

**Idaho State**  
**UNIVERSITY**

# Student Handbook



## **MESSAGE FROM THE UNIVERSITY PRESIDENT**

Welcome to Idaho State University! Welcome to your home. At Idaho State University students come first. Our staff and faculty will work with your best interests at heart to ensure that when you leave this institution you are poised for success.

Every day, Idaho State University delivers and supports education because it improves the lives of students. Students, like yourself, go out into our community, our state, and our nation and they make the world a better place. We believe in the power of education and the impact it will have in your life. We will work with your best interests in mind in all that we do.

Let me offer you a small piece of advice as you move forward in your academic career. I have learned a number of leadership lessons over the course of my career from experience, mentors, history, books, movies and tv. I believe that every ISU student is a leader and has the capacity to make monumental improvements to the world in which we live. So, I would like to share with you one of my favorite leadership tips: "Decisions are made by those who show up."

For you, this means that first step is showing up. Show up to class, show up to advising sessions, show up to the audition, show up to the game. You never know the decisions you could make that might change the world when you just show up.

When you do show up, you are bound to face challenges. When that happens, please remember that faculty and staff are here to help you. This Student Handbook outlines invaluable student services and guidelines that will be instrumental in your success. Do not hesitate to reach out and ask for help. We will be there. We are here for you.

I look forward to seeing you on campus. Go Bengals!

Kevin Satterlee

## **MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT**

Dear Bengals,

The Division of Student Affairs is excited you are here! Our mission is to support you and your success. We are confident you will find being a part of the Bengal community an exciting time in your life. This is a place where you will be challenged and supported to be outstanding citizens and outstanding scholars. ISU is where you will learn, grow, make friends, and have fun.

Successful students become involved in the life of the University. Part of the college experience is participating in student organizations, enjoying some of the many musical, theater, and athletic events, and working or volunteering on campus. These great social elements are all in addition to your primary responsibility of being focused on your academic life by attending classes, reading assignments, writing papers, and doing research. You can help insure your success by remembering what your priorities are and remaining focused on academic success, balanced with a safe and fun social life.

Idaho State University is committed to you and your success. We are here to empower you to reach your potential to achieve your short- and long-term goals. When in doubt, please use our ISU Student Affairs App which is available at Google Play and iTunes. You can also call the Division of Student Affairs at 208-282-2315 or visit our website at [isu.edu/studenta/](http://isu.edu/studenta/) for additional assistance.

We're glad you're here. Best wishes for an exciting, fulfilling year ahead. Go Bengals!

Lyn Redington

## **A BRIEF HISTORY OF IDAHO STATE UNIVERSITY**

Idaho State University has served the citizens of the state since 1901 when the institution was first established as the Academy of Idaho. Renamed the Idaho Technical Institute in 1914 and reorganized as the Southern Branch of the University of Idaho in 1927, it was established as Idaho State College in 1947. By action of the 37th Idaho Legislature, the institution became Idaho State University on July 1, 1963.

Idaho State University is a public research institution which serves a diverse population through its broad educational programming and basic, translational, and clinical research. Idaho State University serves and engages its communities with health care clinics and services, professional technical training, early college opportunities, and economic development activities. The University provides leadership in the health professions and related biomedical and pharmaceutical sciences, as well as serving the region and the nation through its environmental science and energy programs.

### **MISSION STATEMENT**

Idaho State University is a public research-based institution that advances scholarly and creative endeavors through academic instruction, and the creation of new knowledge, research, and artistic works. ISU provides leadership in the health professions, biomedical, and pharmaceutical sciences, as well as serving the region and the nation through its environmental science and energy programs. The University provides access to its regional and rural communities through delivery of preeminent technical, undergraduate, graduate, professional, and interdisciplinary education. The University fosters a culture of diversity, and engages and impacts its communities through partnerships and services.

### **POLICY STATEMENT**

Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between Idaho State University and students. The University and its divisions reserve the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admissions and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the University and its various divisions; and (f) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine, and shall apply not only to prospective students but also to those who are matriculated at the time in the University. When economic and other conditions permit, the University tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, the University will make every reasonable effort to ensure that students who are within two (2) years of completing graduation requirements, and who are making normal progress toward completion of those requirements, will have the opportunity to complete the program which is to be withdrawn.

Students enrolled in a program that is closed, relocated, or discontinued should be given notice of the closure as soon as is practical. Notwithstanding any other provision of State Board of Education policy, University policy, or University catalog statements to the contrary, arrangements should be made for enrolled students to complete affected programs in a timely manner and with minimum interruptions. When there is a similar program within the institutions governed by the Board, an affected student will be provided with information on transferring to that program, although admission to any such program is contingent upon the availability of a position and the student's meeting any applicable admission requirements. If there is no similar program available within the institutions governed by the Board or the student is not able to gain admission to a similar program, the University will make reasonable efforts to place the student in a related or comparable program within the University. If none is available, the University will make reasonable efforts to assist the student in locating to another program at the University or elsewhere for which he or she is qualified.

Idaho State University is committed to providing a positive education for all students. The University has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of harassment and discrimination. It is the ISU policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, age, or disability. This policy applies to all programs, services, and facilities, and includes, but is not limited to, recruitment, applications, admissions, access to programs and services, and employment. For additional information and specific contact information, see: <http://www.isu.edu/aaction/>

**The University and its divisions reserve the right at any time, without advance notice, to change regulations affecting students.**

**TABLE OF CONTENTS**

**MESSAGE FROM THE UNIVERSITY PRESIDENT ..... 1**  
**MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT ..... 1**  
**A BRIEF HISTORY OF IDAHO STATE UNIVERSITY .. 2**  
**MISSION STATEMENT ..... 2**  
**POLICY STATEMENT..... 2**  
**TABLE OF CONTENTS ..... 3**

**STUDENT RIGHTS AND RESPONSIBILITIES 4**  
 Student Substantive Rights ..... 4

**THE STUDENT CONDUCT CODE 5**  
**HOW TO BE A SUCCESSFUL STUDENT AT ISU..... 6**

**ACADEMIC INFORMATION 6**  
 Attendance Policy ..... 6  
 Withdrawing from Courses..... 6  
 Financial Aid Consequences of Withdrawing..... 8  
 Academic Consequences of Withdrawing..... 9  
 Medical Withdrawals ..... 9  
 Academic Standing.....10  
 Appealing a Course Grade.....10  
 Scholastic Appeals .....13  
 Academic Integrity and Dishonesty Policy ISUPP #4000 for Undergraduates.....15  
 Academic Integrity Policy for Graduate Students .....15  
 Petition Policies .....16  
 Romantic or Sexual Relationships between Faculty and Students.....16

**UNIVERSITY POLICIES AND PROCEDURES 16**  
 Student Representation on University Committees.....16  
 University Speakers Policy .....17  
 Student Organizations Policy.....18  
 Sexual Harassment Policy.....18  
 Accommodation of Students with Disabilities.....18  
 Student Complaints and Grievances .....18  
 Statement of Rights for Victims of Sexual Assault .....19  
 Sexual Orientation and Gender Identity Policy 3060.....20  
 Guidance for Pregnant and Parenting Students.....20  
 Substance Abuse Policy.....20  
 Smoking Policy ISUPP 2370.....23  
 Solicitation Policy.....23  
     Food Service.....24  
     Publications.....24  
     Posters and Banners .....24  
     Campus Recreation Facilities.....24  
     Holt Arena .....24  
     Housing.....24  
     Political Campaigning .....24  
     Student Organization Recruitment .....25  
 Parking .....25  
 Vehicle Towing Policy.....25

**POLICY GUIDANCE 25**  
 Sexual Assault .....25  
 Relationship Violence .....25  
 Stalking .....26

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Substantive Rights

Where the general enumeration of Student Substantive Rights conflicts with specific laws and provisions of the United States of America, the State of Idaho, the State Board of Education or Idaho State University, the specific laws and provisions would apply.

#### A) Freedom of Association

Students are free to organize and to participate in associations of their own choosing, subject only to reasonable University regulations insuring that such associations are neither illegally discriminatory in their treatment of other members of the University nor operating in a manner which substantially interferes with the rights of others. Freedom of association may not be forbidden because of the general political or philosophical orientation of any particular group. However, campus organizations have a strong obligation to avoid representation or giving the impression that their actions reflect the views of the University.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who are students in the University. Such organizations, to receive recognition within the academic community, must adhere to the organizational criteria.
2. Affiliation with an extramural organization shall not in itself disqualify a student organization from institutional recognition or from the use of University facilities, although reasonable provisions may be made to safeguard the autonomy of a campus organization from domination by outside groups.
3. All student organizations wishing to be officially recognized by the Associated Students of Idaho State University (ASISU) must have an advisor who is a full-time employee of the University. The advisor's role is to assist the organization, but not to control the activities of the organization. Freedom of association will not be denied if an association is unwilling or unable to secure an advisor.
4. As a condition of recognition, student organizations are required to submit a statement of purpose, criteria for membership, rules of procedure and a current list of officers to the Committee on Student Organizations.
5. A student organization which is found by the Committee on Student Organizations to be operating in a manner that is illegally discriminatory in its treatment of other members of the University community, may have its privileges to use University facilities withdrawn.

#### B) Freedom of Speech and Assembly

No rule will restrict students' expression solely on the basis of disapproval of or fear regarding their ideas or motives. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Modes of expression will neither be controlled nor forbidden when they are neither disruptive nor in violation of applicable rules of conduct. Modes of expression or assembly that are manifestly unreasonable in terms of time, place or manner may be forbidden. (Students are also governed by applicable city, state, and federal laws.) Accordingly, defamation, public obscenity, certain incitements to crime, as well as other civil or criminal misconduct under laws applicable to a manner of speech or assembly directly damaging to the rights of others may be subject to institutional redress as specified in the Student Code of Conduct, Rights, Responsibilities and Conduct Code Governance.

1. Students and student associations will always be free to support causes by orderly and peaceful assembly which do not infringe upon the rights of others. The involved students have the responsibility to clarify to the academic and larger community that they represent views of the students or student association and not the University.
2. Student groups are allowed to invite and to hear any person of their own choosing. Routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event. Institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers or events does not necessarily imply approval or endorsement of the view expressed. (See University Speakers Policy, page 47.) Lowell

#### C) Freedom of the Press

There will be no ideological censorship in the determination of printed matter on campus; access to publications is not to be denied because of disapproval of content. Regulations of student publications that operate on the same basis as other private enterprises are subject only to the same control as those respecting reasonableness of time, place, and manner of distribution and those rules and regulations found in the Student Media Board Statement of General Policy.

**D) Privacy and Educational Records**

To safeguard student privacy, student records are not to be available to unauthorized on-campus and off-campus personnel without the express consent of the student. Students have the right to inspect the official transcripts of their own academic records. They also have the right to inspect reports and evaluations of their conduct, except letters of recommendation and similar evaluations that are prepared on a confidential basis. (See the Family Educational Rights and Privacy Act, i.e., Buckley Amendment, for further details.) However, there are limited exceptions.

Idaho State University may disclose, without consent, "directory" information such as a student's name, address listings, telephone listings, e-mail addresses, full-time/part-time status, class level, college, major field of study, degree types and dates, enrollment status, club and athletic participation records, and dates of attendance including whether or not currently enrolled. However, a student (or a minor student's parent) is entitled to request the University not to disclose the student's directory information.

**E) Right of Privacy**

Campus authorities will not enter premises occupied by students unless appropriate authorization has been obtained. Residence hall rooms may, however, be subjected to reasonable inspections by staff and resident advisors for order, safety, or cleanliness.

In general, searches may be conducted when there is reason to believe University regulations and/or state and federal laws are being violated. If a search is conducted in the residence halls by campus authorities, application for such search must be made to the Vice President for Student Affairs or his/her designee, who may issue authorization upon reasonable belief that the act being complained of has occurred or is occurring on the premises.

The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. If a search is conducted anywhere else on campus, for example lockers, desks, etc., authorization must be obtained from the Vice President for Student Affairs or his/her designee.

**F) Equal Protection**

The University has an obligation and shall apply its rules equally to all students who are similarly situated. This does not mean, however, that the University is required to refrain from taking action against some offenders because there are other offenders who cannot be identified or who are not presently being charged for some other valid reason. In the absence of evidence of illegal discriminatory enforcement, the University may properly take action against some offenders although it is clear that there are other offenders who are not before the student conduct code.

**G) Protection from Sexual Harassment**

Students have the right to protection from sexual harassment, as defined and addressed in the following policies:

1. ISU Student Conduct Code
  - a) Harassment-Article III.P. (page 10) [ISUPP 5000: Student Conduct Code](#) and
  - b) Gender-Based and Sexual Misconduct -Article III. T. "(page 10) [ISUPP 5000: Student Conduct Code](#)
2. Title IX Notice of [Non-Discrimination, Sexual and Gender-Based Discrimination, Harassment and other Sexual Misconduct](#).

**THE STUDENT CONDUCT CODE**

The Student Conduct Code establishes behavioral standards and responsibilities for Idaho State University (hereinafter as "ISU" or "University") students and includes the processes and procedural rights for administering conduct proceedings. <https://www.isu.edu/media/libraries/isu-policies-and-procedures/student-affairs/SA-Student-Conduct-Code-5000.pdf>

## HOW TO BE A SUCCESSFUL STUDENT AT ISU

ISU has people, facilities, programs, services, and other resources to help students to succeed in college and in life, but it is up to YOU to seek out these support systems in your pursuit of success. If you have questions or are having problems in your academic or personal life, it is important to ask for help as soon as possible. (While our Pocatello campus has much to offer, students at our outreach centers can access support at those sites, or from the Pocatello offices through the web, or by phone.) If you have questions or concerns and if there is any way we can be of assistance, please do not hesitate to contact Student Affairs at 208-282-2794.

### Academic Success

Research shows that attending class is the number one factor that contributes to academic success. It also shows that during college, successful students can develop competence, purpose, integrity, and mature interpersonal relationships; manage emotions; establish identity; and move through autonomy toward interdependence (Chickering & Reisser, 1993).

Successful college students also strive to increase their ability to communicate, think critically, reason morally, prepare to function as citizens, live and work effectively with other people in a more global and diverse society, explore a breadth of interests, and prepare for their careers (Bok, 2006). To work toward these learning outcomes, be intentional in your approach to learning, and take advantage of the many ISU offices that provide support systems for your academic success.

### Healthy Lifestyles

There's more to health and wellness than eating right, getting some exercise and enough sleep, and practicing good hygiene, health and safety habits (although these are solid foundations). To stay at the top of your game, use ISU resources to help you stay active, productive, and feeling good.

### Campus Life

Get involved with campus activities to interact with people who share similar interests. Gain valuable experience through hands-on learning by participating in or helping to organize campus activities, or just relax and enjoy some of the many events that ISU has to offer. Check your Bengal e-mail for weekly information updates on the student electronic bulletin board, and pay attention to posters on campus.

## ACADEMIC INFORMATION

### Attendance Policy

Students are expected to attend all meetings or classes in which they are registered. Each instructor may, consistent with departmental policy, establish such specific regulations governing attendance as may seem suited to a particular course. No one is authorized to excuse a student from class meeting except the instructor in charge of the class.

Students who must be absent from class for serious illness, severe weather, religious holidays or approved university activities (e.g., extracurricular athletics, performance groups, student government) should consult with their instructors. Faculty may make reasonable exceptions to their attendance policies as appropriate for the specific class. The student is responsible for any course work missed. Some programs may have requirements that effectively limit absences. Students retain the right to the Scholastic Appeals process if they believe they have been unfairly penalized for absence from class.

### Withdrawing from Courses

Students often consider ending their participation in a course for a variety of reasons:

- Poor performance
- Stress
- Unforeseen circumstances (e.g. illness, accident, change in work schedule)

- Disinterest in the subject matter
- Change of major
- Disagreement/disdain for the instructor

It is important for students to understand that ending their participation in a course requires them to notify the University of their intentions. **It is not enough to stop attending class and assume the instructor and the University will know.**

Additionally, the timing of withdrawal is also very important. The University establishes key deadlines for student withdrawals that impact how a withdrawal will be notated on your transcript. Moreover, depending on when you withdraw there may also be consequences for financial aid eligibility.

The following sections are intended to help students think more intentionally about managing their course schedules and withdrawing from courses.

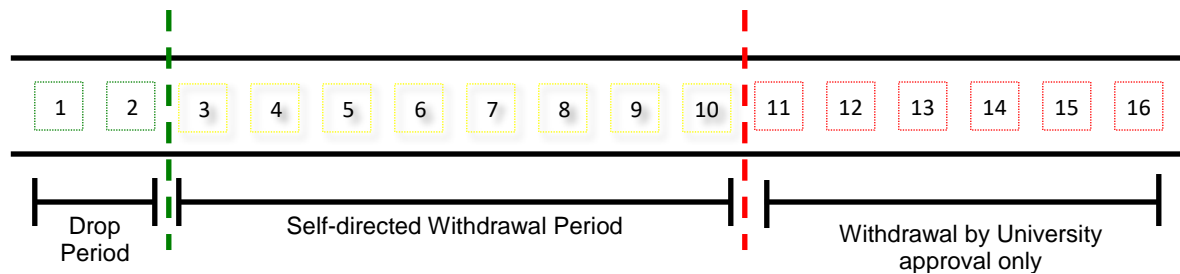
### Key Deadlines

Students should be aware of two (2) crucially important deadlines for any given term: (a) add/drop deadline and (b) the withdrawal deadline. These two deadlines form time periods when certain registration actions are permissible.

The add/drop deadline is the date after which you can no longer add a course to your schedule or drop a course from your schedule. This deadline occurs after the tenth (10<sup>th</sup>) day of class for full semester courses. It creates a drop period during the first two weeks of full semester classes.

The withdrawal deadline is the date after which you can no longer withdraw from a course on your own. This deadline occurs at the end of the 10<sup>th</sup> week of classes (usually around the 50<sup>th</sup> day). This deadline corresponds to a financial aid timeline at which point 60% of the semester has elapsed. This deadline creates the “self-directed withdrawal period” wherein a student can withdraw from any course individually through Bengal Web.

The following diagram depicts the deadlines and time periods for a full semester (16 weeks) course.



After the withdrawal deadline has passed, students may still be able to withdraw from courses, but two important conditions apply:

- The University’s administration must approve a petition for a “late withdrawal.”
- In most cases, students must withdraw from **all** courses not individual courses.

Thus, after the withdrawal deadline, students cede control over their registration to the University.



## Difference between Dropping & Withdrawing

Students often wonder what the difference is between dropping and withdrawing. Both actions signal to the University that students intend to stop attending and participating in a course or courses. The primary difference is how the two actions are accounted for on the student's transcript.

If a student drops a course within the first two weeks of a full semester course, the course will not appear on the transcript. It is as if the student never registered for the course in the first place.

If a student withdraws from a course between week 3 and week 10 of a full semester course, the course will remain listed on the transcript and a grade of 'W' will be entered. W's are not included in GPA calculations.

## Financial Aid Consequences of Withdrawing

### Repayment of Financial Aid

The amount of financial aid students receive is based on the number of courses/credits they attempt. Depending on the number of classes and credits, students are classified as full-time (at least 12 credits), three-quarter-time (9 credits) or part-time (at least 6 credits). If the Government gives a student funding for full-time study, but the student reduces his/her credit load below full-time, the student will be receiving aid that he/she will not earn by going to class. With this as the basis for financial aid awards, it is apparent why withdrawing or dropping courses can create an adverse consequence for students. **If a student drops below the credit threshold for a particular status** (full-time, three-quarter time, or part-time) **they may be expected to repay awarded funds.**

The University's withdrawal deadline for full-semester courses coincides with the date at which the semester is 60% complete. For the purposes of financial aid, once the semester is 60% complete student borrowers are no longer expected to repay awarded funds. This means that if you withdraw from a course before the withdrawal deadline, you will end up having to repay a percentage of your student aid. The Financial Aid Office will determine how much you must repay based on your last day of attendance in the course.

If you decide to withdraw from a course, you will be best served to withdraw on the last day of the withdrawal period – the day of the withdrawal deadline. By doing so, you will not be required to repay funds. Even though you won't have to repay funds, withdrawal may affect your eligibility to receive Federal financial aid in future semesters.

### Loss of Financial Aid Eligibility

In order for students to continue receiving Federal financial aid, they must demonstrate they are making [satisfactory academic progress](#) towards their degree. The [Federal Government](#) is not interested in providing aid to students who are not making good use of the funds. The University determines academic progress by

$$\frac{\text{Completed Credits}}{\text{Attempted Credits}} > 0.67$$

calculating a course completion rate. Students need to complete at least 67% of all the courses they have attempted.

Credits completed are defined as all classes for which a student receives a passing grade of "D-" or better, S or "P". Incompletes, audits, and grades of F, U, NP, X, and W do not count as passing grades. Therefore, withdrawing from a course or courses can lower your course completion rate.

Multiple withdrawals can also extend the time it takes you to earn a degree, and increase the number of credits you attempt. Students cannot attempt more than one and one-half times the number of credits it takes to earn a degree. For most baccalaureate degrees students must complete 120 credits. Therefore, if you are trying to earn a baccalaureate degree you cannot attempt more than 180 credits to earn it.

### **Academic Consequences of Withdrawing**

#### **Professional & Graduate School Applicants**

Students interested in pursuing a graduate or professional degree often wonder how having a 'W' on their transcript will impact their admission to graduate or professional school. Because W's are not included in GPA calculations it can be tempting to withdraw from courses rather than earn a poor grade (anything less than a C-). Students should be cautious in using withdrawals to manage their GPAs. Too many W's on a transcript may signal to graduate and professional schools that a rigorous curriculum may be too difficult for a student with multiple, persistent W's.

A few isolated W's may not be harmful for graduate and professional school aspirations. Sometimes W's are necessary to address unforeseen circumstances. Students should be prudent and deliberate in selecting a course schedule that is manageable for them, and they should consult with their academic advisors regularly.

#### **Time to Graduation**

When students withdraw from courses, it often has the effect of extending their time to graduation. Depending on the course from which a student withdraws, it can have long term or future effects. For example, if a student withdraws from a course that is a pre-requisite for another course, the student will not be able to take the course for which a pre-requisite exists until the pre-requisite is complete. This creates a sequencing challenge for a student's schedule. In tightly coupled, highly sequenced degree programs like engineering and health sciences, getting out of the recommended course sequence can be problematic and frustrating.

The longer it takes to earn a degree can increase the cost of the degree when accounting for tuition increases over time.

**The best advice for students contemplating a course withdrawal is to speak with an academic advisor and a financial aid counselor before you make the decision.**

### **Medical Withdrawals**

Students are encouraged to meet with an advisor before withdrawing from a class or from all classes or when making other significant changes in courses and schedules.

Students may experience serious physical, mental and/or emotional health difficulties that have an adverse effect on their academic performance during the course of a semester. In such circumstances, students may benefit from seeking a medical withdrawal from the University. The primary difference between a medical withdrawal and a non-medical withdrawal is that students receiving a medical withdrawal are eligible for a refund for tuition and fees depending on the timing of the medical withdrawal. **However, students should understand that receiving a medical withdrawal does not guarantee a tuition refund.**

The process for obtaining a medical withdrawal depends on when in the semester the student and his/her healthcare provider determine a withdrawal is needed. Medical withdrawals usually require a student to withdraw from all courses.

**BEFORE THE WITHDRAWAL DEADLINE  
(Before Week 10 of the Semester)**

STEP 1: Log into Bengal Web and withdraw from all courses.

If a student is unable to use Bengal Web contact the Office of Student Affairs.

STEP 2: Submit a completed application for Medical Withdrawal to the Office of Student Affairs. Student Affairs serves as a starting point of communication to other offices.

**AFTER THE WITHDRAWAL DEADLINE  
(After Week 10 of the Semester)**

STEP 1: Obtain late withdrawal petition, complete and submit through the Office of Student Affairs (Hypostyle 204).

STEP 2: Submit a completed application for Medical Withdrawal to the Office of Student Affairs.

STEP 3: Submit Medical Provider Documentation Form to University Health Services.

Students should apply for a medical withdrawal as soon as possible after determining the withdrawal is needed for treatment and/or recovery. When possible, applications for medical withdrawal should be submitted within 10 school days after a course withdrawal is entered or approved.

The Medical Director of the University Health Center evaluates medical provider documentation. If the application for medical withdrawal is denied, students may appeal the decision to the Vice President for Student Affairs. A letter from the student explaining their circumstances must be submitted to the Office of Student Affairs within 10 school days of receiving the denial.

As a condition of receiving a medical withdrawal, a student may be required to seek the permission of the Medical Director of the University Health Center to be re-enrolled or re-admitted to the University. Such requirements are instituted to confirm (a) that the student's medical condition has been treated adequately, (b) that the student does not present a risk to others, and (c) that necessary accommodations have been prepared to support the student while enrolled. If the student is granted a medical withdrawal but subsequently denied an opportunity to re-enroll, the student may appeal to the Vice President for Student Affairs. A letter from the student explaining their circumstances must be submitted to the Office of Student Affairs within 10 school days of receiving notice that they will not be permitted to re-enroll.

**Academic Standing**

Academic standing refers to a student's position or status resulting from his/her performance in courses as measured by grades. <https://www.isu.edu/registrar/catalog/>

**Appealing a Course Grade**

This section of the Student Handbook is intended to provide guidance for students as they approach submitting a grade appeal.

**Rationales for Appealing a Grade**

Students may reasonably expect their instructors to assign grades based on their performance that is demonstrated by class participation, assignments and assessments (e.g. quizzes and exams). Although students desire objective evaluations of their course work, not all assignments or assessments are conducive to objective evaluation, and depending on the subject of study (academic discipline), may not even be possible. The subjective professional judgment of instructors is acquired and refined by experience teaching, research, personal study, and

work history. Because objective grading can be elusive, students are better served by valuing and anticipating careful and conscientious professional judgments from their instructors that are transparent and consistent.

Disagreeing with the subjective professional judgment of your instructor is not a sufficient reason to appeal your grade. To prevail on a grade appeal, you will need to demonstrate with credible evidence that one or more of the following resulted in an incorrect or erroneous grade:

1. The instructor made a clerical or computational error.
2. The instructor departed from the grading scheme established in the course syllabus, and the departure caused an incorrect grade to be assigned.
3. The instructor relied upon some standard or basis other than your performance on assignments and assessments. In some cases an instructor's standards may be irrelevant, arbitrary, prejudicial or unlawfully discriminatory.
4. The standards or criteria for evaluation were applied inconsistently between students in the same course section without good reason.

Demonstrating one or more of these conditions would indicate that the assigned grade was arbitrary and capricious or given without fundamental fairness. The student assumes the burden of proof when appealing a grade. An accusation of caprice, prejudice, discrimination or unfairness must be supported by a preponderance of the evidence.

### **Initiating a Grade Appeal**

Students should begin the process of appealing a grade by carefully re-reading the syllabus and reviewing the grading process articulated therein. If consulting the syllabus does not resolve the concern, students should begin to collect and organize information or evidence that leads them to suspect their grade was assigned incorrectly or inappropriately.

Once the student has collected the available evidence they should engage the academic administration in the following sequence:

#### **1. The Course Instructor**

Students should request to meet with the course instructor to discuss their concerns. Students should bring their documentation to the meeting. Starting with the instructor can resolve inadvertent mistakes or errors, and avoid unnecessarily involving other academic administrators who will be less familiar with the specifics of your concerns.

In some situations, it would be inappropriate for a student to meet with the instructor to appeal a grade. For example, if an instructor had sexually harassed a student by proposing to give the student a good grade in return for a sexual favor, the student should not try to resolve the claim with their harasser. If a student is uncomfortable meeting with their instructor, they should speak with Student Affairs staff (Hypostyle Building – Room 204) to develop an alternative plan for appealing their grade.

If the instructor cannot resolve the grade appeal, the student should prepare a written statement (e.g. letter or memo) that documents the impasse and schedule an appointment with the department chair that supervises the course.

#### **2. The Department Chair**

Students should present their written statement that documents their meeting with the instructor and provide the information/evidence that supports their claim. It may be wise to provide the statement and evidence in advance of the meeting so the Department Chair can prepare and identify any elements of the statement or evidence that need clarification.

Students should anticipate that the Department Chair will request information from the instructor. The Department Chair may even request to meet with you and the instructor together.

If the impasse persists and the grade is not changed, the student should update their written statement to include information about his/her meeting with the Department Chair and prepare to provide their appeal to the College/School Dean that supervises the course.

If the instructor is also the Department Chair, students may present their appeal directly to the Dean.

### 3. The College/School Dean

Students should follow the same guidance for College/School Deans as was suggested for Department Chairs. Students should anticipate that Deans may also request that the student, the instructor and the department chair meet with the Dean together to address the concerns raised by the student.

If the Dean does not resolve the grade appeal, the student may request the Scholastic Appeals Committee consider the appeal.

### 4. Scholastic Appeals Committee

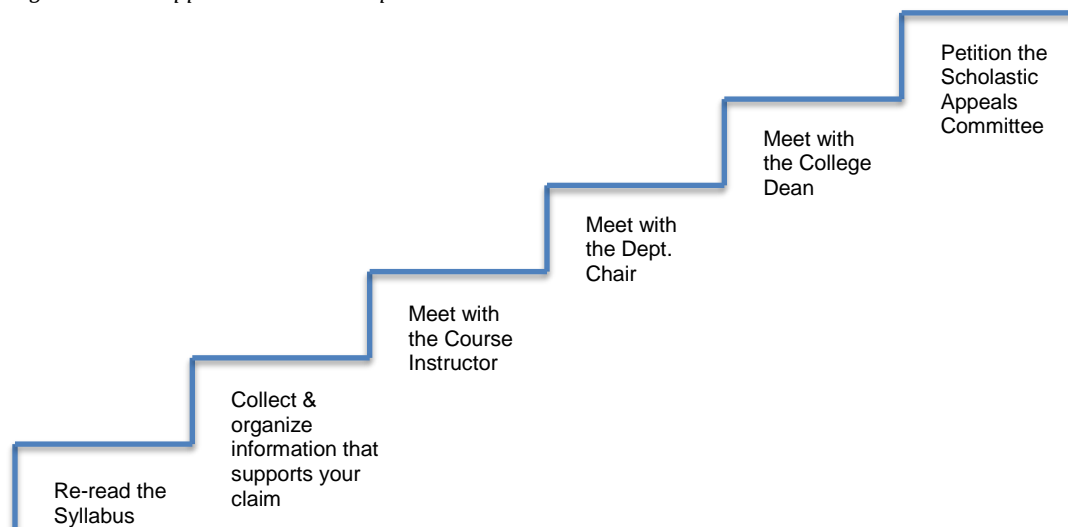
The Scholastic Appeals Committee is comprised of three (3) faculty and three (3) students. Faculty members are appointed by the Faculty Senate and students are appointed by the ASISU Senate. The Committee is co-chaired by a faculty member and the ASISU Vice President.

To engage the Scholastic Appeals Committee, students must complete a petition application that documents the previous attempts to resolve the grade appeal. **The petition application is available in the Office of Student Affairs.**

The Scholastic Appeals Committee review of the grade appeal is a two-step process. The first step is to review the documentary record. If after reviewing all the documents the Committee votes to hold a hearing, the student and instructor will be invited to meet with the Committee to present information, persuade the Committee on unresolved questions, and clarify missing or confusing elements of the relevant issues.

The decision of the Scholastic Appeals Committee is final.

*Diagram. Grade Appeal Procedural Sequence*



## Scholastic Appeals

Scholastic Appeals provide redress for students who believe they have experienced unfair treatment from instructors and academic administrators (department chairs and college deans). Students may want to consider a Scholastic Appeal when they believe their rights have been violated or disregarded. Student rights are explained in the Student Handbook under the section of Student Rights and Responsibilities. In addition, University policies enumerate rights that pertain to specific administrative processes and procedures. Many University policies incorporate an appeal procedure for specific administrative decisions and actions. When an appeal process is included in a policy, that appeal process precludes a Scholastic Appeal. For this reason, Scholastic Appeals are typically reserved for the following situations:

1. Dismissal from a program of study; or
2. Adverse decisions regarding a student's final course grade for reasons other than academic dishonesty.

If a student believes his/her dismissal or poor final grade was the result of prejudice or discrimination based on their status as a member of a protected class (e.g. race, gender, gender identity, sexual orientation, disability, nationality, age, religion, etc.), then he/she should seek a remedy through the Office of Equity and Inclusion.

Scholastic Appeals should not be used to express disagreement with teaching practices and their effectiveness.

### Filing a Scholastic Appeal

Before requesting or petitioning for a Scholastic Appeal, students should exhaust all other administrative remedies for their concerns. To do so, students are expected to work with instructors and academic administrators in the following sequence:

1. Primary Actor (normally the instructor or program coordinator)

Students should seek to meet with the person most directly involved with or responsible for an adverse decision. As part of this meeting, the student should fully disclose the specific complaints/concerns and the outcome they are seeking. If students are worried about meeting with the primary actor, they should contact the Office of Student Affairs for guidance.

2. The Primary Actor's Supervisor (normally the department chairperson)

If the primary actor did not resolve the complaints/concerns, students should meet with that person's supervisor. In most cases, this will be the Department Chairperson for instructors and program coordinators.

3. College Dean or Designee

If the student's complaints/concerns remain unresolved after meeting the primary actor's supervisor, the student should present the unresolved issues in a formal hearing before the College Dean. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board.

The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearings before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The

Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.

Any Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct any additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

#### 4. Petitioning the Scholastic Appeals Board

If the student wants to appeal the decision reached in the Dean's formal hearing, the student must obtain an appeal petition form from the Office of Student Affairs. Once the student has completed their portion of the form, the Office of Student Affairs will route the form to the other parties listed in the form.

Petitions will be accepted for review provided they are submitted within six months of the Dean's decision.

The Office of Student Affairs will obtain copies of all documentation submitted for the Dean's hearing. Once all documentation is secured, the Vice President for Student Affairs and Enrollment Management or their designee will notify the Co-chairs of the Scholastic Appeals Board that a petition is ready for the Board's review.

### **The Scholastic Appeals Board**

A Scholastic Appeals Board consists of six voting members:

- A faculty chairperson: A tenured faculty member selected by the Faculty Senate
- A student co-chairperson: The ASISU Vice President or a designee
- Two faculty members selected by the faculty chairperson from a pool of faculty members selected by the Faculty Senate. The board shall not contain faculty members from the College in which the alleged violation of rights or infraction occurred.
- Two students selected by the student co-chairperson from a pool of students selected by the ASISU senate. The board shall not contain students from the College in which the alleged violation of rights or infraction occurred.

A non-voting member appointed by the Vice President for Student Affairs or his/her designee will be allowed to observe the meetings of a Scholastic Appeals Board.

### **Operating Procedures of a Scholastic Appeals Board**

Once the members of a Scholastic Appeals Board have been determined, the Office of Student Affairs will make the Scholastic Appeals petition and supporting documentation available for the Board members to review. Each member of the Board is required to review, in a timely manner, the petition and supporting documentation.

Once all members have reviewed the petition and supporting documentation, the Office of Student Affairs will notify the faculty chairperson, and the chairperson will convene a meeting of the Board to discuss the petition. At the conclusion of the discussion, the Board members will vote to decide if the petitioner will be granted a hearing before the Board. All Board members must be present at the meeting for a vote to occur, and a majority of the voting members must vote in favor of a formal hearing for one to occur.

If a majority of Board members do not vote to grant a hearing, the student's petition is denied.

If a majority of Board members vote to grant a hearing, a date, time and location for the hearing will be set. The faculty chairperson will inform the Office of Student Affairs of the date, time and location of the hearing, and the Office of Student Affairs will prepare written notice to the petitioning student and the primary actor. Notice should be sent at least five (5) school days prior to the date and time of the hearing.

The notice should inform the petitioning student and the primary actor that an advisor may accompany them to the hearing. An advisor must be an ISU student, faculty or staff member. All members of the Board must be present at the hearing.

After holding the hearing, the Scholastic Appeals Board will vote on the issue. A majority vote of the Board's voting members is necessary to uphold the appeal. The Scholastic Appeals Board decision is final and no further appeals are available to the petitioning student.

The Provost and Vice President for Academic Affairs will implement the decision of the Scholastic Appeals Board.

### **Post-Decision Notification & Record Keeping**

The faculty chairperson of the Board will make a written record of the Board's decision and send it to the Office of Student Affairs. The Vice President for Student Affairs or his/her designee will be responsible for providing written notice of the Board's decision to the following parties:

- The petitioning student;
- The primary actor;
- The primary actor's supervisor;
- The College Dean;
- The Registrar; and
- The Provost and Vice President for Academic Affairs.

The petition, supporting documentation and any related materials will be securely held in the Office of Student Affairs for at least five years after the issue has been decided.

### **Academic Integrity and Dishonesty Policy ISUPP #4000 for Undergraduates**

"The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success" (The International Center for Academic Integrity, "About Integrity," [www.academicintegrity.org/icaai/integrity-1.php](http://www.academicintegrity.org/icaai/integrity-1.php), downloaded on 03-26-14). <https://isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/4000-Academic-Integrity-Dishonesty.pdf>

### **Academic Integrity Policy for Graduate Students**

Academic dishonesty includes, but is not limited to, cheating and plagiarism. Academic dishonesty at the graduate level is considered a serious offense and may result in dismissal from a graduate program.

When a faculty member suspects a graduate student of academic dishonesty, the instructor should present the evidence to the student and consider the student's response. If the instructor concludes after consultation with the student that academic dishonesty occurred, the instructor writes a letter to the chair of the department in which the student is seeking a graduate degree, describing the incident. The instructor should include with the letter any evidence used to draw the conclusion that academic dishonesty has occurred (e.g., copies of the student's written assignment, copies of documents thought to have been plagiarized, etc.), and should state



clearly the penalty imposed within the course itself. The penalty should be in proportion to the severity of the offense. If the penalty is to be a failing grade, the instructor should first consult with the chair of the department, and the chair should meet jointly with the student and faculty member to review the incident. The student may appeal the penalty by following the procedures in the Graduate Catalog entitled "Appeal of a Grade."

The department chair may, in accordance with the policy and procedures of the department, impose the penalty of dismissal from the program. A student may appeal the dismissal by following the procedures in the Graduate Catalog entitled "Appeal of Dismissal from a Graduate Program."

The chair of the department should send a copy of the instructor's letter reporting the offense, along with any evidence submitted to the chair, to the student, to the Dean of the academic college in which the student is seeking a graduate degree, and to the Dean of the Graduate School. A copy of the letter is to be placed in the student's file in the department and in the Graduate School. If the student's appeal is upheld, the letter and all other records of the accusation of academic dishonesty are to be deleted from the student's files.

### **Petition Policies**

An undergraduate student may petition the appropriate college dean or committee for consideration of problems of curricula or admission which are not covered by stated procedures. Curricular petitions must: 1) include a recommendation from the undergraduate student's advisor, 2) a recommendation by the chair of the department offering courses in the subject field or by a special committee overseeing the requirement, and 3) catalog copy of descriptions of courses and syllabi transferred from other institutions if the course is to be considered in a test of course equivalency. All copies of the petition are to be advanced to the Registrar's Office for action after all signatures are affixed. Decisions may require several weeks, and notice of the result will be mailed to the undergraduate student.

Undergraduate students with extenuating circumstances that warrant a review of the dismissal status may petition the Readmission Review Board (RRB) located in the Central Academic Advising Center. For more information visit <https://www.isu.edu/advising/academic-support/academic-reinstatement/>.

### **Romantic or Sexual Relationships between Faculty and Students**

Students are discouraged from entering into romantic, intimate or sexual relationships with their instructors, teaching or laboratory assistants or employment supervisors. Students are cautioned against this practice because, more often than not, there is an imbalance of power between the two partners. Instructors, teaching/lab assistants, and employment supervisors all have an ability to exert control over students outside of any romantic, intimate or sexual activity. In such circumstances, students have reported it can be difficult to express their true feelings or thoughts about something related to the romantic, intimate or sexual facet of the relationship for fear of jeopardizing some facet of the academic or work relationship. The power to grade or pay can be leveraged to influence a student's choices regarding the intimate, romantic or sexual relationship. These conditions can and do lead to coercion on the part of the more powerful partner.

Students who feel uncomfortable in their interactions with their instructors, teaching/lab assistants, or employment supervisors because those individuals have expressed a romantic or sexual interest in them should share their concerns with the Office of Student Affairs or Title IX Coordinator.

## **UNIVERSITY POLICIES AND PROCEDURES**

### **Student Representation on University Committees**

Student representation on university committees, councils, and boards is among the purest and most important ways for students to participate in the shared governance of the institution. It is one of the most significant ways that a student can make a direct impact on the workings of ISU.

Idaho State University has many institutional committees, councils, and boards which invite student participation in a consultative or voting capacity. These groups may be engaged in the business of considering, developing, revising, and applying university policies, procedures, regulations, and fiscal matters. Prudent stewardship of financial and human resources requires student participation, and the integration of administrative and student input.

In the absence of student representation, sometimes decisions are made and policies are crafted without considering the unique perspective of students, and how they may be affected. This can be, in some cases, a real disservice to students and the institution.

With student representation there is more likely to be a “win-win” outcome of the work done by the committee. When students have a seat at the table where decisions are made, they gain a better understanding of the process of administrative decision-making, and the roles and responsibilities of students in this process. Inclusion of students in this process provides an educational experience that fosters a student’s growth and preparation for citizenship. This participation also gives them useful hands-on experience that can be an impressive addition to their resume.

Students will typically be appointed to a committee assignment by an officer of the student government (ASISU) or invited directly by a specific organization. Contact the Associated Students of Idaho State University (ASISU) student government office to learn about current opportunities for student representation on university committees (at 282-3435 or <https://www.isu.edu/asisu/>).

### **University Speakers Policy**

Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, whether by the sponsoring group or the institution.

Guest speakers, not otherwise associated with the University, are nevertheless accountable for their conduct under valid general laws, and the University may seek the assistance of those laws under appropriate circumstances. While a student organization ought not to be held responsible for unforeseeable illegal actions by a speaker on campus at their invitation, sponsorship with knowledge of the speaker's intent of probable violation may appropriately result in disciplinary action against the sponsoring students, if in fact a violation does occur in connection with that sponsorship. The University is authorized to develop a set of procedures for scheduling and conducting campus events involving guest speakers and/or expressions of student opinion and concern. Such procedures shall be consistent with the intent of this policy and shall be regularly published and made available for the guidance of individual students and members of the institution’s faculty and staff.

No rule should restrict any student expression solely on the basis of disapproval or fear of his/her ideas or motives. At the same time, the fact that students may pursue interests in political action through speech and assembly on campus does not abrogate their accountability as citizens to the constitutional laws of the larger society and the University is entitled to reflect these constraints in its own regulations. Accordingly, willful defamation, public obscenity, certain incitements to crime, as well as other civil or criminal misconduct under the laws applicable to the manner of speech or assembly directly damaging to the rights of others may be subject to institutional redress.

## Student Organizations Policy

Various academic, cultural, honorary, professional, religious, service, special interest, and sport clubs exist on campus, as well as national social fraternities and sororities. Contact the Student Organizations Office located in the Student Activities Center in the Student Union for further information.

All student organizations must abide by federal, state, and local laws as well as all University regulations. It is expected that organizations will comply with their own constitution and by-laws. Conduct at social functions and meetings should comply the standards set forth in the Student Code of Conduct. For more information visit <https://www.isu.edu/clubs/>.

## Sexual Harassment Policy

*This policy applies to all students, faculty, and staff.*

Harassment on the basis of sex is a violation of Section 703 or Title VII of the Civil Rights Act of 1964 as amended (interim amendment of Guidelines 1604.11 on discrimination because of sex).

Title IX prohibits discrimination in federally assisted education programs against students and employees on the basis of sex. The key provision of Title IX reads: *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.* For more information visit [https://www.isu.edu/media/libraries/aaeo/Sexual-Assault-Policy-Guide\\_2015\\_Aug\\_2.pdf](https://www.isu.edu/media/libraries/aaeo/Sexual-Assault-Policy-Guide_2015_Aug_2.pdf).

## Accommodation of Students with Disabilities

### A. Compliance and Services

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. The ADA extends civil rights protection for people with disabilities in matters that include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. ISU will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities. Students with disability related needs should contact the Director of Disability Services, Mail Stop 8121, (208) 282-3599 (V/TTY). 1-800-377-3529 <https://www.isu.edu/disabilityservices/student-accommodation-information/>

### B. Grievance Procedures

Students who feel they have been discriminated against based upon a disability and wish to file a grievance shall file such complaints with the [Office of Equity and Inclusion](#). The investigation and grievance procedures established for acts of illegal discrimination shall apply.

## Student Complaints and Grievances

For a grade appeal, please refer to the Scholastic Appeals Policy.

For an Equal Opportunity/Affirmative Action complaint or grievance, please contact the ISU Office of Equity and Inclusion or view the policy online at <https://www.isu.edu/media/libraries/isu-policies-and-procedures/human-resources/3080-Equal-Opportunity-and-Affirmative-Action-Policy.pdf>.

For all other complaints/grievances:

A student should first attempt to resolve the complaint informally by meeting with the University instructor and/or official responsible for the rule, policy, procedure, or decision that results in the student's complaint or grievance. Students seeking advocacy or guidance on this process may consult with the Director of Student Life or delegate.

### **Academic Complaints/Grievances**

Students with academic complaints/grievances should first meet with the instructor responsible for the policy, procedure or decision that resulted in the student's initial complaint/grievance. If the student is still dissatisfied after that meeting, the student should next meet with the instructor's department head and then with the dean of the college in which the course is offered.

If the complaint/grievance involves an academic policy, the student should first meet with the official responsible for the policy, procedure, implementation or decision. If the student is still dissatisfied after that meeting, the student should next meet with the official's supervisor.

If, after that meeting, the student is still dissatisfied, the student may appeal the decision, in writing, to the Provost/Vice President for Academic Affairs who shall have ten (10) business days to investigate and render a decision on the student's complaint/grievance. The Provost/Vice President for Academic Affairs may elect to meet with the student or may decide the merits of the case based upon the written appeal. This is the final appeal at the University level.

### **Non-Academic Complaints/Grievances**

Students with non-academic complaints/grievances should first meet with the University official responsible for the policy, procedure or decision that resulted in the student's initial complaint/grievance. If the student is still dissatisfied after that meeting, the student should next meet with the University official's supervisor.

If, after that meeting, the student is still dissatisfied, the student may appeal the decision, in writing, to the Vice President for Student Affairs who shall have ten (10) business days to investigate and render a decision on the student's complaint/grievance. The Vice President for Student Affairs may elect to meet with the student or may decide the merits of the case based upon the written appeal. This is the final appeal at the University level.

### **Further Review**

A student who is dissatisfied with the institution's response to their complaint/grievance has one further level of review by the Idaho State Board of Education. For more information visit [The Idaho State Board of Education Policy \(Section III. 19.\)](#).

To file a formal complaint based on sexual and gender based discrimination, harassment and/or other sexual misconduct, contact us at: (<http://www.isu.edu/aaction/title-ix-notice-of-non-discrimination/>).

Complaints regarding allegations of unfair competition or deceptive business practices and the violation of Idaho consumer protection laws may be made to the Office of the Attorney General, Consumer Protection Division of the State of Idaho, at: (<http://www.ag.idaho.gov>).

## **Statement of Rights for Victims of Sexual Assault**

The administration of Idaho State University recognizes and supports recent efforts in the legal system and among other institutions to make victims of sexual assault fully aware of their rights and prerogatives. In keeping with this

concern, Idaho State University hereby affirms that students who are victims of sexual assault shall be accorded certain rights by the staff of the University Student Affairs Office. For a full enumeration of those rights, contact the University Student Affairs Office, located in the PSUB Hypostyle 204, ext. 2794.

### **Sexual Orientation and Gender Identity Policy 3060**

Idaho State University strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities, or services are based on bona fide occupational or educational criteria such as merit or performance. Factors or personal characteristics that have no connection with such bona fide criteria have no place in the University's decision making. Accordingly, to the extent that it does not conflict with a contractual obligation, federal, state or local law or regulation, it is the policy of ISU that an individual's sexual orientation and gender identity shall not be a basis for institutional decisions relating to education, employment, or access to programs, facilities or services.

This policy is not intended to nor shall in any way be interpreted to infringe upon individual rights guaranteed by state and federal law, or the policies that implement them. <https://www.isu.edu/media/libraries/isu-policies-and-procedures/governancex2flegal/3060-Sexual-Orientation-and-Gender-Identity-Policy.pdf>

### **Guidance for Pregnant and Parenting Students**

Title IX of the Educational Amendments of 1972 protects students who are or become pregnant during their college enrollment from harassment and discrimination. The same applies for students who are parenting children. According to the Office of Civil Rights in the Department of Education:

ED's regulation implementing *Title IX* specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The *Title IX* regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The following resources provide strategies and approaches to support and accommodate pregnant and parenting students:

- [Supporting the Academic Success of Pregnant and Parenting Students](#) (A publication of the US Department of Education)
- [Pregnant and Parenting Students' Rights: FAQs for College and Graduate Students](#) (A publication of the National Women's Law Center)

If you are a pregnant or parenting student and have questions, you should contact the Idaho State University Title IX Coordinator – Matthew Wright at 208-282-1439 or visit his office in room 151 C of the Rendezvous Building.

### **Substance Abuse Policy**

The purpose of this policy, and the programs listed, is to work toward the prevention of substance abuse in the University community. Goals are to (1) present factual and accurate information regarding the dangers and hazards of drug and alcohol use, misuse and abuse; (2) offer recommendations for alternative behaviors; and (3) provide leadership in the dissemination of information. Through efforts in this area, the University wishes to encourage the creation of an educational environment for its students conducive to making conscientious and healthy decisions when they are faced with the difficult choices associated with the use of legal and illegal drugs and alcohol and to provide a better working environment for the faculty and staff. Education efforts will be directed to all members of the University community: students, faculty and staff. It is the intention of the University to make drug and alcohol awareness and education an important part of the social and academic aspects of campus life.

In addition to the academic development of students, the University recognizes the importance of the health and safety of its students. To further enhance and improve opportunities for students in these areas, the University has developed the following policy and programs specifically related to substance abuse.

The University regards students as adults and as such expects them to take responsibility for their own actions. Many students are in an awkward position in that, for the most part, they are legally adults and have all of the rights and responsibilities thereof, except pertaining to the use of alcohol. The University is obligated to comply with State and Federal laws and to enforce rules and regulations adopted by the State Board of Education.

This policy is implemented for the purposes of enforcement and monitoring of the State Board of Education alcohol rule. The University cannot be responsible for the personal lives and decisions of students; however, if the use or abuse of alcohol threatens to cause disorder or danger to the members of the University community, others, or campus property, appropriate action will be taken. Enforcement and discipline shall be consistent and due process appropriate for the offense shall be applied in accordance with established University policies and procedures.

#### **A. Rules and Regulations**

Rules and regulations regarding drugs and alcohol are enumerated in the Student Code of Conduct; the section pertaining to drugs and alcohol is as follows:

##### **1. Violations**

- a. Possession or consumption of alcohol is prohibited on University property except as permitted in specified living quarters of persons of legal age (e.g., student apartments, but not individual residence hall rooms), and other areas designated by the President with the approval of the State Board of Education.
- b. Distribution of alcohol to a minor is prohibited.
- c. Possession of alcohol by a minor is prohibited.
- d. Possession or consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- e. If a student violates the Student Code of Conduct while under the influence of alcohol, this policy will also apply.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.

##### **2. Enforcement**

- a. All incidents of alcohol violations shall be reported to the Public Safety Office.
- b. All reports of incidents involving alcohol will be forwarded to the Director of Student Life.
- c. The Director of Student Life or their designee will be responsible for the following:
  - (1) Determining if an incident reported constitutes a violation of the University alcohol policy.
  - (2) Recording and tracking all students involved with alcohol violations.
  - (3) Notification of the criminal justice system, when warranted, of the behavior of an individual involved in an incident.
  - (4) Enforcing sanctions described.

##### **3. Sanctions**

- a. Minimum sanctions  
The sanctions described are minimum sanctions and do not limit the disciplinary power of the University in any matter involving Code of Conduct violations.
- b. Infractions and Mandatory Sanctions
  - (1) First infraction of the Academic Year.  
Student must attend an alcohol education class and will be placed on University conduct probation.
  - (2) Second infraction in the Academic Year without injury or conduct likely to lead to injury.  
Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office.

- (3) Second infraction in the Academic Year with injury or conduct likely to lead to injury.  
Student is placed on disciplinary probation, and, at the student's expense, must submit to a substance abuse evaluation performed by a recognized authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office. The Director of Student Life or their designee may share all records of the incident with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary.
- (4) Third infraction in the Academic Year without injury or conduct likely to lead to injury.  
Student is suspended from the University for one academic semester.
- (5) Third infraction in the Academic Year with injury or conduct likely to lead to injury.  
Student is suspended from the University for at least one academic year and all records involving the incident may be shared with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary by the Director of Student Life or their designee.
- c. Recording Cycle for Violations is One Academic Year. The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.
- d. Right of Appeal. The student may appeal to the Director of Student Life or to the University Student Conduct Board. The procedure described in the *Student Handbook* will apply. On-campus residents who live in residence halls and who violate the alcohol policy in on-campus housing will be governed by the policy and appeals process described in the *Standards of Residence*.

Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct Code. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity; continued violation of drug or alcohol policies may result in expulsion.

The University Counseling and Testing Services shall serve as the department for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the Center will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

<https://www.isu.edu/ctc/>

## **B. Intervention**

Students with substance abuse problems usually come to the attention of the University through exhibiting behavior that is not socially acceptable. These people may be referred to the [Counseling Center](#) or be dealt with through the student conduct process. Public Safety officers and Student Affairs staff are trained to identify behavior which is likely to be associated with drug use or abuse. If drugs or alcohol are involved, evaluation and treatment may be required in addition to other appropriate disciplinary action. If evaluation indicates a drug or alcohol problem, treatment may be required for the individual to remain in University residence or continue in attendance at the University

## **C. Evaluation and Treatment**

The University is here to provide educational service and to this end shall make all reasonable efforts to assist students who seek help.

Confidentiality is assured to anyone who requests help and no disciplinary action will be taken as a result of a student's request for help.

Referrals to the [University Counseling and Testing Services](#) may be made in any of the following three ways:

1. Self-Referrals – This is the preferred method. Students may call and make an appointment to meet with a counselor.

2. Voluntary Referrals - This type of referral involves a person identifying a problem in another person and assisting that individual in making an appointment with a counselor or referral agency.
3. Mandatory Referrals - In cases where individuals have demonstrated continued inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in a residence hall or remaining enrolled in the University.

#### **D. Programs for Education and Prevention**

The University has established a committee on substance abuse that coordinates campus wide efforts to provide educational programs and services to assist students in solving drug and alcohol related problems. In addition, various groups and living units provide educational programs to students with the goal of presenting factual and accurate information regarding drug and alcohol use, misuse, and abuse. Recommended guidelines regarding responsible alcohol consumption at off campus locations will be provided to campus organizations. Events that have alcohol consumption as a primary focus shall not be advertised on campus.

### **Smoking Policy ISUPP 2370**

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities. For more information on the smoking policy visit <https://www.isu.edu/media/libraries/isu-policies-and-procedures/public-safety/2370-Smoke-Free-Campus.pdf>.

### **Solicitation Policy**

Any student, solicitor, agent, or salesperson operating for his/her own benefit and for interests not directly connected with the University's interests is not permitted to solicit, advertise on campus, or participate in any University function without the approval of the Executive Director of ISU Student Unions, who serves as the campus Facility Use Coordinator.

Canvassing of the Residence Halls, University Apartments, the Student Union, or other University-owned property is not permitted. This includes door-to-door or person-to-person selling. An agent may visit or conduct business with a student only if invited or requested to do so by that student.

Individuals wanting to purchase advertising through established formats should contact the person responsible for the respective advertising medium; (e.g., *The Bengal* newspaper, Holt Arena, Athletic Program, telephone book, event sponsorship, etc.).

The University reserves the right to deny solicitation rights to any program not in harmony with its role and mission, philosophy, policies, or applicable federal, state, and local laws. Permission to solicit on the ISU campus in no way reflects University endorsement, opinion, or policy.

#### **Student Unions**

Solicitation for whatever purpose is expressly forbidden unless the Executive Director of ISU Student Unions has granted prior written approval.

Solicitations or displays that receive prior approval of the Executive Director are restricted to specific areas so as not to disrupt the flow of traffic. All arrangements must be made through the Pond Student Union Scheduling and Events Services Office or the Bennion Student Union administrative office.

#### **Pond Student Union Vendor Space**

Rental space is available for vendors to reserve in the Post Office/ Bookstore hallway. Consideration for this space is given to Bookstore promotions first. There will not be space available for vendor use during



Bookstore promotions. Arrangements must be made and approved in advance with the Scheduling and Event Services Office.

### **Food Service**

Chartwells has a contract with Idaho State University and is therefore the sole provider of catered food and beverage service for events scheduled in the Pond or Bennion Student Unions and all other facilities on the campus, with the exception of Holt Arena, Rec Center and Davis Field. Due to contractual and Health Department regulations, all sponsors must use the official University Food Service (Chartwells) as the caterer or request in writing to get the food service contractor's written permission for any exceptions.

The College of Technology Culinary Arts Program is a department within the University and provides some food services for the campus as part of its educational role. It is not the "contract" food service provider.

### **Publications**

Distribution of any publication on the campus must be approved by the Executive Director of ISU Student Unions and may be referred to the Communications Board. The Board reserves the right to regulate the location, manner, duration, and quantity available for distribution.

### **Posters and Banners**

All buildings on campus have specific policies concerning the location of posters and banners. Facility managers should be contacted for approval prior to the posting of any materials.

### **Campus Recreation Facilities**

Solicitation and advertising in Campus Recreation facilities must be in accordance with University policy and must be in the best interests of faculty/staff/students of the University. Prior authorization must be obtained from the office of the Director of Campus Recreation (Room 242, Reed Gymnasium). This includes students, organizational representatives, and salespersons of any kind.

### **Holt Arena**

Solicitation and advertising in Holt Arena must be in accordance with University policy and be in the best interests of the students of the University. The Holt Arena Manager will evaluate each request on this basis prior to the event.

Food service in Holt Arena operates on an in-house basis. Permission for food/beverage sales by student organizations must be obtained from the Holt Arena Manager.

### **Housing**

#### **Business, Sales, and Non-Commercial**

- A. Door-to-door solicitation for sales, business, or non-commercial organizations is prohibited in the residence halls and apartment complexes. Agents may visit or conduct business with residents in the privacy of an assigned room or apartment of such facilities upon invitation of the resident.
- B. A business, sales, or non-commercial organization, at the discretion of the Director of University Housing, may rent space in a public area in a residence hall or apartment complex.

#### **Political Campaigning**

- A. Door-to-door campaigning for ASISU, local, state and national office is not allowed in the residence halls. The hours for door-to-door campaigning at apartment complexes are from 10:00 a.m. to 9:00 p.m.
- B. Residents are allowed to post campaign posters on their doors and windows as long as they are not permanently affixed and do no damage to such facilities. Candidates cannot post campaign materials on a resident's door or window without the resident's permission.
- C. Candidates may campaign in the Turner Dining Hall during dining hours. To reserve an information table, contact the Turner Dining Hall Manager at 282-4319.

- D. Campaign posters, fliers, or other literature may be posted on designated bulletin boards in residence halls and apartments.
- E. Public areas may be reserved for informational tables and individual candidate forums through the Director of University Housing, Residence Hall floor lounges and TV lounges may not be used for these purposes.
- F. Harassment of residents, trespassing, or violation of any law, ordinance, or other University regulation is prohibited.

### **Student Organization Recruitment**

- A. Recognized ISU student organizations are allowed to recruit members in the residence halls and apartment complexes with written permission from the Director of University Housing, 48 hours in advance.
- B. Student organizations, at the discretion of the Director of University Housing, may reserve space in a public area in the residence halls or apartment complexes.

### **Parking**

All parking on campus requires a purchased permit. The Parking Office provides permits, visitor passes, and various other parking services. If you do not regularly drive to campus, but find it necessary on occasion, one day parking permits are available. If you don't obtain a permit, you will be cited. If you ever believe you unjustly received a ticket, you may file an appeal within seven school days. For more information, call the Parking Office at 282-2625. <https://www.isu.edu/parking/>

### **Vehicle Towing Policy**

Motor vehicles may be towed from any campus area if allowed to stand in violation of local or state codes, or left in any position which constitutes a hazard (e.g., blocking a fire lane or fire hydrant; blocking or obstructing traffic flow; in a driveway, loading zone, service road; or otherwise tending to cause injury or danger to the public. For more information on the Vehicle Towing Policy visit <https://www.isu.edu/parking/parking-regulations/#towing>.

*\*ISU encourages parking at Holt Arena with the appropriate permit and utilizing transit.*

## **POLICY GUIDANCE**

### **Sexual Assault**

These policies affirm the proposition that students have a right to be free from sexual violence and misconduct while at the University and as they participate in programs and activities facilitated by or at the University regardless of location. Administrators at the University have written these policies to be consistent with federal, state, and local laws. [https://www.isu.edu/media/libraries/aaeo/Sexual-Assault-Policy-Guide\\_2015\\_Aug\\_2.pdf](https://www.isu.edu/media/libraries/aaeo/Sexual-Assault-Policy-Guide_2015_Aug_2.pdf)

### **Relationship Violence**

This policy is intended to explain how students can benefit from University policies established to address relationship violence. Simply adopting a policy does not mean that students know how to seek protection from the policy. This document should make the policy easier to understand and improve its application to students. It

describes what actions students can take to avail themselves of the policy rights, responsibilities and protections.  
[https://www.isu.edu/media/libraries/aaeo/Relationship-Violence-Policy-Guide\\_2015\\_Aug\\_2.pdf](https://www.isu.edu/media/libraries/aaeo/Relationship-Violence-Policy-Guide_2015_Aug_2.pdf)

### **Stalking**

These policies affirm the proposition that students have a right to be free from stalking while at the university and as they participate in programs and activities facilitated by or at the University regardless of location. Administrators at the University have written these policies to be consistent with federal, state, and local laws.

[https://www.isu.edu/media/libraries/aaeo/Stalking-Policy-Guide\\_2015\\_Aug\\_2.pdf](https://www.isu.edu/media/libraries/aaeo/Stalking-Policy-Guide_2015_Aug_2.pdf)

For additional information contact:

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