIZED VEHICLES

No unauthorized operation of motorized vehicles (of any type or size, including electric scooters and electric bikes) allowed on College property. Operation of motorized vehicles is limited to appropriately designated roadways and parking lots.

Unauthorized use of College vehicles constitutes a violation of College policy.

## PARKING

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, booting, 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.

### ACCESSIBLE PARKING

Marked accessible spaces are available in each parking lot. Temporary parking permits for College accessible spaces are available from Campus Safety. Vehicles parked in an accessible 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.

### PARKING LOTS

All students, faculty and staff with valid permits may park in any of the general parking lots located next to the JA & Kathryn Albertson Activity Center, the McCain Student Center and Jewett Auditorium. Additional parking is available in the Anderson, Simplot, Village, and Hayman parking lots. The fee for student parking permits is \$115.00 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 as part of their employment package and are obtained through 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 Campus Safety's 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 debt collection 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 General parking lots or designated spaces adjacent to Cruzen-Murray Library. Visitors who received parking citations in error or during large scheduled events should contact their College host or Campus Safety at (208) 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 Campus 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.

**All Campus parking lots require a Campus parking permit. This includes the JAAC and the McCain lots.** Parking permits are available [online](#) or in person at the Campus Safety office in Hendren Hall.

- Parking in Campus lots without the required permit will result in a \$30.00 fine.
- Handicap Accessible parking violations are \$250.
- 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. Illegally parked vehicles are subject to a \$30 fine and may be towed at owner's expense.
- Red Curbs and fire lanes are for emergency vehicles only. Blocking these areas will result in a citation of \$75.00 and vehicles may be towed at owner's expense.
- All other violations of parking regulations will be subject to a \$30.00 fine for each offense.
- The Hayman/Voorhees basketball court may be used for temporary loading/unloading only. Parking for extended periods of time is prohibited and could result in a \$30 fine.
- The visitor parking spaces in front of Hayman and the Cruzen-Murray Library are for Campus visitors only, and are not student parking.
- If your vehicle is damaged or missing, call Campus Safety at (208) 459-5151.
- Parking permits are the property of The College of Idaho. Resale and/or transfer of permits is prohibited.
- Use or possession of lost/stolen permits may result in a \$30.00 fine, permit revocation and judicial action.
- Individuals who have unpaid citations or fines may have a hold placed on their student account, and/or vehicle towed at owner's expense.
- Parking on campus may be restricted for special events and/or athletic home games. Advisories for displaced parking are emailed to all campus accounts.

**The College of Idaho is not responsible for loss or damage of vehicle or any contents left in the vehicle.**

Lock your vehicle. Keep all valuables locked and out of sight. While Campus Safety actively patrols parking lots, all such risks are being assumed by the owner. Only a license to park is granted.

## NO CONTACT / COMMUNICATION REQUEST

An occasion may arise that causes a student to think it is best to cease communication and/or contact with another student. In these cases, that individual can contact a Student Advocate - (208) 459-5555 to assist in communicating this with the other student. An Advocate can provide a template and offer College resources such as counseling. This is not a disciplinary process, nor is it an official directive of the College. Rather, this process is meant to prevent a future problematic incident between the individuals.

Once this communication has been delivered, the College anticipates that both students will adhere to it. Not following this communication may become a violation of the College's [Bias & Harassment Prevention Policy](#). In this case, the College will begin an investigation, as outlined in the General Student Conduct Procedures. A student who wishes to pursue a mutual no-contact order due to allegations of a Title IX violation or other sexual misconduct should contact the Title IX Coordinator, Jodi Nafzger at [titleix@collegeofidaho.edu](mailto:titleix@collegeofidaho.edu) or 208-459-5139.

If at any time a student believes that their safety is at risk around another individual, that student should contact the local police, as well as the Campus Safety office.

## NOISE AND QUIET HOURS

Members of the campus community are expected to be courteous about the noise they create at all times when present on-campus, and must adhere to Caldwell city ordinance which states:

Between the hours of eleven o'clock (11:00) P.M. one day and seven o'clock (7:00) A.M. the next day, it shall be unlawful for any person, or business to make, cause, or allow loud or offensive noise by means of voice, musical instrument, horn, radio, loudspeaker, automobile, machinery, other sound amplifying equipment, or any other means which disturbs the peace, quiet, and comfort of any reasonable person of normal sensitiveness residing in the area. "Loud or offensive noise" is that which is plainly audible within any place of residence, business, hospital, farm property with animals, or restaurants other than the source of the sound at a distance of one hundred fifty feet (150') or more from the source of such sound.

## RELIGIOUS ACCOMMODATIONS

The College of Idaho values the rich diversity of spiritual expression and practice found among its campus community and promotes a campus community of unrestricted academic inquiry, free religious expression and an environment in which diverse faith perspectives are practiced with dialogue and respect. It is therefore the policy of the College that students who miss class, assignments, or exams to observe a religious holiday must be accommodated as follows: (i) absences may not be counted as a missed class in any course in which attendance is a measure of academic performance; (ii) reasonable extensions of time must be given, without academic penalty, for missed assignments; and (iii) exams must be reasonably rescheduled without academic penalty. Where a religious holiday occurs during the first week of the term/semester, students who miss the first meeting of a class due to religious observance may not be dropped from the course roster, provided that they have given advance notice to the Dean of Students of the need to miss the class due to a religious holiday.

Accommodations for observance of a religious holiday will not be retroactively activated. As such, students must inform DALE of their need to observe a religious holiday reasonably well in advance of the

absence, preferably at the beginning of the term/semester by completing the Religious Accommodation Request Form. Upon receiving the completed form, DALE will review to determine whether to approve the accommodation. If the requested accommodation is approved, DALE will electronically send a Faculty Notification Letter to the student's faculty members and to the student, which will include information about the absence(s), the reason for the absence and the approved duration of the absence and which must be acknowledged by the faculty member(s) and the student.

Upon notification of the absence(s), each faculty member shall excuse the student from in-person attendance in class according to this Religious Accommodations Policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual faculty member as soon as possible, ideally before the absence occurs, to arrange to complete any required work.

Any faculty member with concerns regarding the academic implications of a particular student's religious observance of holidays may seek guidance from DALE, and/or as relevant, the Dean of Undergraduate Faculty or the Dean of Graduate Studies. If a faculty member fails to follow this Religious Accommodations Policy, the student may appeal the faculty member's decision in writing to, as relevant, the Dean of Undergraduate Faculty or the Dean of Graduate Studies.

## RESIDENCY REQUIREMENT

A hallmark of a College of Idaho's undergraduate education is the residential campus experience. Residents make life-long friendships, connect with classmates, and explore autonomy and healthy decision-making in our residence halls. Our upper-class students may discover the thrill of creating a living space that is uniquely theirs in our apartments or rental houses, or they 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 unmarried or without an equivalent partner, and who do not have dependent children, live in campus housing for six semesters (typically three years). Every effort is made to provide on-campus housing to full-time undergraduate students who are under 26 years old. Other students may live on campus as appropriate space permits.

Family housing is available to students with dependent children. The College owns a limited number of houses in the south blocks of campus and these houses can be utilized as family housing. Family housing is prioritized for students with dependent children, and then staff and faculty. These houses are available on a first-come, first-serve basis. Pricing for these houses is determined by the number of rooms and includes sewer, water, and trash.

Students may petition this Residency Requirement Policy using the [Request for Release from Residency or Meal Plan Requirement](#) which can also be found on the *Forms* page of the Residential Life webpage. All residency and meal plans are based on the entire academic year. If approved, the student will be charged a daily room and board rate that will be based on the date they checkout of the residence hall and the last usage of their board plan.

## ROOF AND WINDOW ACCESS

Unauthorized access to roofs or fire escapes of on-campus buildings or using windows of on-campus buildings for entry or egress creates a potentially hazardous situation and is prohibited. Nothing is to be thrown from, hung from, or obstruct a window, roof, or balcony/porch of an on-campus building.

## 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

Pursuant to the Sex Crimes Prevention Act, information concerning registered sex offenders may be obtained by contacting the Idaho State Police Headquarters via mail (700 S. Stratford Dr., Meridian, ID 83642) or by phone at (208) 884-7000. You may also view the Idaho State Police's [sex offender registry](#).

## SMOKING AND TOBACCO

The College of Idaho is strongly committed to maintaining and improving the health and well-being of its community members. Smoking and other tobacco use is therefore not permitted on College property and violations could result in judicial action including removal from college housing. The Idaho Clean Air Act prohibits smoking within 20 feet of any entrance or exit of an educational institution. "Smoking" means inhaling and exhaling smoke, vaping, using a hookah pipe, or burning or carrying any lighted cigar, cigarette, pipe, or other product, in any manner or in any form.

## SOLICITATION AND ENTREPRENEURSHIP

Commercial solicitation is strictly prohibited. The operation of any commercial business from College facilities is prohibited unless authorized by the Vice President of Student Affairs, Vice President of Finance & Administration, or their designee.

## STANDARDS OF CONDUCT

Standards of behavior that The College of Idaho consider 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.

## 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's Catalog and this Student Handbook. Any action, activities or behaviors that are inconsistent with these rights and norms are prohibited, and may result in judicial action. These include, but are not limited to, the following categories:

- Theft of, or non-accidental damage to property;
- Knowingly receiving, retaining, or disposing of lost or mislaid property;
- Unauthorized entry into, unauthorized use of, or misuse of College property and/or computer systems and data;
- The operation of a motorized vehicle (including electric scooters or e-bikes) on College property other than designated roadways;

- Misuse of, or tampering with, fire alarm systems, smoke detectors, emergency lighting, fire extinguishers, exit signs or other safety and security equipment;
- Acts which harm or are intended to harm, intimidate, or humiliate others 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;
- Infringing on the rights of other community members;
- Engaging in lewd, indecent, or obscene behavior on College property or at a campus function or event is prohibited (the College may also follow up on incidents of lewd and indecent behavior that occurs off campus when brought to our attention).
- 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 Handbook, may be considered misconduct and inconsistent with the reasonable standards of behavior that The College of Idaho expects from its students.

## 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** – “[A]ny 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 they have 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 Law Enforcement Unit records, medical and psychological treatment records, and sole possession notes.

**Law Enforcement Unit Records** – According to the Department of Education, "Law enforcement unit records (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

**Sole Possession Notes** – Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

## ANNUAL NOTIFICATION

Students are notified of their FERPA rights annually by publication in this Student 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 their 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.

## 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.
- Certain Title IX records (see [Title IX Policy](#)).

## 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

RECORD	LOCATION	CUSTODIAN
Admissions Records	Hendren Hall	Registrar and Dean of Enrollment
Academic Records	Hendren Hall	Registrar
Health Records	Hendren Hall	Health and Wellness Center Director
Financial Records	Hendren Hall	Director of Student Financial Aid and Controller
Educational Placement Records	Covell Hall	Education Department Chair
Internship Placement Records	Jewett Hall	Director of Internships
Conduct Records	McCain Student Center	Vice President for Student Affairs
Title IX	Sterry Hall	Title IX Coordinator

### 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 they wish 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 them.

#### *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. (This process does not include grades. Please follow the grade mediation process outlined in the Catalog if you believe a grade is incorrect.) Following are the procedures for the correction of records:

- A student must ask the Dean of Students 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 their 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 them of their 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 an 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 their 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 them. (§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))
- To appropriate parties in order to address a health or safety emergency, when necessary to protect the health or safety of the student or other individuals. (§99.31(a)(10) and 99.36)

#### PUBLIC OR DIRECTORY INFORMATION

Public or Directory information refers to “...information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” (1988 Final Regulations) FERPA allows institutions to specify certain elements of the education record as directory information. Such directory information may be disclosed without student consent.

The College of Idaho has designated the following items as public "Directory Information":

- Student name
- Address (local and home)
- Telephone listing (local and home)
- Electronic mail address
- Photograph
- Date and place of birth

- Major and Minor fields of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

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. Student can obtain a copy of this report by contacting the Department of Campus Safety or [on their webpage](#).

### 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 the Institutional Research Office's website. It is also available upon request. In compliance with the Campus Security Act, the College is furnishing the following additional information:

The College of Idaho's Department of Campus Safety is the safety and security division of the College. Officers are assigned to this department after a 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 received by the College are forwarded to the Dean of Students (or their designee) or Title IX Coordinator so that the best interests of students, employees and the community can be served. The College of Idaho 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 (208) 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.

## SURVEILLANCE AND RECORDING POLICY

### USE OF SURVEILLANCE EQUIPMENT AND SOFTWARE

Surveillance equipment may only be placed on campus and monitored by authorized College personnel or as part of a legal request from law enforcement. The use of surveillance equipment and systems must be coordinated with The College of Idaho's Department of Campus Safety as appropriate in order to prevent or deter crimes, protect public safety and to facilitate official Campus Safety investigations into criminal activities or violations of campus policy. When necessary, surveillance may be performed by law enforcement personnel as part of a lawful investigation, or information gathered by the College's surveillance systems may be provided to law enforcement. Evidence provided by surveillance may be used to begin an investigation if illegal activities or policy violations are recognized during any use of the system.

The College's surveillance equipment is not a continuously-monitored system. All incidents should be reported to Campus Safety or by dialing 911 in an emergency.

### AUDIO RECORDING OF INVESTIGATIONS AND CONDUCT PROCEEDINGS

The College of Idaho may record certain proceedings. Undisclosed private audio recordings of any meeting or proceeding as part of an official College investigation are prohibited.

### VIDEO RECORDING AND PHOTOGRAPHING

Video recording and photographing of campus buildings and events taking place in areas open to the public is allowed by those with a right to be on campus, provided it does not interfere with official College business or endanger the safety of others.

## WEAPONS

The College of Idaho is committed to maintaining a safe and secure environment for all of its students and employees. The College aims to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

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 the person's intended use, are capable of inflicting serious injury. Because these items pose a clear risk to persons and property on The College of Idaho

campus, violation of the regulations may result in administrative action from the College or prosecution under the appropriate city, state, or federal law.

- No person 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. Weapons, ammunition, and/or any other types of explosive material are strictly forbidden inside campus owned housing units.
- A student residing in an on-campus residence area who wishes to bring a hunting or target weapon with them to school shall check it in with Campus Safety immediately upon arriving at school and may check it out just prior to use.
- Firearms storage facilities are available at Campus Safety's office located in Hendren Hall near the Student Services Entrance. Residents must complete a firearms storage request form prior to storing any weapon inside the Department of Campus Safety storage facility.
- The College of Idaho's 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 themselves or others. Campus Safety 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 in the performance of their duty.

#### WINTER TERM

To register for classes in Winter Term, students must be paid in full for Fall Term or have made acceptable arrangements with the Business Office. If a student withdraws during Winter Term or before the 10<sup>th</sup> day of Spring term, a daily room and board rate will be charged to the student based on withdrawal date and/or residence hall check-out date.

### FREQUENTLY ASKED QUESTIONS

#### **WHAT IF I LOSE MY ID CARD?**

If you lose your ID card, you will be required to pay \$20 to have it replaced. If you have meal service, report a lost card to Bon Appetit 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.

#### **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.

- \$45.76: 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.
- \$7.25: Production of the Coyote, the student-run campus newspaper
- \$6.48: Mainstage Productions, the production company that supports all productions by The College's theater department.
- \$19.00: Outdoor Recreation Department (Outdoor Program), which is responsible for planning and organizing outdoor-related activities for students.
- \$48.00: 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.
- \$8.51: Student Union Building (SUB) Committee, which is specifically responsible for student programs and the atmosphere in the McCain Student Center.
- \$10.50: ASCI EC Special Projects
- \$6.50: Athletic Department
- \$14.00: High Impact Practices Grant
- \$15.00: Council for Diversity and Inclusion
- \$4.00: ASCI Food Pantry
- \$2.50 ASCI Intramural Committee

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 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.

#### **IF I LIVE ON-CAMPUS, WHAT IS MY MAILING ADDRESS?**

The College of Idaho - 2112 Cleveland Blvd.- Your Student Mailbox # - Caldwell, ID 83605

#### **WHAT IS MY EMAIL ADDRESS?**

[First name.last name@yotes.collegeofidaho.edu](mailto:First name.last name@yotes.collegeofidaho.edu) For example: wiley.coyote@yotes.collegeofidaho.edu

## **GENERAL 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 student organizations, and through the regulation and use of College facilities. Disciplinary proceedings play a role in this process.

The student conduct procedures are the College's response to students and student organizations alleged to have violated campus rules and expectations. These policies and procedures 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 College's student conduct procedures and through criminal or civil proceedings. This does not constitute double jeopardy.

The administration of discipline offers procedural equity to the accused student or student organization. The student conduct procedures, including the right to appeal a decision, are outlined in this policy. Students and organizations 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 conduct officer or committee or the Student Judicial Board (for more information, see the "Student Judicial Board" section below).

1. **Complaint** – Anyone can file a complaint using an [Incident Report](#), or pursuant to the procedures outlined in the "Academic Dishonesty and Misconduct" section above, a complaint may be referred to, as relevant, the Dean of Undergraduate Faculty or the Dean of Graduate Studies (or their designee).
2. **Investigation** – In the case of a filed [Incident Report](#), investigations are conducted by the Department of Campus Safety. In the case of a complaint submitted under the "Academic Dishonesty and Misconduct" section above, investigations are conducted by, as relevant, the Dean of Undergraduate Faculty or the Dean of Graduate Studies (or their designee).

The investigation shall be conducted within a reasonable time period, but generally no longer than 15 working days. Extensions may be granted for good cause. *See also* the "Interim Action Pending Investigation" section below.

(Note: The complainant and respondent have the right to have one person of their choice excluding any material witnesses, accompany them throughout the entire process (a "representative"). This person cannot play an active role in the process and is present only in an advising and support role for the student.)

3. **Probable Cause Determination** – After investigation, as relevant, the Dean of Students, the Dean of Undergraduate Faculty or the Dean of Graduate Studies (or their designee) will render one of the following decisions:
  - a. There is no conduct violation; or
  - b. There is probable cause sufficient to justify adjudication via a conduct hearing.



4. **Notice of Hearing** – A Notice of Hearing letter is sent simultaneously to the individual(s) involved in the matter requesting they appear before a conduct officer/committee or the Student Judicial Board.

If the matter involves a respondent(s) or involves a student organization, and the respondent(s) or the student organization officer(s) fail to appear, a hearing takes place without the respondent(s) or the student organization officer(s) in accordance with the “Failure to Appear and Conclusion Without Response” section below.

5. **Hearing** – Hearings may be conducted by a conduct officer/committee or the Student Judicial Board. Hearing guidelines will be circulated in advance of the hearing (for hearing guidelines for an Organizational Conduct Hearing, see the “Organizational Conduct Procedures” section below).

The hearing is confidential and closed to the public. Only the conduct officer/committee or Student Judicial Board, the student(s) involved in the matter, and the student’s representative (or if a student organization is involved, the student organization officers and the organization’s chapter advisor(s)) may attend the hearing. During the hearing, the student or student organization explains their actions and may be questioned, and the investigator(s) and witnesses may be called at the discretion of the conduct officer/committee or Student Judicial Board.

6. **Conclusion** – At the conclusion of the hearing, the conduct officer/committee or Student Judicial Board makes a decision based upon preponderance of evidence (more likely than not).

If the conduct officer/committee or Student Judicial Board finds that the student or student organization violated The College’s conduct standards, they shall proceed to consider sanctions, and within 15 working days after the hearing, send the student(s) or student organization a Notice of Findings letter, indicating the factual findings, reasons supporting the violation and sanctions imposed.

Conversely, where the conduct officer/committee or Student Judicial Board determines that the evidence does not support a showing that a conduct standard was violated, the conduct officer/committee or Student Judicial Board will notify the student(s) or student organization and the matter will be considered closed.

7. **Sanctions** – see “Sanctions” section below.

8. **Appeals** – see “Appeals” section below.

#### INTERIM ACTION PENDING INVESTIGATION

The Dean of Students or designee has the discretion to temporarily suspend a student or student organization 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 conclusion whenever in the Dean's judgment the continued presence of a student or constitutes a danger to the student or the safety of persons or property, or the seriousness of the allegations warrants such action.

## FAILURE TO APPEAR AND CONCLUSION WITHOUT RESPONSE

Students, or if relevant, student organization officers are required to appear for campus student conduct proceedings when requested to do so by an investigator, conduct officer/committee or the Student Judicial Board. The failure of any student or student organization officer to appear for a conduct proceeding could be grounds for disciplinary action. If a student or student organization officer fails to appear for a conduct proceeding or is unable to attend as a result of criminal proceedings, the conduct officer/committee or Student Judicial Board may move forward with reviewing the available evidence and make a determination.

## SANCTIONS

Misconduct, and thus the College's response to misconduct, varies widely. Sanctions depend upon the severity of the misconduct, previous conduct violations, 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 or student organizations that fail to complete or fulfill assigned sanctions within the time allowed are subject to additional disciplinary actions, which may include fines, increased sanctions, academic holds, notation on transcripts, and/or suspension or expulsion from the College. Suspension and/or expulsion from the College must be approved through the Dean of Students.

## APPEALS

The complainant or respondent may appeal any decision made in the event of:

- Significant procedural error,
- An unreasonable sanction, or
- New and relevant information that was not available at the time of the investigation.

A written letter outlining the basis for the appeal and including all relevant information in support of the appeal must be filed with, as relevant, the Dean of Students, the Dean of Undergraduate Faculty or the Dean of Graduate Studies (or their designee) within five (5) working days of the decision. The relevant dean (or their designee) will review the written appeal and decide if there are reasonable grounds to move forward with the appeal process. If there are not sufficient grounds for appeal, the conduct

officer/committee's or Student Judicial Board's decision will stand and is final. If there are sufficient grounds for the appeal, the Dean of Students, the Dean of Undergraduate Faculty or the Dean of Graduate Studies (or their designee) will make a final decision. In either case, the relevant dean (or their designee) will endeavor to issue a written decision to all involved parties within 15 working days of the receipt of the appeal.

## 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 Judicial Board agrees that students who have violated this Student Handbook should be held accountable through established procedures. The goals of sanctions are to encourage positive behavior change and self-responsibility. 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 College's Administration;
- to recommend to the relevant member of The College's Administration as identified herein all findings, sanctions and resolutions;
- to interpret the ASCI Constitution and to pass on the constitutionality of any legislation or executive action; and
- to render advisory opinions upon request of the Senate or of members of the Executive Council.

The Dean of Students has ultimate responsibility for student conduct procedures referred to the Student Judicial Board and can exercise procedural discretion as circumstances warrant.

## RESIDENCE LIFE

### GENERAL INFORMATION

The Office of Residence Life maintains three 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. 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.

Finney, Sawtooth and Owyhee are suite-style living that offer 2, 3, and 5-bedroom suites. All suites have a kitchenette, common space, and private restroom. These spaces are designed for Juniors and Seniors who want the convenience of living on-campus but more independence than our traditional residence halls.

The Village apartments offer 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 College of Idaho community.

The College also owns a small number of rental houses in the immediate neighborhood. These houses are available to students to rent. These houses are intended for students who have Junior or Senior standing who have already made a strong connection to the community and who now wish for a more autonomous living environment. While staff provides our house residents support and guidance (such as conflict mediation in roommate disputes), addressing house-management issues is the responsibility of the residents (such as paying bills on time and house cleaning and care).

## 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 full-time students must participate in a meal plan. Limited or no food options are available during the fall, Thanksgiving, December Holiday, winter, spring, and summer-breaks. During some breaks, food may be purchased by using Coyote Cash, or credit card. Dining services, including where and how they will be offered to students, are subject to the discretion of the College and may be modified in response to public health concerns, emergencies, or other unforeseen circumstances.

## SUMMER HOUSING

As space and the summer schedule permits, the College offers limited housing for a fee during the summer for current students. Because the College has limited support resources in the summer, housing is only offered to students in good academic, financial, and disciplinary standing. Summer housing is offered at the discretion of the Director of Residence Life. Students residing in summer housing must follow the same campus policies and community expectations as during the academic year. Additionally, summer housing residents need to be aware that summer is used to complete repairs and clean campus facilities. Students in summer housing may need to move frequently and maintain cleanliness in order to accommodate College work and event schedules.

## CAMPUS HOUSING AGREEMENT

- The College of Idaho has a six-semester residency requirement. All students under 25 as of the first day of classes who have not already lived on campus for six semesters (3 years), are required to live on campus unless that student has a spouse and/or dependent children. Students who have transferred in from another college where they lived on campus will be able to count those semesters toward the six-semester requirement. Exceptions are made for extraordinary circumstances, and/or if campus space does not allow for all students to be housed. Contact the Office of Residence Life for more information.
- To apply for on-campus housing at The College of Idaho, a new student must submit an Enrollment Deposit and a Community Living Agreement to the College. This is completed as part of the Admission process. Priority is based on the date the Enrollment Deposit is received.
- Current students apply for housing during the Room Draw process and by contacting the Office of Residence Life. By being assigned to campus housing, residents agree to an academic year commitment and to the College policies governing housing.
- Students who have not fulfilled the residency requirement and do not sign up for housing will be assigned a double room and charged accordingly.

- This agreement is a full academic year commitment. Any exceptions must be requested through submitting the [Residency or Meal Plan Petition Waiver Form](#).
- This agreement is a license to occupy College housing. Typically, students do not move between residence halls, the Village apartments, or rental houses, but the College reserves the right to relocate students if necessary.
- Students are not allowed to sublet any College residential space, nor are agreements transferable between students. (Rental house residents also sign an agreement for space in a rental house to help them better understand expectations specific to the rental house.)
- The non-enforcement by the College of any of these regulations or procedures, for any reason, shall not constitute a waiver of any subsequent breach of the same or any other regulation or procedure. The College assumes no responsibility or liability for failure to perform any terms or conditions of this agreement due to circumstances beyond its control.
- Housing in the residence halls does not include the December Holiday and summer breaks. The residence halls are closed during this time for maintenance projects and to ensure maximum safety and security. Limited housing is available during these breaks to international students, as well as athletic team members and other students who are required to remain on campus official College business. Students who wish to stay over these breaks must follow procedures prescribed by the Office of Residence Life.
- Students are responsible for knowing and complying with all regulations published in the Student Handbook and The College of Idaho Catalog. The College has the right to amend this agreement and may occasionally issue additional regulations concerning housing.
- It is important to remember that by living in College-owned residential facilities, the student is committed to the terms and conditions of the agreement. The College has the right to take disciplinary action against a resident and/or terminate this agreement for failure by any person occupying the residential unit to comply with the terms and conditions of this agreement.
- The College is an equal opportunity institution and offers living accommodations without regard to race, age, color, sexual orientation, national origin, or disability as provided for in Title VI and Title IX and sections 503 and 504 of the Rehabilitation Act of 1973 and the American and Disabilities Act of 1990.
- The College has the right, using established procedures, to suspend, withdraw or change accommodations, guest privileges or access to campus accommodations temporarily or permanently to any person(s) for health and safety reasons, for violation of College policies, for non-payment of College-related bills, due to an emergency, act of God, or other force majeure event.

## CANCELLATION OF CAMPUS HOUSING

- After Room Draw (housing selection) for continuing students, and once occupancy has begun for new students, a resident cannot cancel the agreement and resultant financial obligations without a financial penalty. A student may request an early termination by contacting the Office of Residence Life. Approval is typically granted only in extenuating circumstances (e.g., leave of absence, or withdrawal from the College). If the petition is denied and the student moves out, the student will be financially liable for the remainder of the period of the agreement and/or will be placed on a financial hold until complying with the residency requirement. Housing fees are prorated over the first 15 days of class based on the date the student checks out of College

housing. No housing refunds are given after the 15th day of class. Meal plans are prorated based on the number of weeks left in the semester, with Flex Dining dollars spent subtracted from the refund amount.

- The cancellation day is the date the student properly checks out. Students will be charged until they have checked out with a staff member and returned their keys.
- Returning students are charged a \$300 room cancellation fee for terminating their agreement after Room Draw but prior to occupancy.
- Any student suspended or expelled from College housing as a result of disciplinary action is financially responsible for the remaining balance of the residence agreement.
- The College expects all students in campus housing to attend classes regularly, show academic progress toward a degree, and maintain full-time status. Failure to attend classes on a regular basis, failure to demonstrate academic progress, or failure to maintain full-time status may result in cancellation of campus housing.

## LIVING IN CAMPUS HOUSING

- Room assignments will be made for all new students who have submitted their Enrollment Deposit and Community Living Agreement.
- Residents are required to complete an inventory and condition report with a member of the Residence Life Staff as part of room check-in. This will become the basis for the assessment of any charges that may be due as a result to damage or loss upon room check-out. Students also have the option to complete an online [Student On-line Room Inventory & Condition Form](#) to supplement the report completed with their RA at check-in. If the student does not complete the [Student On-line Room Inventory & Condition Form](#) within 24 hours, then room condition will be assessed based only on the report completed with the RA at check-in. It is the resident's responsibility to ensure that the report is an accurate reflection of the condition of the space. Rental house condition is catalogued through photos taken before occupancy. These are kept on file in the Residence Life office, and can be viewed at any time.
- Students must officially check in no later than 5 p.m. on the first day of classes in order to maintain their room assignment, unless otherwise approved by Residence Life staff.
- There is a freeze on room changes during the first two weeks of Fall and Winter terms. Students must complete established room change procedures (contact the Office of Residence Life) and may not change rooms without proper authorization from a professional staff member.
- Residence Life maintains a waitlist for new and continuing students' specific room requests. After this date the waitlist is dissolved. If necessary, a new waitlist will be formed once residents are allowed to move in the Fall, which is after the two-week room freeze. While every effort will be made to adhere to the order of the waitlist, the order in which students are moved, as well as the rooms to which they are moved is at the discretion of Residence Life staff.
- If before, or during the term of occupancy, one resident in a multiple occupancy living unit terminates their assignment, the remaining student(s) may be consolidated with a roommate assigned by the College. The College reserves the right to reassign and consolidate residents to other halls or living units at any time. A resident who is the sole occupant of a multiple occupancy living unit and chooses not to reserve their space as a double-single may be consolidated within their same residence hall or into another similar living unit. Failure to

consolidate under directive will result in additional housing charges. The College has the right to use a multiple occupancy living unit as a single residence in certain cases.

- Students who wish to request a specific roommate may do so by indicating the person on the Community Living Agreement or by contacting the Office of Residence Life. Each person must indicate the other person for the assignment to be made. Like room assignments, roommate requests will be honored whenever possible. However, space availability, waiting list priority, and prior assignments may have an impact on the College's ability to honor every roommate request. If roommates discourage or fail to accept the occupancy of an assigned roommate, they may be subject to disciplinary action. If residents fail to make room for new occupants, staff may consolidate or pack possessions and assess charges and/or the student may be removed from housing.
- The College has the right of entry to any room by authorized representatives for the purpose of establishment of order, repairs, maintenance, inventory correction, extermination, cleaning, elimination of conditions of annoyance, or in case of emergency or other reasonable purposes. College officials may search a living unit if they have reason to believe that a policy violation or illegal activities have taken place. Students may not deny access to College personnel attempting to exercise the College's rights or to perform the College's obligations.
- In some rare cases, irreconcilable differences with roommates are unable to be resolved through facilitated moderation and discussion. In these instances, the College will administratively reassign some or all of the residents involved.
- The College reserves the right to reconfigure housing and room assignments.
- Requests for a specific type of housing as a result of disability status are reviewed only after the student has registered with the Department of Accessibility and Learning Excellence (DALE). Though the College will attempt to find appropriate housing as requested, housing is limited and the College cannot guarantee any particular type of housing.
- **Notification of risk of exposure to contagious viruses:** The College of Idaho aims to provide a residential experience that complements and supports the academic experience while protecting the health and safety of our community, but this is not the College's responsibility alone. It is incumbent upon every member of the community to take steps to minimize the risk of infections and transmission.  
By living in campus housing, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses. Infection may result in serious illness, or even death. Infection may also result in needing off-campus medical services; paying for these, as well as transportation to and from medical services, is the student's responsibility.

Should a student become ill, while the College will offer its customary level of care, we have limited on-campus health care resources.

## CAMPUS HOUSING POLICIES

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.

The following policy statements have been established to protect the rights of all students. It is hoped you will understand the rationale for them. If you have any questions or comments, please contact a member of the Student Affairs staff.

Policies are developed for three general purposes: to ensure the health and safety of residents; to clarify the business transaction and protect the College's property; and to facilitate a reasonable living environment for residents.

Resident Assistants help maintain the standards for each community. These standards are based upon the Residents' Rights and Responsibilities.

### RIGHTS / RESPONSIBILITIES

- I have the right to a safe living environment.
  - I have the responsibility to be aware and to regulate who is in my hall community, including guests and visitors, and to know what is going on around me at all times.
- I have the right to a reasonably peaceful and quiet space to sleep and study.
  - I have the responsibility to observe quiet and courtesy hours, to keep stereo, television, and voices at a reasonable level, and to remind others that I expect the same from them.
- I have the right to choose my means of recreation and relaxation in and around the residence hall.
  - I have the responsibility to modify my behavior so that it does not interfere with the rights of others or the laws of the State of Idaho and The College of Idaho.
- I have the right to personal privacy.
  - I have the responsibility to respect the privacy of others and to assist the College in this effort.
- I have the right to confront another's behavior when it infringes upon my rights.
  - I have the responsibility to examine my own behavior as part of this equation and to be reasonable and mature, both when confronting another about their behavior and when being confronted about my own behavior.
- I have the right to information.
  - I have the responsibility to read and know the contents of the College of Idaho Student Life Honor Code and Residence Hall agreement, and to keep myself informed by being involved in student government, reading bulletin boards, and being timely in communicating concerns or problems to residence hall and college staff.

### POLICIES

**Alcohol:** Students of legal age who consume alcoholic beverages are expected to do so in moderation and in a manner that ensures other residents' rights to privacy, sleep, and study. Students 21 and over may store and consume (only with others who are 21 or older) alcohol in their rooms or in other locations deemed appropriate by College officials. Residence Life staff may initiate a welfare meeting with any student whose alcohol consumption is a concern in order to discuss behavioral and health resources. (See alcohol policy for more information).



**Bathrooms:** All residential facilities are equipped with both gender-specific and gender-neutral bathroom facilities.

**Bicycles:** Bicycles must be stored in designated bicycle storage available in-residence halls and the Village. Bicycles left in student housing after the end of the year are considered abandoned.

**Charges for repair and cleaning:** Repair and cleaning charges are billed as follows:

- Ceiling Tile - \$100
- Lighting Damage - \$300
- Patch and Paint –
  - 1 wall - \$150, 2 walls - \$200, 3 walls - \$250, 4 walls - \$300
- Floor Damage - \$100-\$400
- Key – 1 lost key \$25, both roommates lose key & doors need re-cored - \$75
- Blinds - \$100
- Cleaning - \$250 cleaning fee
- Ceiling Paint - \$250

**Cleaning:** Each residential unit is to be kept in order by its residents to maintain a comfortable, sanitary, and welcoming environment. Kitchens and common areas must be cleaned after use. Any cleaning necessary as a result of specific activities is the responsibility of those students in attendance. In the event that adequate health and safety standards are not being maintained or that the condition of the living unit discourages a roommate, or use by community members, the College may have the spaces cleaned at the resident's expense.

College custodial staff regularly cleans residence hall bathrooms and common areas. Village apartments, suites, and rental houses are cleaned each summer when vacated.

**Cleaning at Check-Out:** Students are responsible for the condition of their rooms, apartment, or house at check-out. When moving out of a living unit, it is the student's responsibility to remove all belongings and to clean the space. If the space is not adequately cleaned, residents must pay to have the living unit cleaned. There is an additional fee for disposing of furniture, tires, electronics, appliances, or other items that cannot be disposed of in a dumpster.

**Common Area Spaces:** Each residence hall has common area study and lounge facilities. These facilities are intended for use by all members of the community. Removal of furnishings from these areas is prohibited, as it hinders all residents' ability to use the space. Students who wish to use common area space for official functions must fill out an Event Registration Form through the Student Involvement Department.

**Community Nuisance:** Some activities are not meant to take place indoors and by doing so add to wear and tear of the facility, as well as create a safety hazard and a nuisance to members of the community. Residents are asked to be mindful of their activities in College owned housing, and to monitor the impact the activity has on the community. If any activity becomes a nuisance, it may be prohibited.

**Community Responsibility:** The enforcement of campus policies is the responsibility of all members of the campus community. Students are expected to take reasonable actions to confront behavior that is in

violation of community or campus standards. Any student present when a policy violation occurs may also be held responsible for the violation, even if that student is not directly involved.

**Damage:** Students are billed for damages through their student account, or, in the case of a deposit, subtracting the cost of repair from the deposit. The cost to repair damage when it is not clear who caused it will be divided equally among all residents of a living unit

**Decorations:** Decorations are allowed within your room and private living area. The only materials that may be used to hang decorations or other items to walls are double-sided tape, command strips, and small tacks. Nails and screws are prohibited. Windows and door exteriors, porches and balconies, as well as all common areas in housing are considered public spaces, and to maintain a safe and welcoming environment for all students, nothing may be hung or displayed without prior approval from Residence Life staff. Any material that creates a hostile or intimidating environment may be a violation of the College's [Bias & Harassment Prevention Policy](#). Empty alcohol containers may not be displayed in public spaces.

**Electrical Appliances:** Televisions, stereos, alarm clocks, irons, microwaves, hot pots, coffee pots, small refrigerators, and other appliances with self-contained heating units may be used in the residence halls. Open-element appliances such as hot plates, toasters, electric fry pans, and halogen lamps are prohibited and may be confiscated. Use of fire or smoke-producing items such as Bunsen burners, portable stoves, kerosene lamps, candles, pipes, cigarettes, e-cigarettes, or any other smoking or vaping product is prohibited. Induction heat ovens are also prohibited. To keep fire hazards to a minimum, cooking is allowed only in the kitchen facilities provided in each residence hall. Similarly, joining more than one extension cord or surge protector ("daisy-chaining") is prohibited. If the number of otherwise permitted appliances operating on a single circuit creates a danger of circuitry overload, a College official may issue instruction for the safe use of the appliance in question or prohibit use.

**Fire Safety:** Covering or disabling a smoke detector or other fire detection or safety device (including exit signs) is prohibited and could result in a \$500 fine, and/or suspension from the residence halls or college. In rental houses, residents are responsible for making sure that their detectors are working and fire places may not be used. Fire Department personnel, Campus Safety personnel and/or Residence Life staff may enter rooms and living area during fire alarms to ensure compliance with evacuation procedures. The College reserves the right to assess living units and/or individuals for the cost of responding to false alarms.

**Guest:** A guest is defined as a person not assigned to a particular room, apartment, or house but who is in the room, apartment, or house at the invitation of an occupant. A resident's privilege to have a guest is subject to the following limitations:

- A host of a guest must have the permission of roommate(s). Since the residents of a residence hall room, apartment or house are the ones most aware of the actions in that room, apartment or house, the Residence Life staff must rely on the roommate(s) to bring any guest policy infractions to their attention. If a roommate(s) is uncomfortable with guests in the room, apartment or house they can seek the help of the Residence Life staff to rectify the situation.
- The presence of guests must not restrict the free access of floor or building residents to all common spaces and private spaces they may have or create any situation that infringes on the right of the roommate(s) to remain undisturbed.

- The presence of a guest must not be constant or continuous.
- A guest may not occupy a student's room, apartment, or house when the student is not present.
- A resident may not give a guest a College issued key or ID card.
- The resident must accompany the guest inside the building.
- Residents are responsible for the behavior of their guests and visitors. Residents may be subject to disciplinary action for the misconduct of a guest or visitor and are liable for any damages caused by a guest or visitor.
- A person may be denied permission to be a guest in the future by Residence Life staff. Such action shall be taken when a staff member assesses that the person may pose a potential threat to students and/or property, that the person's presence becomes detrimental to the community, or that the person is not willing or able to abide by established College policies. The person shall be informed of the reason when they are asked to leave.
- Residents are responsible for reporting the presence of guests who are minors (under 18) to residence life staff and registering them in the RA Office.

**Keys:** Room, entry, and in some cases storage keys are issued to residents at the beginning of occupancy. Keys are to be used only by the person to whom they are issued and may not be transferred or given to another person. It is illegal to duplicate College keys. Lost or stolen keys present a security risk and must be reported immediately to Residence Life staff. Residents will be charged for the cost of re-coring the door. This covers the cost of new key(s), a replacement lock, and labor to replace the lock. Possession of a master key is prohibited and represents a serious violation of trust and safety; possession of a master key could result in expulsion from the College.

**Pets:** Fish that can be kept in aquariums no larger than 20 gallons, service animals, and animal companions required for documented assistance purposes are allowed.

**Recycling:** Blue recycle bins are located in many living units. Large, green dumpsters are also available throughout campus.

**Repair requests:** Requests for facility repairs should be submitted via a work order. Requests can also be made to a Residence Life staff member. By making a repair request, a student is authorizing College staff to enter that student's room or living unit to make the requested repair.

**Residence Hall Enhancement Fee:** The Residence Hall and Enhancement fee of \$55 provides funds for the enhancement of common area spaces, yearly deep cleaning as necessary, and programming, and other services that benefit the residential community. If damage occurs in a common area and the individuals responsible are not identified, the cost of the repairs may be charged against the enhancement funds for the respective living unit. The Office of Residence Life reserves the right to use these fees for building improvements and other related needs. These fees are not refundable. Residents may also be assessed additional fees in living areas with high amounts of damage.

**Room Furnishings:** As a rule, room furnishings cannot be taken out of residence hall rooms or Village apartments. With approval from Residence Life staff, if a resident would like to bring their own furnishings to replace those in the room, the resident must pay a \$100 storage fee, move the items to storage, and then return the items at check-out.

**Safety to Self and Others:** The Dean of Students or Director of Residence Life (or designee) may temporarily suspend or reassign a resident to another facility, restrict a resident from specific facilities, and/or terminate that resident's College housing, pending an investigation and/or hearing whenever, in the judgment of the College, the continued presence of a resident in a particular facility constitutes a danger to that resident, to the safety of other persons in the community or to College property, or the seriousness of the allegations warrant such action. The Office of Residence Life reserves the right to deny living arrangements to any student when the student's presence may be detrimental or disruptive to the living unit or pose a risk to the physical or mental well-being of the student or others.

**Safety Hazards:** Maintaining a safe campus is a community responsibility. No person shall create a safety or health hazard in any College housing through either their behavior or articles in their possession. Some furnishings, such as waterbeds and home-made lofts, create fire and other hazards and are prohibited.

**Storage:** Personal belongings cannot be stored in hallways, stairwells, and common areas of residence halls. Limited storage is available. To use this storage, residents must register with Residence Life and may have to pay a fee. The College is not responsible or liable for any items damaged or stolen while being stored in campus facilities. Items left after the end of the academic year will be considered abandoned property and disposed of by Residence Life staff. Students who store items over the summer, withdraw, or take a leave of absence (voluntarily or involuntarily), but fail to return to the College the following semester, must make arrangements for pickup or shipment of all items within 30 days of the start of the following semester. The student is responsible for all associated costs. Any items left after the 30 days will be discarded or donated.

**Telephones:** Students are responsible for supplying their own phone. Residence halls have a community-use telephone located outside of each RA Office. Rental houses have ports for phone hook-up.

**Waste/garbage:** Large blue dumpsters are located throughout campus. It is the resident's responsibility to dispose of their trash in appropriate containers. Students are expected to dispose of bodily fluids in the appropriate receptacles, such as a toilet or garbage can.

#### **NOISE AND QUIET HOURS**

Residents are expected to be courteous about the noise they create at all times. Quiet hours are from 10 p.m. to 10 a.m. Sunday through Thursday, and midnight to 10 a.m. Friday and Saturday. Quiet hours may extend to the space outside of, and adjacent to a residence hall. During finals, quiet hours will be extended to 24 hours a day beginning on the last day of classes until exams are over. Items such as amplified speakers and subwoofers are not conducive to community living environments and should not be used in the residence halls.

#### **NOXIOUS ODOR**

A noxious odor is any aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Examples include, but are not limited to, body odor, smoke, incense, perfume, air freshening spray, spoiled foods, garbage, or dirty laundry. When a noxious odor can be localized to a particular room, the resident(s) and/or guests are responsible for taking immediate corrective action.

#### **COMMON AREA USE**

Each residence hall maintains common area spaces such as study lounges, game rooms, and volleyball courts. Residence Life staff and/or designated groups determine specific purposes and hours of operation.

## SEXUAL MISCONDUCT & TITLE IX

It is against The College of Idaho policy and prohibited by Title IX of the Education Amendments of 1972 to discriminate based on sex in education programs and activities. Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including sex-based harassment, dating violence, domestic violence, sexual assault, stalking and bias (hate) crimes based on sex. Students are protected in all aspects of the College's educational programs and activities regardless of their sex, sexual orientation, gender identity, sex characteristics, sex stereotypes, or pregnancy and related conditions.

The Title IX Coordinator for The College of Idaho is Jodi Nafzger ([titleix@collegeofidah.edu](mailto:titleix@collegeofidah.edu) / (208) 459-5139). Any inquiries regarding Title IX compliance should be directed to the Title IX Coordinator and/or the Office for Civil Rights.

In accordance with the College's [Sexual Misconduct Policy](#) and Title IX federal regulations, the College will initiate a formal or informal grievance process upon receipt of a formal complaint. The grievance process may also be initiated by the Title IX Coordinator when deemed appropriate and necessary as it pertains to the safety of our campus community. The formal grievance process will consist of an investigation by a trained investigator(s), a hearing with a trained decision maker, a finding, and sanctions, if applicable. The complainant or respondent may appeal the decision to the Title IX Coordinator and an appeal decision maker. All conversations associated with a formal complaint and grievance process will be recorded by the College. Undisclosed private audio recordings of any meeting or proceeding as part of an official College investigation are prohibited.

For detailed information regarding the conduct prohibited by Title IX as well as the procedures associated with the formal grievance process, see The College's [Sexual Misconduct Policy](#).

## REPORT AN INCIDENT

If you have been a victim of or a witness to a sexual misconduct or Title IX safety or security incident, you may [report it online](#) directly to Campus Safety. Pursuant to Title IX, all employees are "mandatory reporters". A mandatory reporter has the duty to report to an official with authority (Campus Safety, Human Resources, Residence Life, Student Affairs, etc.) Title IX incidents as soon as they become aware of them. Reporting does not necessarily initiate the Title IX or sexual misconduct process. The process is initiated by filing an official complaint with the Title IX Coordinator, which can also be filed through Campus Safety. Only licensed professional counselors, the Campus Minister and trained student advocates are exempt from this provision and may keep reports confidential.

## SUPPORTIVE MEASURES

Sexual misconduct will not be tolerated on campus. Students or employees who have experienced sexual misconduct may suffer from one or more common, but highly stressful, reactions. These include depression, self-blame, intense anxiety, confusion, or fear. These reactions may continue long after the assault. Discussing the experience with a trained professional can be very helpful. The following College and community resources are available:

### Campus Resources – Students

- Campus Safety: (208) 459-5151 (available 24 hours, 7 days per week)
- Title IX Coordinator: Jodi Nafzger – [titleix@collegeofidaho.edu](mailto:titleix@collegeofidaho.edu) / (208) 459-5139
- Dean of Students: Paul Bennion – [pbennion@collegeofidaho.edu](mailto:pbennion@collegeofidaho.edu) / (208) 459-5846

### Campus Confidential Resources – Students

- Advocates: (208) 459-5555 (available 24 hours, 7 days per week)
- Counseling Center: (208) 459-5188
- Campus Minister: (208) 459-5282

### Campus Resources – Employees

- Campus Safety: (208) 459-5151 (available 24 hours, 7 days per week)
- Title IX Coordinator: Jodi Nafzger – [titleix@collegeofidaho.edu](mailto:titleix@collegeofidaho.edu) / (208) 459-5139
- Director of Human Resources: Nancy Johnson-Cassulo – [njohnsoncassulo@collegeofidaho.edu](mailto:njohnsoncassulo@collegeofidaho.edu) / (208) 459-5680

### Campus Confidential Resources – Employees

- IBH Employees Assistance Program: (800) 395-1616 (available 24 hours, 7 days per week)

### Community Resources

- Nampa Family Justice Center <https://www.cityofnampa.us/190/Nampa-Family-Justice-Center>
- Faces of Hope <https://www.facesofhope.org/>
- Women's and Children's (WCA) Alliance <https://wcaboise.org/>
- Idaho Coalition Against Sexual and Domestic Violence: <https://idahocoalition.org/>
- WCA 24-Hour Domestic Abuse & Sexual Assault Hotline (208) 343-7025
- National Sexual Assault Hotline <https://www.rainn.org/> (800) 656-4673

## WHAT SHOULD I DO?

Students or employees who experience sexual misconduct are often unsure what to do. If you believe you or someone you know has experienced sexual misconduct, 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.
- Report the incident to campus authorities to receive supportive measures and be given the option to file a formal complaint.
- Report the incident to appropriate law enforcement authorities.

## THE IMPORTANCE OF REPORTING

The College strongly urges students or employees who have experienced sexual misconduct to come forward and report in order to receive supportive measures and be given the option of filing a complaint about their experiences to campus officials and/or appropriate law enforcement (the report can be confidential – see “confidential resources” listed above). Not only do the reports help identify potential predators, but more importantly, they connect students and employees to invaluable resources that may help them deal with the inevitable repercussions that follow such a traumatic event.

## REPORTING SEXUAL MISCONDUCT

Filing a formal complaint with the College does not commit a student or employee to pressing charges with local law enforcement, but the information provided about an incident or individual may be critical to preventing further violence. Where there is reason to believe that an incident of sexual misconduct has occurred, the complainant has the following reporting options:

- [File a report](#) with the College. Once a report has been filed, a Campus Safety officer or Title IX Coordinator will be reaching out to provide supportive measures and the option to file a formal complaint.
- File a report with local law enforcement authorities. Reports to local law enforcement authorities may be made to any of the following:
  - 911
  - Caldwell Police Department – Non-Emergency Dispatch: (208) 454-7531

Campus Safety is also available to help facilitate reporting to local law enforcement.

- Notify any College personnel (note: every employee is a mandatory reporter, who has an obligation to notify campus authorities, except: licensed professional counselors, campus ministers, and trained student advocates). 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.

Reports to the College may be made to any of the following:

### Campus Resources - Students

- Campus Safety: (208) 459-5151 (available 24 hours, 7 days per week)
- Title IX Coordinator: Jodi Nafzger – [titleix@collegeofidaho.edu](mailto:titleix@collegeofidaho.edu) / (208) 459-5139
- Dean of Students: Paul Bennion – [pbennion@collegeofidaho.edu](mailto:pbennion@collegeofidaho.edu) / (208) 459-5841
- Residence Life: (208) 459-5846

### Campus Resources - Employees

- Campus Safety: (208) 459-5151 (available 24 hours, 7 days per week)
- Title IX Coordinator: Jodi Nafzger – [titleix@collegeofidaho.edu](mailto:titleix@collegeofidaho.edu) / (208) 459-5139
- Director of Human Resources: Nancy Johnson-Cassulo – [njohnsoncassulo@collegeofidaho.edu](mailto:njohnsoncassulo@collegeofidaho.edu) / (208) 459-5680

- File a confidential report with a College licensed mental health counselor, campus minister or student advocate, acting in their official capacity, who guarantees that no name shall be

attached to the report unless permission is given to do so. This report will be used by the College's Administration to track trends, to plan educational awareness programming, and to address other community safety concerns, but the student's or employee's name will not be disclosed and no official actions will be taken without the student's or employee's permission (as allowed under law).

Confidential reports to the College may be made to any of the following:

Students:

- Advocates: (208) 459-5555 (available 24 hours, 7 days per week)
- Counseling Center: (208) 459-5188
- Campus Minister: (208) 459-5282

Employees:

- IBH Employees Assistance Program: (800) 395-1616 (available 24 hours, 7 days per week)

## ACCESSIBILITY SERVICES – Students

Students with disabilities may request reasonable accommodations at any point throughout the reporting and grievance process. In order to do so, students must be registered with the Department of Accessibility & Learning Excellence (DALE) and been approved by DALE for accommodations related to a disability. If, upon the start of the reporting and grievance process, a student is not registered with DALE for approved accommodations, the student should immediately complete the steps necessary with DALE to initiate services. For more information, see The College's Student Disability Accommodations Policy. The student may request reasonable postponement of the grievance process in order to complete the process to obtain approval for accommodations.

If and/or when a student is registered with DALE for approved accommodations, the student should contact the Title IX Coordinator in writing to request accommodations associated with the grievance process. The Title IX Coordinator will collaborate with DALE to evaluate and arrange for reasonable accommodations. Information received or provided as part of the grievance process prior to the official notification of a request for accommodations is considered valid, as is the integrity of the grievance process up to that point, and will not be considered as grounds for appeal.

## COLLEGE RESPONSE TO SEXUAL MISCONDUCT

The College of Idaho will promptly investigate all allegations of sexual misconduct, and take appropriate measures to ensure the safety of our campus community. The College may pursue enforcement of its own policies 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 policies have been violated. 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. All conversations associated with a formal complaint and grievance process will be recorded by the College. Undisclosed private audio recordings of any meeting or proceeding as part of an official College investigation are prohibited.

## FORMAL GRIEVANCE PROCESS

Below is an overview of the formal grievance process associated with complaints filed regarding a violation of The College's [Sexual Misconduct Policy](#). For detailed information regarding the conduct



prohibited by The College of Idaho and Title IX as well as the procedures associated with the formal grievance process, see The College's [Sexual Misconduct Policy](#).

1. Incident is reported to the Title IX Coordinator, Campus Safety or another "mandatory reporter." Supportive measures will be offered.
2. Complainant has the right to file a formal complaint. In lieu of that, Campus Safety and the Title IX Coordinator will determine if a formal complaint will be filed on behalf of the College.
3. Interim Actions:

The Dean of Students (or designee) has the discretion to take actions, up to and including temporarily removing a respondent student from the College's education program or activity on an emergency basis. The Director of Human Resources or designee has the discretion to take actions, up to and including, temporarily placing a respondent employee on an administrative leave of absence from the College or restricting the respondent employee from specific facilities on an emergency basis. The above discretion may be undertaken provided that the College:

- Undertakes an individualized safety and risk analysis,
  - Determines that an immediate threat to the *physical* health or safety of students justifies removal, and
  - Provides the responding party with notice and an opportunity to challenge the decision immediately following the removal.
4. Investigation –Investigator(s) will conduct an investigation and a notice of investigation will be sent simultaneously to the complainant and the respondent. The complainant and the respondent have the right to have an advisor (for students, an advocate will be offered through the Advocate Center) or one person of their choice (excluding any material witnesses) accompany them throughout the entire process. This person does not play an active role in the process and is present only as support.
  5. Informal Resolution – At the College's discretion, under limited circumstances, and only with the willing cooperation of the complainant and respondent, the College may facilitate an informal resolution utilizing licensed counselors or other trained informal resolution facilitators. Should either complainant or respondent change their mind and not want to engage in this process at any time before or during the process, they have the right to do so. In that event, the College will resume the Grievance Process. However, if the Informal Resolution process is completed, then the matter is considered closed by the College.
  6. Investigative Summary – An investigative summary is provided to complainant, respondent, and Title IX Coordinator for final review and clarification. If the investigative summary indicates the allegation is unsubstantiated or there is insufficient evidence, the Title IX Coordinator will notify the complainant and respondent of such and the process will conclude (the complainant or respondent may still appeal).

7. Conduct Process- If the Title IX Coordinator determines that the matter must proceed to a hearing, the matter will proceed to one of two processes:
  - A. TITLE IX – If the matter falls within the jurisdiction of Title IX, the matter will proceed to a live hearing in accordance with federal requirements. In accordance with federal requirements, this will be a live hearing with cross-examination by each party’s advisor, including cross-examination of relevant witnesses. The complainant and the respondent must be accompanied by an advisor for the live hearing process. If a party proceeding to hearing does not have an advisor, a trained advisor will be provided by the College. Complainant and/or respondent can also opt to use their own personal advisor. Protocol on the role of the advisor will be provided to each party.
  - B. OTHER SEXUAL MISCONDUCT – If the matter falls outside the jurisdiction of Title IX, but nevertheless is a violation of The College’s [Sexual Misconduct Policy](#), the matter will proceed to a hearing in which a notice of hearing letter is sent to the individuals involved requesting they appear before a conduct officer. During the hearing, the complainant and respondent have an opportunity to make a statement.
8. Notice of Conclusion – In either process, a hearing officer(s) will reach a conclusion based on the investigative summary, the hearing, and communication with involved parties. Hearing officers notify complainant and respondent in writing of the College’s decision. The College uses a preponderance of evidence (more likely than not) standard for determining conclusions.
9. Appeal – Both complainant and respondent have the right to appeal the hearing officers’ decision. (For more information, see the “Appeals” section in The College’s [Sexual Misconduct Policy](#).)
10. Sanctions – Student or employee complete any sanctions articulated in the Notice of Conclusion.
11. Petition: Students Only – Suspended students may petition to return to good standing and re-enroll at the College (see “Petition Process” below).

The College of Idaho makes reasonable efforts to complete the grievance process within a timely manner.

#### PETITION PROCESS – Students

1. Suspended student must provide a written statement (no later than one month prior to the desired start term) to the Dean of Students and Title IX Coordinator requesting to return to the College (no sooner than the sanction permits). The statement should minimally include:
  - Reasons for returning, and any other relevant information supporting the petition to return.
  - Documentation of the completion of all assigned sanctions (pending expiration of the suspension).
  - A transcript from any higher education institution attended during the suspension from the College, as well as a letter indicating good academic standing at that institution.

2. The College will notify the complainant of the petition.
3. The Dean of Students and Title IX Coordinator will review the petition and consult relevant College personnel, as deemed necessary. The College reserves the right to request additional information (in writing or in person) from the suspended student before making a decision.
4. The Dean of Students and Title IX Coordinator will notify the respondent and complainant in writing of the decision. The College reserves the right to approve a petition contingent on certain conditions.

## TRAINING AND EDUCATION OF RESOLUTION TEAM

College personnel are selected and trained annually to fill the roles of investigators, informal resolution facilitators, and where applicable, hearing and appeal officer(s). Training materials are available through the Title IX Coordinator, Campus Safety or the Human Resources office, (For more information, see Appendix E of the [Sexual Misconduct Policy](#)).

## STUDENT INVOLVEMENT

### GENERAL INFORMATION

The Student Involvement Department provides advisory and administrative support for all student organizations on campus, including ASCI Executive Council, Program Council, Greek Life, Student Senate, and the Student Union Building Committee. Involvement outside of the classroom gives students the opportunity to hone their leadership skills while interacting with their peers, faculty, administration, staff, and the broader community. Involvement in ASCI roles and student organizations enables students to share interests and skills and learn from one another. The Student Involvement Department helps enrich the educational experience through engaging, supporting, and inspiring students to become active members of the College of Idaho community.

For graduate students, The College has developed student involvement support and services that are specific to your graduate program to foster an active and dynamic community among our graduate students. For more information, contact the director/chair of your graduate program.

### MISSION

To enrich the value of undergraduate education through engaging, supporting, and inspiring all students to become active members of our community. By integrating in-class and out-of-class learning, we provide positive experiences which promote personal growth.

## CLUB & ORGANIZATION REGISTRATION AND OVERSIGHT

- **Club & Organization Registration** – Any undergraduate student club/organization must be recognized by the College in order to: (1) recruit new members; (2) reserve space on campus for meetings or events; (3) request funding from ASCI Senate; (4) be listed on the College website; (5) advertise; or (6) be allocated a printing code. All clubs and organizations, separate from the individual members, are subject to the policies in this Student Handbook and must adhere to the campus Events policies. In order to register as a club/organization, the group must:
  - Complete a Club Registration form.
  - Select a president and treasurer (required officers).

- Have at least five student members.
- Obtain a full-time member of the faculty, staff, or Administration as an advisor.
- Either submit a constitution or make sure the most recently updated version (no more than three years old) is currently on file in the Student Involvement Department.
- Have the president and treasurer attend a mandatory programming orientation session and complete the officer training.

PLEASE NOTE: *Any group that is a hate group OR is affiliated with and/or aligned with a hate group will not be allowed to register as a student organization at The College of Idaho. Determination of what qualifies as a hate group will be based in part on recognized [hate groups](#) and [hateful ideologies](#) as defined by the Southern Poverty Law Center.*

- **Club & Organization Advisors** – All clubs are required to have an advisor who is a full-time member of the faculty, staff or Administration. While the level of involvement is to be determined by the advisor and the club, the minimum expectations are as follows:
  - To attend the annual on-campus advisor training or arrange an alternative training time with the Student Involvement Department.
  - To act as a resource to the officers and members of the club in a non-classroom/non-teaching environment.
  - To assist the club in all phases of its operations.
  - To sign appropriate forms implying knowledge of the organization’s activities and fiscal status, but not assuming fiscal responsibility.
  - To provide approval for any program or transaction that exceed \$250.
  - To serve as a liaison between old and new officers and The College’s Administration, providing stability and continuity of operation.
  - To assist in determining goals and in evaluating the group’s progress toward reaching those goals.
  - To serve as a chaperone or supervise programs or projects when deemed necessary by the Student Involvement Department.
  - To verify student membership as needed.
  - A member of the faculty/staff may not serve as an advisor to more than three student groups at one time, with the exception of those who do so by virtue of the position with the College.
- **Club Sport Registration** – A “club sport” is defined as a group of students organized for the purpose of furthering their common interests in an activity through participation and competition separate from College athletics and intramural programs. For safety reasons, each club sport will be limited in membership (consideration will be taken for each club). All students participating in club sports must be full-time, fee-paying students. All club sports are subject to the policies in this Student Handbook and must adhere to the campus Events policies. In order to register as a club sport, the group must:
  - Complete a Club Registration form.
  - Select a president and treasurer (required officers).
  - Have at least five student members.
  - Obtain a full-time member of the faculty, staff or Administration as an advisor.

- Either submit a constitution or make sure the most recently updated version (no more than three years old) is currently on file in the Student Involvement Department.
  - Have the president and treasurer attend a mandatory programming orientation session and complete the online officer training.
  - Obtain a volunteer coach (or show funding to pay for a coach) who has the credentials to ensure that students are taught proper technique and rules for the associated sport.
  - It is the responsibility of the club to have a liability waiver on file for every member.
- **Competitive Club Sport Coaches** – All club sports are required to have an advisor who has direct experience coaching/playing the sport. If the faculty/staff advisor does not have the necessary experience, it is up to the club to find a coach in addition to the faculty/staff advisor. The coach must:
    - Register with the Department of Human Resources and complete mandatory Sexual Harassment Training.
    - Pass a background check.
      - It is the responsibility of the club to provide the funds to process the background check on their coaches.
    - Attend/oversee club practices.
    - Attend/oversee club competitions.
    - Travel with the club for any off-campus practices and competitions.
    - Check the safety and usability of equipment and facilities.
    - Abide by, and enforce, College of Idaho policies.
- **Fraternity and Sorority Registration** – All students participating in fraternities and sororities must be full-time, fee-paying students. All fraternities and sororities, separate from the individual members, are subject to the policies in the Student Handbook and must adhere to the campus Events policies. In order to register as a Greek organization (fraternity or sorority), the group must:
    - Be a chartered organization pre-approved by the College.
    - Complete a Club Registration form.
    - Selected a president and treasurer (required officers).
    - Have at least five student members.
    - Obtain a full-time member of the faculty, staff, or Administration as an advisor.
    - Provide the Student Involvement Department with a list of all off-campus advisors.
    - Either submit a constitution or make sure the most recently updated version (no more than three years old) is currently on file in the Student Involvement Department.
    - Submit a copy of their Greek organization's chapter bylaws.
    - Have the president and treasurer attend a mandatory programming orientation session and complete the online officer training.
    - Provide the college with a certificate of insurance listing the college as additionally insured and showing proof of insurance for alcohol, hazing, and sexual assault liability coverage.

## ORGANIZATION CONDUCT PROCEDURES

Any student organization reported for violating standards of conduct will undergo a conduct process following the procedures outlined in the "General Student Conduct Procedures" section above and may

be subject to an Organizational Conduct Hearing. The Organizational Conduct Hearing seeks to determine whether or not an organization as a whole has supported or encouraged behavior that violates student conduct, whether through direct actions or organizational culture.

If it is determined that a hearing is warranted, the Organizational Conduct Hearing will be conducted using the following guidelines:

1. All undergraduate chapter officers should be present at the hearing. They may be accompanied by their chapter advisor(s), although advisors are not allowed to participate in the hearing.
2. The hearing will be opened with introductions, followed by a review of the hearing procedures by one of the conduct officers.
3. A conduct officer will recite the allegations against the organization, as stated in the notice.
4. The chapter may make an opening statement if they so wish.
5. A Campus Safety investigator will present the findings of their investigation to the conduct officer(s) and chapter officers.
6. The conduct officer(s) may ask the investigator and the organization questions regarding the allegations.
7. The organization may make a concluding statement if they so wish.
8. The organization's chapter advisor(s) may make a supporting statement (not an argument) if they so wish.
9. Hearing is adjourned.

## ACTIVITIES AND EVENTS

- **Reserving Space On-Campus** – All student reservations for space on campus (indoor and outdoor) is managed by the Student Involvement Department. Student groups are not allowed to advertise any event until they have reserved a location and received confirmation that the space is reserved. Spaces on campus must be reserved at least 3 weeks in advance and most spaces are reserved on a first come-first served basis.
- **Room Usage** – Student groups who use spaces on campus are expected to treat those spaces with respect. Return the room to its regular condition (pick up your garbage and put the chairs and tables back where they belong). *(If you have a room reserved and it is in poor condition when you arrive, call Campus Safety to document the condition of the space).*
- **Event Registration** – All student group activities and events must be registered through the Student Involvement Department. In order to register an event, the group must reserve a space on campus and obtain a reservation number at least 3 weeks before the activity or event and complete an Event Registration Form at least 1 week in advance. Any activity or event that does not have an Event Registration Form by the deadline will be cancelled and the space may be given away. The only group function that does not require an Event Registration Form is a regular meeting; if the regular meeting is used for a group activity (i.e. self-defense lessons as a safety program) then there must be an Event Registration Form on file with the Student Involvement Department. The College reserves the right to limit the number of attendees at student events.

Note: The College will not officially register any event that is affiliated with and/or aligned with a hate group or engages in hate speech. Determination of what qualifies as a hate group will be based in part on recognized [hate groups](#) and [hateful ideologies](#) as defined by the Southern Poverty Law Center.

- **Advertising** – A student group may not publicize any program in any way (including posters, email, social media, etc.) before the program has been approved and confirmed by the Student Involvement Department. Advertising must be in good taste and can neither discriminate on the basis of race, religion, gender, sexual orientation, national origin, age, disability, or marital status, nor promote inappropriate behavior or behavior which violates campus policies.
  - Recognized student clubs/organizations may post fliers in campus buildings on designated bulletin boards with the permission of staff in that building. To post in resident halls, permission must be granted by an appropriate staff member.
  - Posters may not be placed on directional signs or outdoor campus maps.
  - Posters may not be placed on glass doors/exits per fire code.
  - Chalk may be used, but must be limited to sidewalks around the McCain Student Center.
- **Off-Campus Events** – During any College-sponsored or College-approved event that takes place off campus, all campus policies still apply to student conduct and behavior. For the purposes of those events, off-site locations are considered an extension of College property.
- **Contracts** – All agreements between a student group (including ASCI committees/offices) and an 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. If a student has signed a contract or made a firm verbal agreement, the College is under no obligation to adhere to the terms of such agreement and the student will be responsible for the outcome of the contract. Contracts must be submitted as part of the event registration process.
- **Events with Alcohol** – In addition to the general alcohol policies in the Student Handbook, the following policies and expectations apply to all activities/events involving students hosted by any student club/organization or anybody within the ASCI:
  - An Alcohol Clearance Form must be completed and approved one month prior to the event.
  - Two students who will act as social hosts for the event must attend a Campus Activities Advisory Group meeting.
  - An Event Registration Form must be completed and approved with the clearance form.
  - Social hosts 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 by the College's food service provider. All fees associated with bar setup and bartending are the responsibility of the hosting group.
  - Student events with alcohol may only serve beer and wine and must have non-alcoholic beverage options and food available for the duration of the alcohol service.

- Advertising the presence of alcohol via email, 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.
  - Any event with alcohol is required to have security provided by Campus Safety. The hosting group is responsible for security fees.
  - No student or guest may bring their own alcohol to any event. Those who are found in possession of alcohol they brought, or received from another student or guest, will be required to leave the event.
- **Fire Pit Use** – There are 2 fire pits on campus which can be reserved for student use through Special Events & Conference Services. These are in the Oasis and the Cherry Pit in the Morrison Quadrangle. Any event/activity using either fire pit must be approved through the Student Involvement Department.
  - **Use of the Gym and Pool** – The gym and the pool can be reserved through the Student Involvement Department, with permission from the Athletic Director or designee. Reservation priority for the gym/pool is given first to academic classes, then to varsity athletic teams, then to Intramurals, and then to club sports and other student groups. Any group requesting the use of the pool is required to provide their own certified lifeguard.
  - **Noise and Quiet Hours** – All outdoor campus events are expected to adhere to local city ordinances. During finals, quiet hours are extended to 24 hours and any outdoor event must be approved by the Dean of Students or designee. The College will also adhere to and enforce local city ordinances on disorderly conduct.
  - **Expression** – For more information, see the “Expression” section of this Student Handbook.

## ELIGIBILITY FOR ELECTIONS & APPOINTED POSITIONS

Any undergraduate student interested in running for an elected position or interested in applying for an appointed position within the ASCI must be registered as a full-time student, be in good academic standing, and be in good conduct standing. Students who are elected or appointed to positions are required to maintain these eligibility standards throughout the time of their involvement in their position. Students who do not maintain eligibility standards will be removed from office and a special election will be held to fill this vacancy.

## FISCAL POLICIES AND SPENDING GUIDELINES

To be eligible for an undergraduate student fee allocation from the ASCI Senate, an undergraduate student group must have membership open to all undergraduate students and be officially recognized by the College, or the group must be requesting funding for a specific event that will be open to campus. Student organizations must conduct all of their financial transactions through their accounts in the Business Office.



- All undergraduate student groups must adhere to business office guidelines, including the following:
  - The Student Involvement Director must sign all expenditure requests (including requests for payment, reimbursement, cash advance, etc.)
  - Back-up documentation, e.g. invoices and receipts, is required for all expenditure requests and reimbursements.
  - Student fee allocations from Senate will be reclaimed at the end of each semester, if unused.
- Undergraduate student fee funding is for the general use of the entire undergraduate 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 government office;
  - The purchase of alcohol or alcohol-related paraphernalia, drugs/drug paraphernalia, weapons, explosive materials, etc.; or any illegal activity.

## FUNDRAISING & RAFFLES

Undergraduate student groups are encouraged to have fundraisers to fund their organization's activities. Requests of funding from the ASCI Senate are meant to supplement a group's funding rather than make up the entirety of an organization's budget. All fundraisers and raffles must be approved through the event registration process. A raffle (any type of activity where participants must pay money for a ticket or chance at a prize) must be registered with the Business Office and must report all information to the Business Office within 30 days after the event. Any student group that hosts a raffle and does not meet the reporting requirements may lose their ability to hold raffles in the future.

Regarding alcohol and alcohol-related items as prizes:

- The event must be approved through the event registration process.
- An Alcohol Clearance Form must be submitted and approved at least 1 month in advance of the raffle.
- No alcohol or alcohol-related items may be given away for free as part of a drawing.
- No hard alcohol – only beer and wine.
- Alcohol or any alcohol-related prizes cannot be purchased by a student or the group and must be donated by a business (no donations from private individuals).
- A list of all donations must be submitted to the Student Involvement Department at least 2 weeks in advance for approval.
- Only participants who meet the legal age requirement of 21+ may purchase tickets for alcohol and alcohol-related prizes.

## GREEK LIFE

All Greek fraternities and sororities are required to complete the club registration process in order to be recognized by the College. The College will work in collaboration with national/international offices to provide resources for organizations and these organizations understand that there are additional expectations from the College to remain in good standing. All Greek organizations agree to the following statements as a condition of their recognition by the College:

- Any Greek fraternity or sorority with a house, regardless of who owns the property, will allow Campus Safety and College officials entry to the property when in performance of their duties.
- All members of Greek organizations, and the collective organization, must adhere to all policies in this Student Handbook.
- All Greek organizations will hold a Title IX training each fall semester for all officers and members, to be facilitated by the College.

## VEHICLE RESERVATIONS AND RENTAL PROCEDURES

In order for anyone to drive a College vehicle, or rent a vehicle through the College, the individual must be cleared to drive by Campus Safety, which requires that the individual complete a vehicle safety course, pass a driving test (which is offered on a monthly basis by Campus Safety), and submit a copy of a valid driver's license to 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 a student group to use a College vehicle, the student group must complete the following:

1. Fill out an Event Registration Form.
2. Obtain a decision from the Student Involvement Department as to whether it is appropriate for the group to drive themselves or whether the group should use commercial transportation (bus or airline).
3. If the Student Involvement Department approves the student group to drive themselves, ensure all drivers are cleared to drive by Campus Safety.
4. Reserve the vehicle by completing the [Campus Safety Vehicle Request Form](#).
  - a. College vehicles are reserved on a first-come first-served basis. College vehicles are rented to student groups at a rate of \$0.55 mile. Students must show that they have the funding before a vehicle will be reserved.
5. Prior to departure, submit to Campus Safety and the Student Involvement Department, a complete trip itinerary and a list of students to be transported in the vehicle.

Vehicle reservation must be cancelled at least 72 hours before the date of the pickup. Groups that do not cancel a reservation but do not use the vehicle will be subject to a fee. If a vehicle is damaged during the student group's reservation period, the group is responsible to pay for repair and rental costs.