

Boise State University

*Student  
Handbook*

# Student Handbook



## 1988-1989

### **Student Handbook Committee**

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*Published annually by the Office of Student Special Services*

*It is the policy of Boise State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, sex, creed, age or handicap, in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 799A and 845 of the Public Health Act, and Sections 503 and 504 of the Rehabilitation Act of 1973, where applicable, as enforced by the U.S. Department of Health, Education and Welfare.*

# Dates To Remember Calendar

## FALL SEMESTER 1988

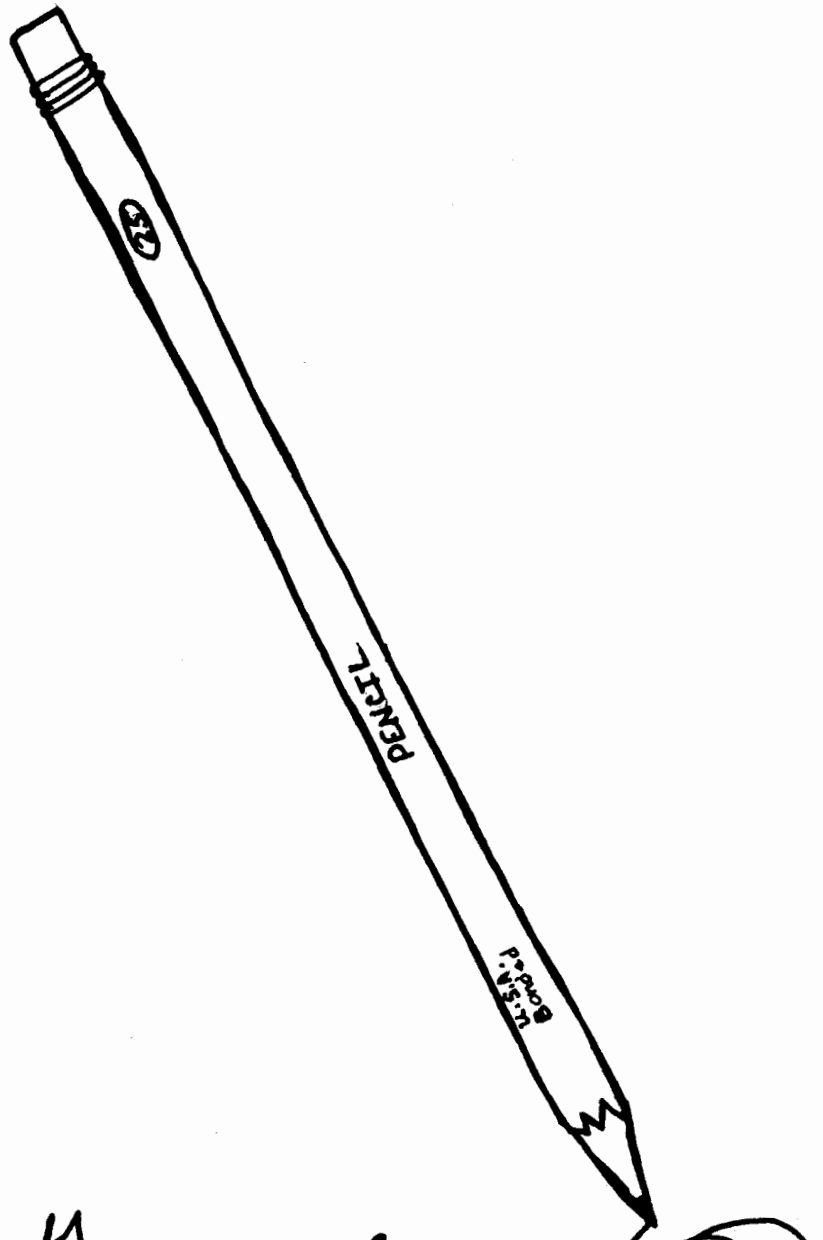
<b>CLASSES BEGIN</b> .....		Monday, Aug. 29
<b>Last Day For</b> .....	A 100% Refund for a Complete Withdrawal from Classes	Tuesday, Aug. 30
<b>Last Day To</b> .....	Register except by Petition or to DROP/ADD without Prof's OK	Friday, Sept. 2
<b>Holiday</b> .....	Labor Day .....	Monday, Sept. 5
<b>Last Day For</b> .....	75% refund for a Complete Withdrawal from Classes	Tuesday, Sept. 13
<b>Last Day For</b> .....	50% refund for a Complete Withdrawal from Classes	Tuesday, Sept. 27
<b>Last Day To</b> .....	Apply for Student Insurance Refund	Tuesday, Sept. 27
<b>Midterm Tests</b> .....	Grades turned into Registrar on .....	Friday, Oct. 14
<b>Last Day To</b> .....	Make Class Changes or Register .....	Friday, Nov. 4
<b>Registration</b> .....	For Spring Semester, 1989 .....	Monday-Friday (4 weeks) Nov. 7-Dec. 2
<b>Holiday</b> .....	Thanksgiving, four days no classes .....	Thursday-Sunday Nov. 24-27
<b>Last Day To</b> .....	Withdraw From the University (CLASSES END)	Friday, Dec. 9
<b>FINAL EXAMS</b> .....	See Schedule in Fall Semester "Directory of Classes"	Monday-Friday

## SPRING SEMESTER 1989

<b>CLASSES BEGIN</b> .....		Monday, Jan. 16
<b>Last Day For</b> .....	100% refund for a Complete Withdrawal from Classes	Tuesday, Jan. 17
<b>Last Day To</b> .....	Register except by Petition or DROP/ADD without Prof's OK	Monday, Jan. 20
<b>Last Day For</b> .....	A 75% Refund for a Complete Withdrawal from Classes	Monday, Jan. 30
<b>Last Day To</b> .....	File for 1989-90 Need Based Scholarships	Wednesday, Feb. 1
<b>Last Day For</b> .....	A 50% Refund for a Complete Withdrawal from Classes	Monday, Feb. 13
<b>Last Day To</b> .....	Apply for Student Insurance Refund	Tuesday, Feb. 14
<b>Holiday</b> .....	President's Day .....	Monday, Feb. 20
<b>Last Day To</b> .....	File for 1989-90 Financial Aid i.e., Grants, Workstudy, loans, etc.	Wednesday, Mar. 1
<b>Midterm Tests</b> .....	Grades turned in to Registrar on .....	Friday, Mar. 10
<b>Last Day To</b> .....	Make Class Changes or Register .....	Friday, Mar. 24
<b>Holiday</b> .....	Spring Vacation .....	Monday-Sunday March 27-April 2
<b>Last Day To</b> .....	File for a Pell Grant for 1989-90 .....	Friday, April 1
<b>Registration</b> .....	For Summer and Fall, 1989 .....	Monday-Friday (4 weeks) April 3-28
<b>Last Day To</b> .....	Withdraw from the University (CLASSES END)	Friday, May 5
<b>FINAL EXAMS</b> .....	See Schedule in the Spring Semester "Directory of Classes"	Monday-Friday May 8-12

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General  
Student  
Information

# Where to Find Help

## Money Matters

### **Books, Paper and School Supply Purchases**

Go to — Bookstore, First Floor, Student Union Building, 385-1254/1559

### **Financial Aid, Scholarships, and Short Term Loans**

Go to — Financial Aid Office, Room 117, Administration Building, 385-1664

### **Late Registration Fee and Other University Bill Payments**

Go to — Cashier's Office, Room 211, Administration Building, 385-1212

### **Part-time Jobs, Work Study**

Go to — Student Employment Office, Room 124 Administration Building, 385-1745

### **On-Campus Paycheck**

Go to — Cashier's Office, Room 211, Administration Building, 385-1212

### **Room and Board Payments**

Go to — Housing Cashier, Room 211, Administration Building, 385-1612

### **Student Organizational Fundraising Projects**

Go to — Student Activities Office, Room 205, Student Union Building, 385-1223

### **Veterans Educational Benefits**

Go to — Veterans Affairs Office, Room 114, Administration Building, 385-1679

## Academic Concerns

### **Academic Advising or Changing Your Advisor**

Go to — The Advising Coordinator of your School or College OR check with the Secretary to the Dean of your School or College.

### **Academic Problems**

Go to — Dean of Student Special Services Office, Room 114, Administration Building, 385-1583 OR Counseling Center, Sixth Floor Left, Education Building, 385-1601.

### **Change of Address**

Go to — Registrar's Office, Room 110, Administration Building, 385-3486.  
Financial Aid Office, Room 117, Administration Building, 385-1664 (if receiving financial aid).

### **Copy of Transcript**

Go to — Transcript Clerk, Registrar's Window, Room 100, Administration Building, 385-3486.

### **Drop or Add a Class, Class Conflicts, Educational Goals, Degree Requirements or Declaring a Major**

Go to — Your Advisor first; Part-time Students check with the Registrar's Office, Room 110, Administration Building, 385-3486 OR Night Students check with the Continuing Education Office, Room 217, Library, 385-1709

### **Extended Absence from Class**

Go to — Individual instructor or in a medical emergency, the Dean of Student Special Services Office, Room 114, Administration Building, 385-1583.

### **Grade Change or Incomplete**

Go to — Your Advisor or your instructor first.

### **Graduation Information**

Go to — Graduation Clerk, Room 102, Administration Building, 385-3486.

### **Transcript Evaluations**

Go to — Evaluator's Office, Room 102, Administration Building, 385-3486

### **Tutoring Assistance, Withdrawal from School**

Go to — Dean of Student Special Services Office, Room 114, Administration Building, 385-1583.  
Vocational Technical Student must go to Vo-Tech Student Services first, Room 112T.

## Special Academic Opportunities

### Honors Program

Go to — The Honors Program Office, Room 408-G, Library, 385-1122

### Internships/Cooperative Education

Go to — Your Department Chairman, Academic Dean, or the University Coordinator's Office, Room 316, Business Building, 385-1461.

### National Student Exchange

Go to — National Student Exchange Coordinator, Second Floor, Student Union Building, 385-1280.

### Reading and Study Skills

Go to — Department of Teacher Education, Room 206, Education Building, 385-3602

### Student Support Program

Go to — Program Director's Office, Room 214, Education Building, 385-3583

### Studies Abroad

Go to — Office of Studies Abroad, Room 314, Education Building, 385-3652

## Student Services

### Career Employment for Graduating Seniors

Go to — Career Planning and Placement, Room 123, Administration Building, 385-1747

### Child Care Information

Go to — BSU Child Care Center, Northeast end of the Pavilion, 385-3979

### Computerized Career Guidance & Information (CIS and SIGI PLUS)

Go to — Student Employment, Room 124, Administration Building

### Health Insurance Claim

Go to — Representative in Student Union, second floor, 385-3863

### Legal Counseling, Landlord/Tenant Problems, Small Claims Courts, etc.

Go to — ASBSU Office, Second Floor, Student Union Building, 385-1142

### Services for Physically Disabled Students, Vocational Rehabilitation, TTY Phone

Go to — Dean of Student Special Services Office, Room 114, Administration Building, TTY Phone 385-1454.

### Student Housing Information

Go to — Student Residential Life, Room 214, Administration Building, 385-3986.

### Veterans Programs, Veterans Who Need Tutoring

Go to — Office of Veterans Affairs, Room 114, Administration Building, 385-1679

## Recreational-Social Activities

### Academic Student Clubs and Organization Information

Go to — Student Activities Office, Room 205, Student Union Building, 385-1223

### Bowling, Pinball, Pool, Video Games, Board Games

Go to — Recreation Center, First Floor, Student Union Building, 385-1456

### Ethnic Student Organizations: M.E.Ch.A., Black Student Union, Dama Soghop

Go to — Dean of Student Special Services, Room 114, Administration Building, 385-1583

### Organizations for Physically Disabled Students: Barrier Busters

Go to — Dean of Student Special Services, Room 114, Administration Building, 385-1583

### Outdoor Adventure Program for Physically Disabled

Go to — Room 101A Old Gym

### Outdoor Educational Programs and Resource Center/Library

Go to — Outdoor Activities Center, First Floor, Student Union Building, 385-1265

### Purchase Tickets for University Events: Films, Lectures, Concerts, Sports Events

Go to — Union Station, First Floor, Student Union Building, 385-1448

### Rent Outdoor Recreational Equipment

Go to — Outdoor Rental Center, First Floor, Student Union Building, 385-1946

### Schedule the Use of a BSU Facility

Go to — "Scheduling of BSU Facilities," Part III of the Student Handbook

### Social and Recreational Student Clubs, Organizations, Fraternities, Sororities

Go to — Student Activities Office, Room 205, Student Union Building, 385-1223

### Student Government (Associated Students of Boise State University)

Go to — ASBSU Offices, Second Floor, Room 214, Student Union Building, 385-1440

### Student Programs Board (SPB), Campus Entertainment

Go to — SPB Office, Room 220, Student Union Building, 385-3654

## **Personal Matters**

### **Discrimination**

Go to — Affirmative Action Director, Room 307, Business Building, 385-1979

### **Grievance against a Member of the University**

Go to — Student Activities Office, Second Floor, Student Union Building, 385-1223

### **Health or Medical Problem**

Go to — Student Health Center, 2103 University Drive, 385-1459 (Full Fee Paying Students Only)

### **Housing Situation, Roommate or Landlord Problem**

Go to — Your R.A., Resident Director, or Student Residential Life, Room 214, Administration Building, 385-3986

### **Personal, Vocational, or Educational Concerns**

Go to — Counseling Center, Sixth Floor Left, Education Building, 385-1601

## **Miscellaneous**

### **Idaho Residency Requirement Information**

Go to — Vice President for Financial Affairs, Room 208, Administration Building, 385-1200

### **Lost and Found**

Go to — Union Station, First Floor, Student Union Building, 385-1448

### **Paging Someone in the Student Union Building**

Go to — Union Station, First Floor, Student Union Building, 385-1108

### **Parking Tickets or Information about Parking Requirements**

Go to — Parking Services, Room 118, Administration Building, 385-1681

### **Put an Ad, Letter or Article in Student Newspaper**

Go to — University News Office, SUB Annex-Student Organization Building (across from Student Union)

## **Vocational-Technical Concerns**

### **Counseling Services**

Go to — Vo-Tech Student Services, Room 114, Technical Education Building, 385-1431

### **Questions about Completing Courses Early**

Go to — Instructor and Department Chairman

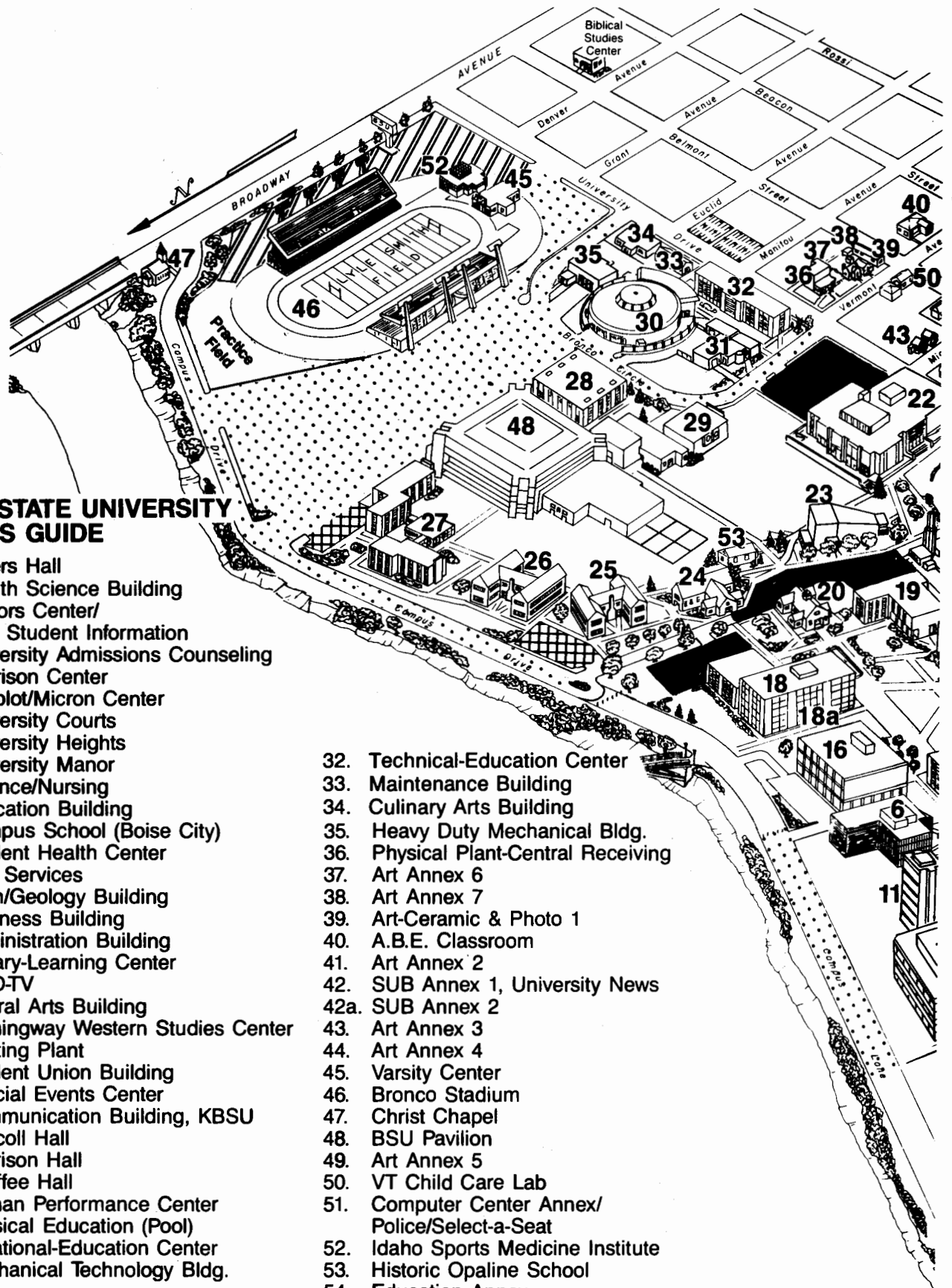
### **Questions Concerning Registration and Student Records**

Go to — Vo-Tech Student Services, Room 114, Technical Education Building, 385-1431

### **Complete Withdrawal from a Vo-Tech Program**

Go to — Vo-Tech Student Services, Room 114, Technical Education Building, 385-1431





## BOISE STATE UNIVERSITY CAMPUS GUIDE

1. Towers Hall
2. Health Science Building
3. Visitors Center/  
New Student Information  
University Admissions Counseling
5. Morrison Center
6. Simplot/Micron Center
7. University Courts
8. University Heights
9. University Manor
10. Science/Nursing
11. Education Building
12. Campus School (Boise City)
13. Student Health Center
14. Mail Services
15. Math/Geology Building
16. Business Building
17. Administration Building
18. Library-Learning Center
- 18a. KAID-TV
19. Liberal Arts Building
20. Hemingway Western Studies Center
21. Heating Plant
22. Student Union Building
23. Special Events Center
24. Communication Building, KBSU
25. Driscoll Hall
26. Morrison Hall
27. Chaffee Hall
28. Human Performance Center
29. Physical Education (Pool)
30. Vocational-Education Center
31. Mechanical Technology Bldg.
32. Technical-Education Center
33. Maintenance Building
34. Culinary Arts Building
35. Heavy Duty Mechanical Bldg.
36. Physical Plant-Central Receiving
37. Art Annex 6
38. Art Annex 7
39. Art-Ceramic & Photo 1
40. A.B.E. Classroom
41. Art Annex 2
42. SUB Annex 1, University News
- 42a. SUB Annex 2
43. Art Annex 3
44. Art Annex 4
45. Varsity Center
46. Bronco Stadium
47. Christ Chapel
48. BSU Pavilion
49. Art Annex 5
50. VT Child Care Lab
51. Computer Center Annex/  
Police/Select-a-Seat
52. Idaho Sports Medicine Institute
53. Historic Opaline School
54. Education Annex

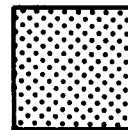
# Boise State University CAMPUS MAP

## PARKING CODE:

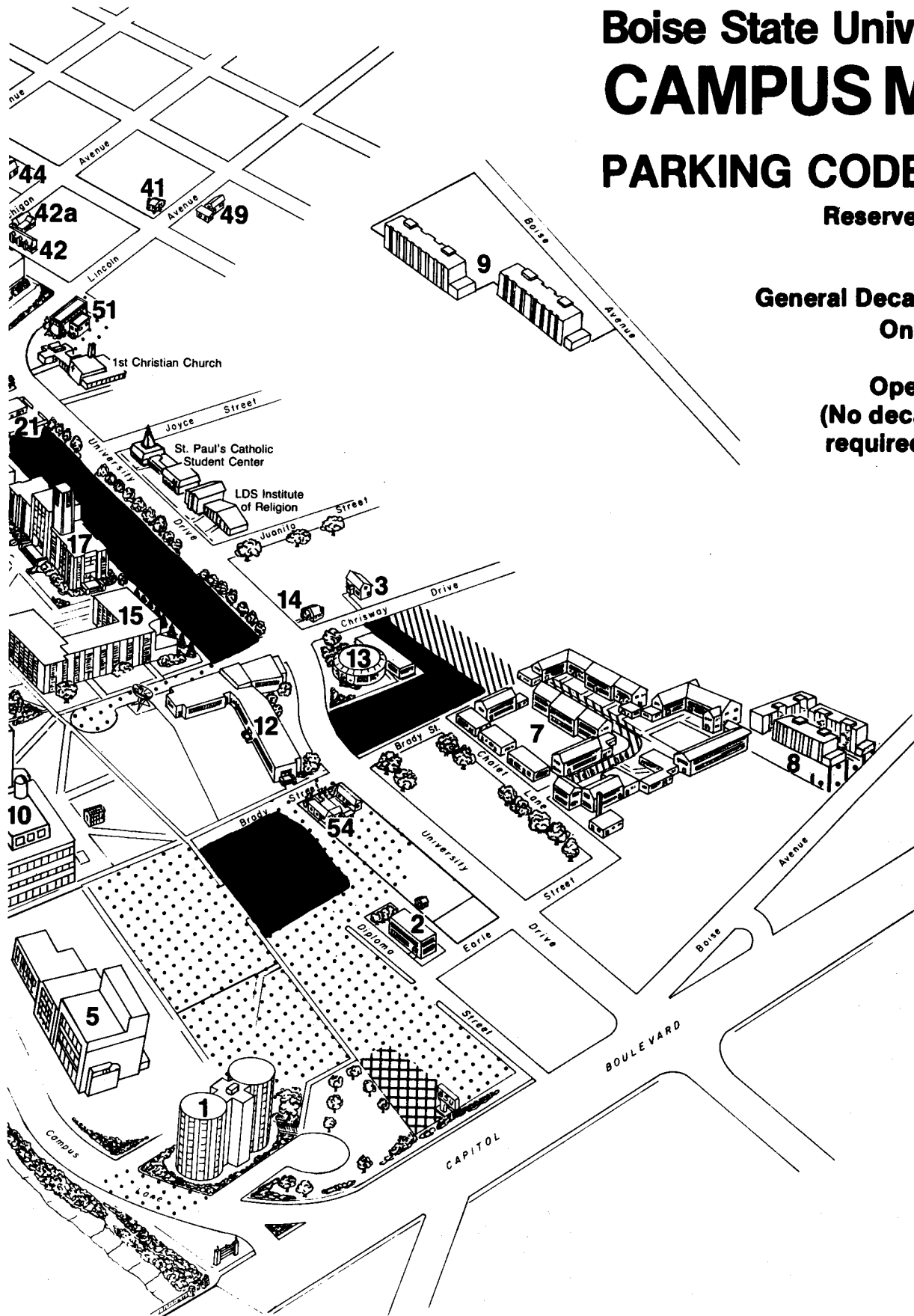
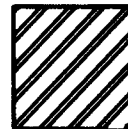
Reserved



General Decals  
Only



Open  
(No decal  
required)



# Boise State University

## 1988-89 Schedule of Fees

### Effective Summer & Fall 1988 & Spring 1989

	<u>FULL TIME U. GRAD.</u>	<u>FULL TIME GRAD.</u>	<u>PART TIME U. GRAD.</u>	<u>PART TIME GRAD.</u>
Associated Student Body	\$ 16.50	\$ 16.50	\$	\$
KBSU Radio Station Fee	2.00	2.00		
University News	4.00	4.00		
Theatre Arts Fee	1.00	1.00		
General Recreation Fee	2.50	2.50		
University Marching Band	3.00	3.00		
Athletics	48.00	48.00		
Student Health Insurance	57.50**	57.00**		
Health Center	25.00	25.00		
Alumni Activities	2.50	2.50		
General Fee	3.00	3.00		
Outdoor Activities/ Intramural Fee	1.00	1.00		
Sub/Housing Building & Operations Fee	80.00	80.00	5.50	5.50
General Building Fee	94.00	94.00	9.00	9.00
Capital Expenditure Reserve	5.00	5.00		
Institutional Maintenance Fee	245.00	245.00		
Part-Time Fee			45.25	45.25
Graduate Fee		167.00		17.00
<b>Total General Fees - Resident</b>	<b>\$ 590.00</b>	<b>\$ 757.00</b>	<b>\$ 59.75*</b>	<b>\$ 76.75*</b>
<b>Non-Resident Tuition</b>	<b>950.00</b>	<b>950.00</b>		
<b>Total General Fees (Non-Resident)</b>	<b>\$1,540.00</b>	<b>\$1,707.00</b>		

**FALL & SPRING SEMESTER:**

Full time fee is charged to students taking 8 or more credit hours. Part-time credit hour fee is charged to students taking 7 hours or less.

**\*SUMMER & CONTINUING EDUCATION:**

Full time fee is not applicable. Part-time credit hour fee is charged for each credit hour regardless of number of credits.

\*\*Refundable upon individual application for 30 days following start of classes.

ALL FEES, TUITION AND OTHER CHARGES ARE SUBJECT TO CHANGE.

# Student Health Insurance

All full time students (8 or more credit hours) are automatically covered by **Medical Expense Insurance** when the full time registration fee is paid. Students are insured 24 hours a day during the policy period, including all school vacations, at home, on campus and while traveling. Coverage for the Fall semester ends on the first day of the Spring semester and Spring semester benefits end in August. Medical Expense Insurance Benefits are available to part time students who pay less than full time fees but are enrolled in at least three credit hours of class each semester.

Students not wishing to keep the medical expense coverage can apply for a refund of the insurance fee by filing a petition with the ASBSU student health insurance representative within 30 days from the beginning of the semester (see Academic Calendar in Class Schedule).

The student representative's office is located in the Student Union, Room 218, (telephone 385-3863). Your representative will explain the program and claims procedures to you.

The **UNIVERSITY STUDENT HEALTH CENTER** is a separate clinic and is not associated with the health insurance program. All **Full-time** students are eligible for medical assistance or service from the Health Center with or without the medical expense insurance.

The University also carries liability insurance covering all on campus and official functions including student activities.

## Boise State University Parking System

**Traffic and Parking Regulation Brochures** are available in the **PARKING SERVICES OFFICE** (Room 118, Admin. Bldg., 385-1681). The regulations apply on all University property, at all times, unless otherwise specified.

### Reserved Parking

Reserved permits cost \$65.00 per year. \$28.00 of the permit is deposited in the University's Scholarship Fund and is tax deductible.

A vehicle registration card must be completed prior to issuing an assigned permit number for your designated lot. You must park in your designated lot only and in any legal parking space. There are no individually assigned spaces. Restricted lots are reserved from 7:00 a.m. until 3:00 p.m. Monday through Friday and your reserve permit is **NOT VALID** in the **GENERAL PERMIT** parking lots between 7:00 a.m. and 3:00 p.m. Current Reserve Permits may be renewed from May 1 until the first week of August. Remaining reserve permits will be sold to students, staff, or faculty on a first

come/first served basis.

### General Parking

General permit parking is available in the unreserved portion of the Towers Lot, the west side of the Stadium/Pavilion Lot, designated campus roads, and General Permit designated campus roads or parking lots. Only one permit is issued for the price of \$15.00 and is valid only when properly displayed in a registered vehicle. A vehicle registration card must be completed to obtain a permit.

A General permit **DOES NOT** guarantee you a parking space. **IT DOES NOT** allow you to park in fire lanes, handicap spaces, loading zones, no parking or yellow painted areas.

### Metered Parking Spaces

Heavy traffic areas such as the Administration and SUB parking lots have metered parking spaces identified for the convenience of short-term visitors, students, staff, or faculty. Each space is regulated with half hour, one hour, and two hour

parking meters at a cost of \$.25 per half hour.

### Open Parking

The east side of the Stadium/Pavilion Parking Lot is the **ONLY AREA** on campus that does not require a decal or permit. This enables visitor seminar participants, special meeting groups, etc., to park on campus without incurring a parking violation.

### Evening Parking

After 3:00 p.m. permits/decals will **NOT** be required for use of the parking facilities. No parking will be allowed in yellow zones, no parking areas, handicap spaces or non-designated spaces.

### Campus Housing Parking

University apartments and residence hall parking permits are available in the Parking Services Office and are required for University Courts, University Heights, and all residence halls. Apartment permits are issued free of charge, while residence hall permits are issued with the purchase of a General Permit.

**Handicapped Parking**

Students, staff and faculty with physical disabilities may purchase a Handicap Parking Permit for \$15.00 with a written request from their physician to the Dean of Student Special Services. This permit allows parking in designated handicapped spaces or in any reserved or general permit required parking lots.

**Summer Parking**

Permits/decals are required for summer use of parking facilities. All rules and regulations are enforced. Permits purchased for Fall or Spring semester are valid during the summer.

Summer Only permits will be available from the last day of Spring Semester and are valid until the end of Summer. (See current parking brochure for the fee schedule.

The Stadium/Pavilion parking lot will be Open Parking (no permit re-

quired) for the summer only.

**Motorcycle Parking**

Motorcycles are required to park in designated motorcycle parking areas only. Decals are \$12.00 for the year and only one decal is issued.

**Parking**

Any questions concerning parking regulations, payment of fines or appeals should be directed to the PARKING SERVICES OFFICE, Room 118, Administration Building, phone 385-1681. The office is open from 7:00 a.m. until 4:00 p.m., Monday through Friday.

This office does not set policy or rules and regulations for parking on the campus. Its function is to efficiently operate, manage, and enforce the University's parking rules and regulations. Any comments or concerns should be submitted in writing through this office to the University Administration and Parking Advisory

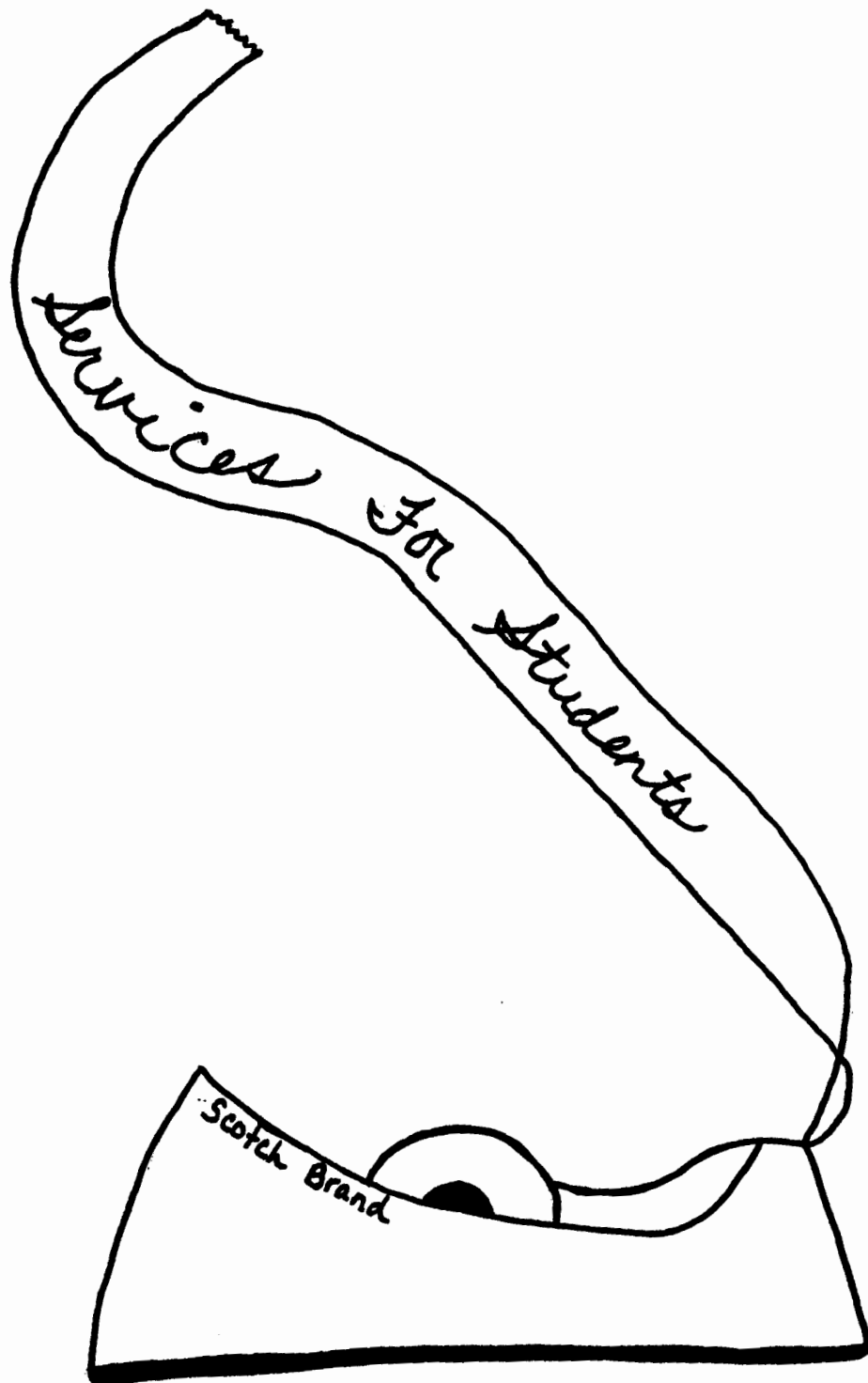
Committee.

Please refer to the Parking Brochure for the deadline dates for submitting an appeal or paying a fine and a description of violations.

**Towing and Impoundment**

Parking control officers may use their discretion in towing away vehicles. This practice may be used when a vehicle is: (1) obstructing or blocking the flow of traffic; (2) parked in a loading or yellow zone, fire lane, handicapped space, reserved lot, etc.; (3) owned by a "continual violator" or by someone whose parking privileges have been revoked; (4) Blocking or obstructing another vehicle.

**CONTINUAL VIOLATORS** are individuals who **ACCUMULATE THREE OR MORE PARKING VIOLATIONS. THEY ARE SUBJECT TO TOWING UNTIL ALL VIOLATIONS ARE CLEARED WITH THE PARKING SERVICES OFFICE.**



# Vice President for Student Affairs

## 385-1418

If you need an answer to a general question or problem, check in Room 210, second floor of the Administration building, and ask for Dr. David S. Taylor, Vice-President for Student Affairs. Dr. Taylor and his staff are available to advise on all of the services provided by Student Affairs personnel. Specific questions about the Student Policy Board, other Student Affairs offices, student government and all areas of counseling and advising can be directed to this office if assistance is not found elsewhere.

### Vice President for Student Affairs Staff

Dr. David S. Taylor, Vice President  
Dick Rapp, Associate Vice President  
Judy Walker, Administrative Assistant

## Admissions

### 385-1156

Admissions handles all the paperwork involved in keeping your admissions records up-to-date from the moment you first apply for entrance until the day you graduate and receive your degree. If you need to know whether the University received your application, high school or other college transcripts, or how much it costs to register, where to register, when, and how, the Admissions people in Room 101, first floor of the Administration Building, are there to help.

### University Admissions Counseling/ Visitors Center — 385-1401 2015 University Drive

General admissions and program counseling as well as referral services are available through the Admissions Counseling Center. Services provided to foreign students, non-traditional students and recent high school graduates include: general admissions procedures, orientation programs, tours of the University, career counseling and interest testing, program and course selection.

### Admissions Staff

Steve Spafford, Dean  
Gertrude Arnold, Assistant Dean  
Carol Thomson, Assistant Dean  
Julie Underwood, Admissions  
Counselor

## Financial Aid

### 385-1664

The primary purpose of financial aid is to provide financial assistance and counseling to students who would be unable to attend the University without such help. Financial aid is available to fill the gap between the student's potential resources and yearly educational expenses. The ultimate responsibility for meeting educational costs rests with the individual student and/or parents.

The Financial Aid Office is located in Room 117 of the Administration Building and has a comprehensive financial assistance program which includes a variety of scholarships, loans, grants, and part-time employment. Financial aid is determined by a careful analysis of the student's financial resources from information furnished on the Financial Aid Form (FAF) submitted to the College Scholarship Service (CSS). A uniform method of analysis mandated by Congress determines a student's financial need. Every attempt is made to ensure a fair distribution of the resources available to the University. Students should contact the Financial Aid Office early in the semester prior to the first semester of enrollment to learn what assistance might be available and how to apply.

To receive financial aid at BSU, an

eligible student must (1) be enrolled for the purpose of obtaining a degree, diploma, or certificate; (2) be in good academic standing; (3) be progressing toward a degree/certificate at the rate defined below; (4) complete degree requirements within the maximum time frame provided by this policy; (5) recipients of nonfederal funds may need to meet other eligibility requirements.

### Enrollment Status

Fulltime Undergraduate	12 credits per semester
Parttime Undergraduate	6*-11 credits
Fulltime Graduate	9 credits per semester
Parttime Graduate	5* credits per semester

*\*Students who drop below these levels are not eligible for financial aid and will be required to repay financial aid funds received.*

### Good Academic Standing

Students on academic probation are not eligible for financial aid. This includes transfer students who are admitted on "probation" and continuing students "readmitted" by their deans.

**EXCEPTION:** Financial aid will not be withheld for students on probation who earned at least 12 credit hours with a 2.5 GPA the most recent semester at BSU and have not exceeded the maximum time frame allowed for completion of degree/certificate.

### Satisfactory Progress

During any year in which a student receives financial aid, the student must be making satisfactory aca-

ademic progress by completing a minimum number of credits, as calculated below.

No. of Sem.	Bachelors		Associate		Masters	
	Full time	Part time	Full time	Part time	Full time	Part time
1	11	7	11	6	9	5
2	22	14	22	12	18	10
3	33	21	33	18	27	15
4	44	28	44	24	30	20
5	55	35	55	30		25
6	66	42	64	36		30
7	77	49		42		
8	88	56		48		
9	99	63		54		
10	110	70		60		
11	121	77		64		
12	128	84				
13		91				
14		98				
15		105				
16		112				
17		119				
18		128				

Maximum Time Frame Allowed for Completion of Degree

Type of Degree/Certificate	Full-time	Part-time*
Bachelor's	6 years	9 years
Associate	3 years	4 years
Master's	2 years	3 years
Vo-Tech and Certificate Programs	Within normal program length: 11 months, if in an 11-month program.	

To qualify for the part-time completion time frame, the student must have enrolled part-time at least 50% of the total time. At a minimum, Satisfactory Progress Review will be conducted annually after Spring semester grades are available. A student who does not complete the minimum number of hours required has the following options:

1. Enroll the necessary number of hours during the summer term **without summer financial aid**. Successful completion would reestablish aid eligibility for the following fall semester as long as the student is not on probation and meets all other eligibility requirements.

2. Enroll **without financial aid** and reapply for aid consideration once the minimum credit hour requirements have been made up.

3. Appeal in writing for exemption from this policy. Extenuating circumstances must be clearly documented.

The following shall not be counted as credits completed: F, audit, withdrawal, incomplete. Remedial

courses (E010, etc.) will be counted as equivalent hours completed unless the student fails the course.

### Complete Withdrawals and Drops to Less than 6 Credits

These will not be counted as semesters attended unless this practice occurs repeatedly after receiving financial aid.

### Reinstatement

Student must no longer be on academic probation or deficient in the minimum number of credits completed to reinstate eligibility for financial aid.

### Appeal

The Financial Aid Office will consider a written appeal for exemption to this policy only in instances where a poor academic record dating three years or longer or documented extenuating circumstances are the cause of the problem. The Financial Aid Office will consider the individual circumstances in any appeal and may grant an exemption for no longer than one semester at a time.

### Student Financial Aid Staff

Lois Kelly, Director  
Rita Shelley, Assistant Director  
Francie Katsilometes, Counselor  
Chris Woodward, Counselor.

### Student Employment — 385-1745

The Student Employment Office, located in Room 124 of the Administration Building, provides assistance to students seeking part-time and vacation employment. Numerous and varied listings are maintained from on campus and Boise area employers. Referrals for on campus employment programs (Work Study and BSUP) are made through this office. Students must show eligibility to work by verification of their citizenship status. Information on summer positions from outside the area are also available. Students seeking off-campus employment need only complete a brief registration form and verify their status by showing a current Activity/Fee card.

### Student Employment Staff

Roni Leuck, Student Job Coordinator  
Randy Smith, Student Job Coordinator

## Student Activities & Student Union

# 385-1448

As the center of campus social life, the Student Union is yours to enjoy and use during your between-class and leisure hours at Boise State. It was specifically designed to provide a wide variety of special services and facilities that are available to all students, faculty, administration, alumni, and community guests. For information about facilities, services or equipment call 385-1448.

### Student Union Hours

Open seven (7) days a week from 7:00 a.m. to 11 p.m.

### Union Recreation Center

Open Monday through Friday, 8:30 a.m. until midnight, Saturday and Sunday, noon until midnight.

### University Bookstore — 385-1254

The Bookstore is located on the first floor of the Student Union. All textbooks and supplies required for classes can be purchased there. The Bookstore endeavors to carry a large selection of sale books on a constant basis.

The Bookstore hours are:

Monday through Friday:

8 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

We hope you will enjoy shopping at the Bookstore. We are here to serve you.

Bill Barmes, Manager

### University Dining Service—385-1225

The University contracts yearly with a commercial food service firm (Marriot) for all food services on campus.



For information call 385-1225 or call Student Residential Life at 385-3986 about meal tickets.

Bill Smith, Director

**Some of the facilities provided are:**

**Dining Room:** (All students, faculty, staff and guests are welcome.)

Located on the right of the stairway of the second floor, the dining room serves three full meals a day Monday through Friday cafeteria-style to all students with meal cards, cash valued I.D. cards, and cash. Meals are provided from 8:00 a.m. to 6:00 p.m. on Saturday and Sunday in the Union Street Cafe. Meal Service on the weekends is the same format as used in the Union Street Cafe during the week.

Meals are served at the following times:

Breakfast: Monday-Friday  
7:00-8:00 a.m.

Continental: Monday-Friday  
8:00-8:30 a.m.

Lunch: Monday-Friday  
11:00-1:00 p.m.

Dinner: Monday-Friday  
4:45-6:30 p.m.

Saturday and Sunday:

Brunch: 11:30 a.m.-1:00 p.m.

Dinner: 4:30-6:00 p.m.

Even though the Union Street Cafe is open from 8:00 a.m.-6:00 p.m., there are specific hours for Brunch and Dinner.

Bill Smith, Director

**Union Street Cafe** is located on the north end of the Union's first floor. Cooked to order breakfasts are available weekdays until 10:30 a.m. Hot grill items, soup, salad bar, pizza, deli sandwiches, mexican food, ala carte lunch entrees, fresh pastries, and ice cream are available daily. Operation hours are 7:00 a.m. through 8:00 p.m., Monday-Thursday; 7:00 a.m. through 6:00 p.m., Friday; 8:00 a.m. through 6:00 p.m., Saturday and Sunday.

**Riverview Deli** on the first floor of the Science Education Building is open Monday through Thursday 7:00 a.m. to 8:00 p.m. and Friday 7:00 a.m. to 2:00 p.m. Beverages, juices, sweets

galore, deli sandwiches, hot soup, chili and salads are available to eat there or take out.

#### **Union Station — 385-1448**

Union Station is located in the main lobby of the Student Union. Information concerning campus and community events, facilities, campus lost and found, office locations and special events. Postage stamps, discount theatre tickets, Boise Urban Stage passes and tokens, Park 'n Ski stickers and Select-a-Seat event tickets can also be purchased at the Union Station.

#### **Reservations and Catering/Conference Services — 385-1677**

The Reservations and Catering Office is located on the first floor across from the Bookstore. This office schedules all reservations for the Special Events Center, Union room space, audiovisual equipment and food service catering.

Individuals planning multiple day and multiple facility conferences should contact this office for assistance with planning, scheduling and consolidation of related charges.

#### **Catering**

University Dining Services offers catering for all types of functions. Special affairs such as luncheons, banquets, teas, receptions and coffee services can be arranged by calling the Catering Sales Associate at **385-3890**.

#### **General Purpose Meeting Rooms**

There are meeting rooms available to recognized student organizations and to BSU departments located on the second floor of the Union. The majority of smaller rooms are equipped with large conference tables and chairs, while the larger rooms allow the scheduler to select a custom room arrangement. Audio/visual equipment may also be scheduled through this office. The Student Union hosts many campus and community events each year, so call early to assure availability of space for your activity.

In addition to the rooms available in the main Union building, a small house with a kitchenette is maintained for student organizational use should you want to prepare and serve food at your meeting. Catering waivers are available only to BSU student organizations.

Room reservations are made by calling the Reservations Office at 385-1677 or stopping by the office located on the first floor of the Student Union.

#### **Ballroom**

The Ballroom on the second floor north is used for dances, luncheons, speakers and other activities and has an occupant capacity of 800.

#### **Recreation Center — 385-1456**

The Recreation Center is located on the first floor past the Bookstore. There are six bowling lanes, pocket billiard tables, snooker tables, one three-cushion billiard table, foosball tables, table tennis, shuffle board, videos, and pinballs. Also available are cards, chess, checkers, cribbage etc. — at no charge. Lockers located on the left of the entrance to the Recreation Center area are available for rent; check at the Recreation Center Desk.

#### **Outdoor Rental Center — 385-1946**

The Outdoor Rental Center is located at the east end of the Recreation Center. The ORC has a variety of equipment for rent such as cross country skis, sleeping bags, tents, backpacks, whitewater rafts, camping accessories, basketballs, footballs, volleyball and softball sets. The ORC can equip novice outdoor enthusiasts as well as experienced adventurers with the necessary equipment to enjoy the Northwest's great environment.

Whether your interests lie in exploring the mountains, rivers, canyons or deserts, the ORC will help you plan and prepare your equipment needs.

Along with the equipment, the ORC has a Resource Library containing national forest maps, trail descriptions, trail routes, camping locations,

forest service road information and ranger station locations for the Northwestern United States. The ORC has other resources which include books and magazines about outdoor activities, signup sheets for upcoming outdoor adventures, information on outdoor activities lectures and an information bulletin board listing used equipment.

#### **Student Activities — 385-1223**

This office is located on the second floor of the Union in the northwest corner. The Activities Office is the focal point for all student clubs and organizations. All recognized student organizations have mailboxes here and a listing of all recognized organizations and their officers is available.

This office works closely with the Students of BSU, Student Programs Board, ASBSU Judiciary Elections Board, and approximately 100 recognized student organizations on campus. The Activities Office provides advice on recruitment, training, fund raising, promotion and other leadership skills. If you want to become involved or find out what's happening on campus this is the place!

Throughout the year the Student Activities Office sponsors a variety of events including: campus organization fairs, leadership development programs, health/wellness programs, blood drives, organization awards banquet and organizational information meetings.

#### **Art Exhibits**

The Student Union strives to bring in the works of local, regional and national artists for your enjoyment. Any interested student, faculty, local or regional artist may display their art work, paintings or exhibits in one of our four display areas. Some individual pieces from an art exhibit may also be for sale. Insurance protection is strongly recommended and available for all exhibits. Contact the Activities Office for scheduling information.

#### **Student Programs Board (SPB) — 385-3654**

Located on the second floor next to

the Ada Lounge, SPB is the central programming entity on campus responsible for sponsoring films, concerts, lectures, comedians, special events, and performing arts. Committee participation is open to any student interested in choosing entertainment and developing the skills and experience sought by employers. Dedicated to providing alternate entertainment, SPB is students programming for students.

#### **Global Travel — 385-1370**

The University branch of Global Travel is a full-service agency offering convenient ticketing arrangements for individual and group travel. Services include airline tickets, cruises, tours, car rentals, total reservations and much more. No charge is made for these services.

#### **Lounges**

There are two very large lounges that make up the northwest corner of both the first (Boisean Lounge) and second (Ada Lounge) floors of the Union. Both have huge fireplaces and excellent panoramic views of the campus: a great place to rest and relax between classes.

#### **Telephones**

Four pay phones are located directly behind the main lobby stairway on the first floor. A campus telephone is located at Union Station to call any campus extension free. It cannot be used for off-campus calls. Blue paging telephones are located on the first floor next to the Union Station and on the second floor, adjacent to the Ballroom and in between the Big Four meeting room and the Nez Perce room. Public pay phones are also located outside the Ballroom.

#### **Banking Center**

The Banking Center is located in the main lobby of the Union and consists of two Automatic Teller Machines (ATM's). One of the ATM's accesses the PLUS and HANDI-BANK network which provides service for Mastercard, American Express, Cirrus, Exchange Northwest, Discover and other cards affiliated with the Award network. Access to the Banking Center is limited to the Student Union's posted hours.

**Vending Machines** are located in the Recreation Center on the first floor of the Union. Other machines are also located in the residence halls and all academic buildings.

#### **Student Union Staff**

Greg Blaesing, Director  
Brian Bergquist, Assistant Director  
for Operations/Conference Services  
Maureen Sigler, Assistant Director  
for Student Activities

## **Student Residential Life 385-3986**

The Office of Student Residential Life assists students with their residential experience. It is responsible for the residence halls and University apartments.

Students with problems or questions related to their housing situation can come to Room 214, Administration Building, for assistance.

The office also tries to identify the needs of students related to their residential experience. Through individual counseling or new programs these needs can best be met. This includes married students, single parents, single students, off-campus students, and residence hall students. The office supervises all applications, assignments, and billings for on-campus and University apartments, and maintains listings for off-campus accommodations.

#### **Residence Halls**

Boise State University has four residence halls, serving approximately 750 students: The Towers is a coed hall for 300 students; Chaffee is also coed and has a capacity of 290; Driscoll and Morrison accommodate 82 students each, with Driscoll serving as a women's facility and Morrison an upperclass-member coed hall.

### **Residence Hall Student Government**

Each hall has a Hall Council made up of elected executive officers and floor/suite representatives. This organization has a very direct voice in the programs and policies governing student life in the respective halls.

### **How To Apply**

Applications are available upon request. The completed form and a \$60.00 application fee/security deposit should be returned to the Office of Student Residential Life as soon as possible to ensure assignment.

### **Residence Hall Association**

RHA is the organization which represents the central governing body of the students in the residence halls, with the Resident Directors serving as advisors. It is affiliated with the national organization, and is directly involved in programming and policies for the halls.

### **Resident Advisors**

Each hall has Resident Advisors who are selected students trained to assist the residents. The RAs serve as resource people, advise students and student groups, help individuals with problems, implement policies, and basically are there to listen and offer assistance.

### **Residence Hall Judicial Boards**

Students who are suspected of a violation of a University or residence hall policy are referred to a Judicial Board composed entirely of students. There is the right of appeal from the board to the Associated Student Body Judiciary.

### **Program Fees**

The residence halls have a required program fee. This fee is used for programs, activities, and various types of interest group projects as desired by the students.

### **Semester and Spring Breaks**

The resident halls are officially closed during Semester and Spring Breaks. Any student desiring to remain in the halls for all or either of these periods or a portion thereof will

be required to pay a per night rate.

### **Residence Hall Acceptance**

Acceptance and processing of the contract by the Director of Student Residential Life does not constitute approval of academic admission to the University and application for admission is not an application for housing.

### **Contract**

Housing is provided to students who agree to contract for the academic year or for the remainder of the academic year, should the student move in after the year begins. Eligibility to live in a residence hall is dependent upon an individual being accepted by the University as a regularly enrolled student. Priority assignment will be made to students carrying 8 or more credit hours. Students who drop below 8 credit hours may be asked to move from the hall.

### **UNIVERSITY APARTMENTS**

Boise State University has three complexes, with a total of approximately 170 units.

### **How to Apply**

Applications are sent to all students and prospective students who request them. Upon receipt, the student should submit the completed form and a \$50.00 application fee to the Office of Student Residential Life as soon as possible to be placed on the waiting list. Then, when the apartment is available for which the student has applied and is eligible, the student will be contacted. It is the responsibility of the student to notify the Office of Student Residential Life of any change of phone number or address.

### **Eligibility**

Priority is given to married students and single parents with a child or children; however, where space permits, one-bedroom apartments are made available to single students. In all cases, the tenant(s) must be enrolled as a full-time student(s) at Boise State University.

### **OFF-CAMPUS HOUSING**

The office provides very limited ser-

vices to students who are seeking off-campus housing. Listings are maintained on available apartments or houses that come to our attention. However, we are unable to go beyond simply making these listings available to anyone who can come to Room 214 of the Administration Building.

### **Equal Availability**

The University is an equal opportunity institution, and offers its living accommodations without regard to race, color, national origin, or handicap (as provided for in Title VI and Title IX and Sections 503 and 504 of the Rehabilitation Act of 1973).

### **Application Process**

To apply for either the residence halls or University apartments, write to:

Student Residential Life  
Boise State University  
1910 University Drive, A214  
Boise, Idaho 83725

### **Student Residential Life Staff**

Dr. Dick McKinnon, Director  
Dave Boerl, Assistant Director

## **Student Health Service 385-1459**

### **Location**

Directly across from Campus Elementary School at 2103 University Drive.

### **Hours**

9:00 a.m.-4:00 p.m. every day school is in session.

### **Fees**

The program is financed by a fee which is automatically paid for as part of the registration cost. Minimal fees will be charged for certain procedures and diagnostic tests: e.g., pap smears, pre-marital blood tests and flu vaccines.

### **Eligibility**

All full-time students (privileges are

not available to part-time students, faculty, or staff members).

### Services

Similar to that of a private office practice which can handle approximately 90% of your health problems.

Listed below are some of the services:

1. Immunizations: TB skin tests, Diphtheria and Tetanus
2. Allergy injections
3. Venereal disease diagnosis and treatment.
4. Contraception examination, prescription, and counseling
5. Approximately 90% of all medication that is prescribed for treatment and prevention (most universities charge extra)
6. Minorsurgery — removal of warts, cysts, and moles, etc.
7. Some orthopedic care, such as: sprains and contusions; bandages, splints, cervical collars, casts, x-rays of extremities.
8. Examination and treatment of illnesses such as strep throat, ear infections, upper respiratory diseases, etc.
9. Emergency care — suturing wounds.
10. All laboratory tests performed or ordered by the Student Health Service in the treatment or evaluation of illness.

### Staff

2 physicians  
3 nurse practitioners  
2 receptionists

### Confidential Records

All medical records are confidential and are not part of the student's portfolio. Records will not be di-

vulged without the consent of the student unless required by law.

### Student Health Service Staff:

Lester Nyborg, M.D., Director  
Stanley Drennan, M.D., Staff Physician

## Registrar 385-3486

The Registrar's Office can answer any question you might have about your BSU transcript, credits earned or transferred in from other colleges or anything concerning your cumulative academic record, and help if you wish to obtain a copy of your BSU transcript for yourself, prospective employers or other schools. Registrar's staff will certify your attendance or G.P.A. for such things as educational loans and insurance company's "Good Student Discount". In addition, this office can help you with drop/add or preregistration and registration problems. A Veteran's Clerk is also available to help if you need to apply for veteran's benefits or have questions concerning them. This office is located in Rooms 100-110 of the Administration Building.

### Registrar's Staff

Susanna Yunker, Registrar  
James Watson, Associate Registrar/  
Coordinator SIS  
Debra Christensen, Assistant to Registrar

## Career Planning and Placement 385-1747

Career information, advising, planning, and placement opportunities for all students and alumni can be ob-

tained in Room 123 of the Administration Building. Students are invited to utilize this service any time during their university years to assist them in the important decisions of what to major in and what to do after graduation.

Students may interact with a computerized career guidance system called SIGI PLUS. Up-to-date occupational information on the current employment and wage outlook, and the descriptions of occupations or careers in Idaho can be obtained by using the Idaho Career Information System (CIS). SIGI PLUS and ICIS are available on a computer in Room 124 of the Administration Bldg.

Career Planning and Placement also assists graduating students and alumni by providing information about job hunting techniques and employment opportunities. *Graduating students are encouraged to establish a placement credential file with the office early in their final year.* This permanent file contains references and other valuable information which can be provided to employers or graduate schools. The office also arranges for a variety of employers to interview graduating students on the campus and maintains listings of job openings.

### Career Planning and Placement Staff

Richard Rapp, Director  
Carol Hines, Placement Coordinator

## Student Special Services 385-1583

Educational and general counseling, special service programs, adjudicating appeals for academic record or student status changes, complete withdrawals, tutoring, physically disabled, veterans, re-entry, child care and minority programs, services or assistance are functions of the Dean

of Student Special Services Department in Room 114 of the Administration Building.

### **Complete Withdrawal**

Cancelling your enrollment during the semester without earning "F" grades means contacting this office and completing a Petition and Clearance form. A short exit interview by one of the professional staff will help to clarify some issues and procedures for you.

If you physically can not come in to withdraw be sure to telephone or write requesting a *Petition For A Complete Withdrawal*.

### **Tutorial Assistance — 385-3794**

Currently enrolled students are eligible for tutorial assistance without charge in any course for which a certified tutor can be found. Free tutoring is offered in designated on-Campus "Drop-In" Centers. Referral tutors that you pay yourself are also available. Most requests for help are in English, Mathematics, Biology, Chemistry, and Economics.

Tutors are certified by the academic department offering the course they want to tutor and must meet other University standards. For more information on being tutored or being a tutor, contact the Tutorial Services Coordinator in Room 114 of the Administration Building.

### **Disabled Students**

Information and orientation sessions, priority registration, interpreters, notetakers and tutorial assistance are some of the services provided by the Dean of Student Special Services Office for disabled students. The Coordinator of Special Services also authorizes handicap parking permits for students with mobility problems.

Limited equipment or auxiliary aids such as a TTY, talking calculator, "Talking Books" tape player, Visualtek enlarger, tape recorders, IBM PC screen enlarger, Braille dictionary, Perkins Braille, and an IBM personal computer for typing term papers and taking tests are available through this office or the Library.

For a comprehensive description of the available services on campus, write or telephone 385-1454 (TTY) or 385-1583 for a copy of the Campus Guide for Students with Physical Disabilities.

### **Child Care Center — 385-3979**

Child care services are provided for children of BSU students, faculty, and staff from 7 a.m. until 5:30 p.m. Monday through Friday during the fall and spring semesters. The Center is located in the Pavilion near Entrance #1.

Children must be at least 2½ years old and toilet trained up through kindergarten age (5 or 6 years). Full time enrollments have a priority over part-time and drop-in service is provided only on a space available basis.

The Center provides an educational development program for the total child with a staff of Professional Early Childhood Educators. Students from a number of academic and vocational departments carry out field placements and class observations throughout the academic year.

The BSU Child Care Center is a self-supporting student service project financed through parent fees, donations, university funding and reimbursement from the USDA Child Care Food Program.

### **Multicultural Board**

Established by the ASBSU (Senate Act #15) in 1976 as the central organization to develop, coordinate, budget and implement the programs of the various cultural and ethnic clubs on campus, the board offers a variety of social, academic and cultural opportunities to all students. A primary objective is to provide opportunities for interactions between the clubs, the campus and the community and to promote awareness, understanding and cooperation between students, faculty, staff and the community.

Member organizations are the Barrier Busters, Black Student Union, Dama Soghop, and MEChA.

### **Veterans Affairs — 385-1679**

Veterans who are students inform and advise other new veterans of their eligibility for educational benefits and assistance if they attend the University. Veteran benefits counselors can also identify remedial, motivational and tutorial programs to assess a veterans interests, needs, and problems. Referrals are made to the Veterans Administration, Veterans Clerk in the Registrar's Office, Counseling Center or other assistance agencies.

### **Dean of Student Special Services Staff**

Ed Wilkinson, Dean  
Marjorie VanVooren, Assistant  
Dean  
Jan Centanni, Disabled  
Services Coordinator  
Janet McEvoy-Price, Child  
Care Center Director  
Jeanette Ross-Von Alten  
Tutorial Services Coordinator

## **Educational Opportunities Programs**

Part of the Department of Teacher Education (Room 206 Science-Ed Bldg.), this office administers several federal grants and programs designed to assist low income, non-traditional college students with career and educational goals. The office is also responsible for the Elementary Bilingual Teacher Training Program, Scholarships or Bilingual Education and English as a Second Language Graduate student majors, and the Studies Abroad program.

### **Student Support Program — 385-3583**

Provides comprehensive individualized counseling and tutoring services to University students who are low income, first generation or who have a physical or learning disability. The counseling component assists students with their personal,

**career, financial and academic needs.** Qualified tutors provide one-to-one tutoring or small group instruction in different academic areas. Small group workshops are offered to assist students adjust to a college lifestyle. The goal of the program is to help students identify and implement ways to increase their success in the University.

**College Assistance Migrant Program (CAMP) — 385-3203**

Assists migrant and seasonal farmworkers or their children complete their first year as University students. Services include personal counseling and tutorial assistance in mathematics, reading, writing and study skills. CAMP requires all applicants to apply for financial aid from the University. CAMP may then supplement financial aid in such areas as room, board, transportation, books, a small stipend and tuition.

**Educational Talent Search — 385-3572**

Encourages low income and first generation youth between the ages of 14 and 27 to enter post-secondary training or education. Provides admissions and financial aids counseling.

**Elementary Bilingual Teacher Training Program — 385-1194**

A program of study leading to an Elementary Education degree and qualification for the Idaho Teaching Certificate. Potential teachers learn Spanish, how to teach bilingually, and how to teach English as a Second Language.

**Bilingual Education Masters Degree Scholarships — 385-1194**

Applicants must be Teachers working with limited English proficiency children and Master of Arts Degree candidates in Curriculum & Instruction with an emphasis in Bilingual Education and English as a Second Language.

**Studies Abroad Program — 385-3652**  
Sophomores, Juniors, or Seniors

may earn academic credit for work, study, and travel outside the United States. Boise State University belongs to a consortium of universities that sponsors liberal arts programs in England, France, Germany, and Mexico.

**High School Equivalency Program (HEP) — 385-1364**

Assists migrant and seasonal farmworkers or their dependents obtain a GED (General Educational Development) certificate. An on-campus program where students are housed at the University and two off-campus evening programs in Nampa and Weiser are offered. Three nine to ten week sessions are held each year. The program provides academic preparation, books, supplies, computer assisted instruction, GED testing services and a weekly stipend.

**Educational Opportunities Staff**

Dr. Jay Fuhrman, Director  
Bilingual Education  
Betty Bieber, Assistant to Director  
Sharon Fritz, Director  
Student Support Program  
Sue Gilbert, Director, ETS  
Dr. John Jensen, Director  
HEP/CAMP, TRIO Coordinator  
Edna Talboy, Associate  
Director, HEP  
Bruce Swayne, Associate  
Director, CAMP  
Ellen McKinnon, Studies Abroad

## **Counseling and Testing Center** **385-1601**

The Center offers a wide range of services directed toward students, from individual counseling and crisis intervention to promoting programs aimed at enhancing the University's overall learning environ-

ment. Our primary purpose is to help students become more effective in dealing with their pursuit of personal and academic goals.

Common concerns that are frequently addressed and resolved include interpersonal conflicts, test anxiety, stress related problems, depression, marital and pre-marital difficulties, social skill deficits, value clarification, loneliness, academic and career decision making, life style planning, and personal social-emotional adjustment problems.

**Testing Services**

A variety of standardized tests are available to complement the counseling process. Tests of interest are frequently utilized to promote self-awareness, stimulate self-analysis and enhance decision making.

The Counseling and Testing Center is also responsible for the administration of such nationwide testing programs as the CLEP (to earn college credit), college entrance exams (ACT), professional school exams (LSAT, GRE, GMAT, MAT), and others. Information and registration materials are available at the Center.

**Eligibility**

Any Boise State University student enrolled in six (6) credit hours or more is eligible to make an appointment with a Counselor.

**Hours**

Counseling Center Services are available on the 6th floor of the Education Building from 8:00 a.m. until 5:00 p.m., Monday through Friday, while classes are in session.

**Appointments**

Any University student, faculty or staff may arrange to see a counselor by calling 385-1601 or dropping by the Center's 6th floor location in the Education Building. Interviews generally last from 30 to 60 minutes.

**Counseling Center Staff:**

Dr. James Nicholson, Director &

Counseling Psychologist  
Dr. Richard Downs, Counseling  
Psychologist  
Dr. Anne Marie Nelson, Counseling  
Psychologist  
Darlene Townsend, Psychometrist

## Library 385-1204

The Library seeks to promote learning and research by making available those materials appropriate to the University's mission and by creating an environment in which faculty and students can interact with Library resources in the pursuit of knowledge.

The University Library contains more than 1,300,000 items selected by librarians and teaching faculty in support of University education programs. Materials include:

294,000 volumes  
3,961 periodicals  
51 newspapers  
143,000 government publications  
770,000 microform pieces  
111,000 maps  
50,000 phonodiscs, cassettes  
and other A-V items

The basic collection of books is located on the third and fourth floors of the Library Building. Consult the COM catalogs for specific classification numbers. For use of materials or for study purposes there are 1,350 reader stations in the Library, divided among individual carrels, large tables and lounge seating. There are also small study rooms available for individual or group use. Students are requested to respect the rights of colleagues by helping maintain a quiet study atmosphere in the Library. For locations of services and various collections, see below. Please remember that you must have your BSU Activity/Fee Card and some photo-identification, e.g. driver's license, to check out Library materials.

### FIRST FLOOR

**Microfiche Catalogs** — the indices to the Library's collections. Here the student may discover what information and materials are available and where they are located. Examine the Information Series, available in the lobby, for instructions in the use of the card and microfiche catalogs.

**Reference Department, 385-3301** — has a large collection of encyclopedias, dictionaries, and other reference works to aid Library users in finding needed information. A reference librarian is on duty most hours the Library is open to assist students and faculty in using Library materials.

**Circulation Desk, 385-1204** — the place where books are checked out for home use and records are kept of all books in circulation. Books are returned here, and after being checked in, are reshelfed on their respective floors. Circulation also sends notices to delinquent borrowers who fail to bring back their books on time. Reserve materials are located within the circulation area.

Calculators, including a talking calculator for the visually impaired, for in-Library use are available at the Reserve Desk. A Visual-Tek Reader, Braille, talking books, tape players and a dictionary for the blind are also available. Inquire at the Circulation Desk for location.

**To Charge Out A Book:** (1) Remove the book card from its pocket inside the back cover. (2) Fill out the card including your name and student number. (3) Present the book, the filled-out book card, and your BSU Activity/Fee Card and a photo-ID to a student assistant at the Circulation Desk.

#### Fines for Overdue Materials

Books: 25¢ per day to a \$10 maximum  
Reserve Books & Periodicals: 50¢ 1st hour to \$10 maximum  
Patrons must pay the cost of lost material plus a \$10 processing fee.

#### Return Policy

Exterior Book Drops are provided as

a convenience for patrons. The Library does not accept responsibility for theft or damage of materials placed in the book drops. Materials are not considered returned until they are received at the Circulation Desk.

#### Periodicals & Microforms, 385-1263

— The Library collections of periodicals and general microforms are located on the first floor. Assistance in gaining access to periodical literature is available in the Reference Department. Help in using microform equipment may be requested in the Microform Reading Room or at the Circulation Desk.

### SECOND FLOOR

#### CURRICULUM Resource Center, 385-3605

— The Library has a large collection of non-book materials housed in the CRC. The collection includes juvenile books, teaching materials, phonorecords and tapes, and equipment for use with these materials.

#### Government Publications, 385-3559

— includes a large collection of federal, state and local publications on a broad range of topics. The Library is a depository for U.S., Idaho and Canadian documents.

#### Maps & Special Collections, 385-1736

— includes world-wide coverage in maps, with emphasis on Idaho and the Northwest, the University archives, photographs, and manuscript collections.

#### Library Hours

Mon.-Thurs. . . . 7:30 a.m.-11:00 p.m.  
2nd floor closes at 10:00 p.m.  
Friday . . . . . 7:30 a.m.-7:00 p.m.  
Saturday . . . . . 10:00 a.m.-6:00 p.m.  
Sunday . . . . . 12:00 p.m.-10:00 p.m.  
No reference service after 8:00 p.m.  
2nd floor closes at 8:00 p.m.

Closed on most University holidays and on weekends between semesters. There is a reduced schedule of hours during summer school.

Pay telephones: 1st floor lobby

Campus telephone: 1st floor near Circulation exit

Typewriters available: 2nd floor

Please note: Smoking is not permitted in any of the public access areas of the library, including the lobby and stairwell areas. **FOOD AND DRINK ARE NOT PERMITTED IN THE LIBRARY PORTION OF THE BUILDING.**

#### **Other Services Housed In Library Building**

CONTINUING EDUCATION, the departments of HISTORY, SOCIOLOGY, ANTHROPOLOGY, and CRIMINAL JUSTICE ADMINISTRATION, INTERDISCIPLINARY STUDIES and individual faculty offices are located on the second floor. The HONORS PROGRAM is located on the fourth floor.

**KAID-TV, 385-3344** — a public broadcasting station, occupies a portion of the ground floor of the Library Learning Center. It has its own entrance on the west side of the building. The facility provides a large production studio, offices and modern broadcasting equipment for a TV station. Boise State University KAID-TV, Channel 4, provides non-commercial public broadcasting programming which serves residents of Treasure Valley. The station airs instructional TV programs for public education, higher education, and the community. In addition, some programs are offered as complete

courses via TV for Boise State University as well as supplemental materials for several University courses and departments. The station is an affiliate of the Public Broadcast Network and airs and produces public television programs in cultural and public affairs for the citizens of Idaho.

## **Simplot/Micron Technology Center 385-3289**

The new 35,000 sq. ft. building houses the latest in advanced telecommunications and instructional technologies to support campus instruction and to extend educational opportunities to off-campus locations. A variety of educational media and instructional telecommunications services are offered through the Center. Student intern opportunities and special research projects are available through different academic departments. Services of the Center include:

#### **Instructional Television For Students (ITFS)**

A low power microwave television broadcasting service that delivers

live interactive instruction to off-campus sites in Boise, Nampa and Mountain Home. The ITFS facilities also videotape courses for use in remote locations.

#### **Classroom Video Production Services**

There are production studios, video classrooms, control booths, graphic work stations, and equipment available for use by faculty and staff to create teaching materials for University credit courses.

#### **Media/Graphics & Photo/Graphics**

Audio visual and photographic services such as slides, transparencies, photos, computer graphics and other audio visual media can be produced for classroom instruction and university administrative offices use. There is a cash charge for student use.

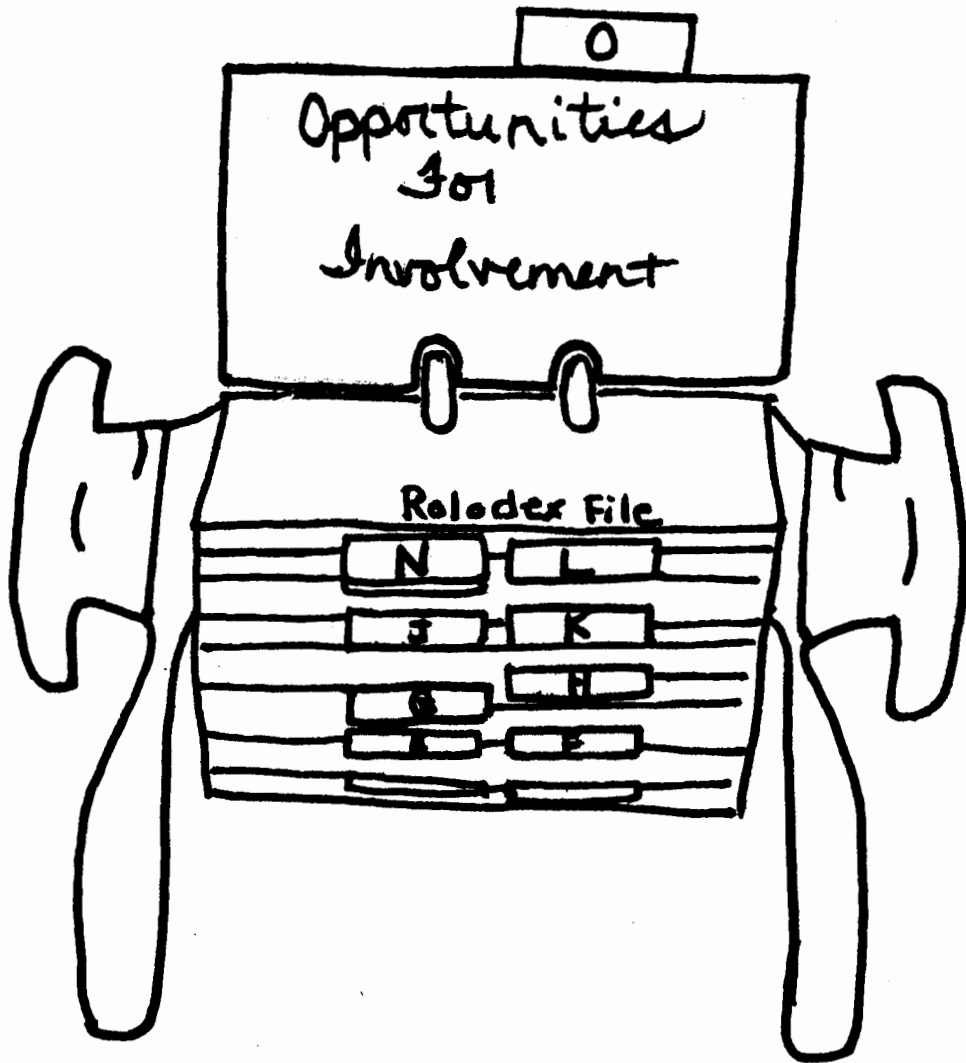
#### **Media Software Collection**

A Library of selected audio visual teaching materials that can be used by faculty in regular university credit courses.

#### **Campus Services**

An inventory of audio visual equipment for course instruction can be scheduled and checked out of the Center. ASBSU approved student organizations can lease equipment at one half the regular rental rate.





# University Committees with Student Members

Application for most University committee student positions are made through the ASBSU. Most positions must be approved by the Student Senate.

## **Student/Faculty/Administration Committees created by Boise State University Policy**

**Competency Review Committee** reviews the functional competency of tenured faculty, requests formal evaluation of tenured faculty by college or division tenure committees and holds hearings on the recommendations of a Tenure Committee concerning competency of a faculty member. Consists of five faculty and two students. (Established by BSU Policy 5361-B.)

**Records Policy Committee** periodically reviews, interprets and amends all existing BSU record policies and develops policies as needed. Any misuse or violation of the confidentiality of student or employee records is referred to the Record Policy Committee for consideration and action. Two students serve on this committee. (Established by BSU Policy 1100-A.)

**Tenure Committees** recommend the awarding of tenure and formal evaluation of tenured faculty. Each college or recognized division has a Tenure Committee which the Dean appoints by November 20 from a list of faculty candidates selected by the departments of the college/school and students selected by the Student Senate. Composed of five faculty (four tenured, one non-tenured) and two students. (Established by BSU Policy 5357-B.)

**Affirmative Action Program Committee** acts in an advisory capacity to the President and the Director of Affirmative Action Programs to insure compliance with the Nondiscrimination and Affirmative Action Program of BSU. The committee, appointed by the President, is composed of faculty, staff, and a male and a female student. Interested students should call the Director of

Affirmative Action Programs, 385-1979. (Established by BSU Policy 1001-A.)

## **Committees created by Presidential Directive**

**Athletic Board of Control** advises and assists the development and coordination of athletic programs. It is composed of seven faculty, one alumni and one student.

**President's Cabinet** serves under the University President in an advisory capacity to him. The President of the ASBSU serves as a student member.

**University Information/Media Communication Standards Committee** assists in establishing and maintaining high standards of excellence in media production. Three administrators, three faculty and one student are members.

**University Committee for Accessibility** evaluates the University's physical facilities, educational programs and activities, to identify barriers and recommend changes that will ensure opportunities for full participation by handicapped persons. Composed of three physically disabled students and eleven representative members off the faculty and staff.

**Residency Determination Committee** hears appeals of students against residency decisions made by the Office of Admissions. Composed of two administrators, two faculty, one student and the Dean of Admissions, ex officio.

**Parking Advisory Committee** is an advisory/policy making board consisting of representation from students, staff, and faculty. Studies campus parking conditions and reviews research relevant to parking problems. Assists in the planning of future

parking facilities, reviews and renders recommendations regarding existing and proposed parking policies, and serves as a conduit for complaints regarding parking policy problems.

## **Committees created under Student Affairs**

**Food Service Advisory Committee** promotes lines of communication between students and the food service company.

**Student Policy Board** develops the Student Code of Conduct, Student Judicial System, and other policies and procedures relating to student campus life. Composed of the Vice President for Student Affairs, two Student Affairs staff, two faculty, four students at large and the ASBSU President and Chief Justice who are ex officio members.

## **Committees created by the Faculty Senate Constitution**

(The following Faculty Senate committees each have two student representatives.)

**Academic Standards Committee** is responsible for all matters of policy governing undergraduate academic standards.

**Financial Aid Committee** is responsible for policy pertaining to the awarding of student scholarships, grants, and loans. This committee will also function as a monitoring body to oversee the process of awarding scholarships, and has the power to appoint specific awarding subcommittees.

**Curriculum Committee** supervises all undergraduate offerings at the University, determining that curricular changes be compatible with existing programs, feasible under given circumstances, and consistent with

the educational objectives of BSU under State and Federal law.

**Honors Program Committee** develops, implements, and supervises programs for honor students.

**Commencement Committee** plans all commencement activities. All proposed changes are presented for the approval of the Faculty senate.

**Library Committee** is concerned with matters of Library policy and procedure.

**Matriculation Committee** is responsible for all matters of policy regarding the registration, orientation, and advising of students.

### Other Boards with Student Members

**Academic Grievance Board** is empowered to recommend changes in student grades, instructional procedure and testing. See Section IV, "University Policies & Procedures," under "Hearing Boards" in this handbook.

**Alumni Board of Directors** is an advisory/policy making board composed of the Alumni Association Executive Committee (President, Vice President, Secretary, Treasurer), their legal counsel, six alumni elected to the Board for three year terms, their past president (ex officio), a Bronco Athletic Association representative (ex officio), and one student-at-large approved by the Student Senate (ex officio).

**ASBSU Judiciary** (see Article IV ASBSU Constition) and **Student Policies and procedures** (see Hearing Boards).

**National Student Exchange Advisory Board** is responsible for establishing general guidelines and policy for the ranking and selection of qualified outgoing exchange students. Composed of two faculty appointed to two year staggered terms, two students-at-large, one student affairs staff and the NSE student coordinator.

**Pavillon Policy Committee** acts in an advisory capacity to the Director of the Pavilion. Recommends operations policies and reviews proposed or scheduled use of the facility in accordance with established policies and procedures. Composed of three ASBSU Senators, two students-at-large, and five faculty and staff members.

**Student Union Board of Governors** establishes policies for the operation of the Student Union, acts in an advisory capacity to the Director of Student Activities and Student Union, and exercises fiscal responsibility for the Student Union. Composed of three faculty members, six administrative members, the ASBSU President, the ASBSU Treasurer, a student Senate delegate, the Chairperson of the SPB, and six students-at-large.

## Student Organizations and Programs 385-1223

If you are interested in becoming involved in activities of the organizations listed below, contact the Student Activities Office, second floor of the Union. A list of the privileges and responsibilities for recognized student organizations may also be obtained there.

### ASBSU Groups

ASBSU Officers .....	385-1440
ASBSU Senators .....	385-1292
Elections Board .....	385-1223
Judiciary Council .....	385-1223
Student Programs Board .....	385-3654 or 3655
Pavillon Policy Board ...	385-1551
Personnel Selection Committee .....	385-1440
Union Board of Governors .....	385-1551

### Academic

Advertising Federation  
Anthropology Club  
Association of Psychology Students  
Biology Association of Graduates (Temporary)  
Communication Students Organization  
Construction Management Association  
Criminal Justice Association  
Data Processing Management Association  
Electronics Club  
English Majors Association  
Entrepreneurial Club  
Finance Club  
Honors Council  
Human Resource Association  
MBA Association  
Medical Records Science Club  
MPA Student Association  
Music Educators National Conference  
Organization of Chemistry Students (Temporary)  
Organization of Performing & Technical Artists  
Organization of Student Social Workers  
Physical Education Majors and Minors Club  
Political Science Association  
Pre-Professional Health Science Club  
Society of Physics Students of BSU  
Sociology Club  
Student Association for Radiologic Technologists  
Student Association for Respiratory Therapy  
Student Nurses Association  
Teachers for Educational Progress  
Vo-Tech Student Coordinating Committee  
Vocational Industrial Clubs of America

### Campus Housing

Chaffee Hall  
Driscoll Hall  
Morrison Hall  
Resident Hall Association  
Towers Hall

### Campus Media

University News (Paper)  
The Cold-Drill (Literary)

### Cultural

Black Student Union

Dama SogHop (Native Americans)  
 International Student Association  
 M.E.Ch.A. (Hispanics)

**Greek**

**Fraternities:**

Kappa Sigma  
 Sigma Gamma Chi  
 Sigma Phil Epsilon  
 Tau Kappa Epsilon  
 Interfraternity Council

**Sororities:**

Alpha Chi Omega  
 Alpha Omicron Pi  
 Gamma Phi Beta  
 Lambda Delta Sigma  
 Panhellenic Council

**Professional/Honorary**

Alpha Eta Rho (Aviation)  
 Alpha Kappa Psi (Business)  
 Beta Alpha Psi (Accounting)  
 Delta Epsilon Chi (Distributive  
 Education)  
 Omicron Delta Epsilon (Economics)  
 Phi Alpha Theta (History)  
 Pi Kappa Delta (Debate)

Pi Sigma Alpha (Political Science)  
 Pi Sigma Epsilon (Marketing & Sales  
 Mngt.)  
 Sigma Gamma Epsilon (Earth  
 Sciences)  
 Sigma Tau Delta (English)

**Religious**

Baha'i Association  
 Baptist Campus Ministries  
 Biblical Studies Center  
 Campus Crusade For Christ  
 Christian Students  
 Frontlines  
 Latter-Day Saint Student Association  
 St. Paul's Catholic Student Group  
 United Methodist Student Movement  
 University Christian Fellowship

**Service**

Circle K Club  
 Volunteers For Youth

**Special Interests**

A Dancing Force  
 Barrier Busters  
 College Democrats (Temporary)

College Republicans  
 Games Association  
 Guitar Society  
 Jazz Ensemble  
 Nomadic Students Extraordinaire  
 (Temporary)  
 Outsiders  
 Ranger Club  
 Snake River Alliance  
 Spirit Squad  
 Stamp Club  
 Students For Quality Child Care  
 Students International Meditation  
 Society

**Sports**

Aikido Club  
 Baseball Club  
 Bowling Varsity Club  
 Fencing Club  
 Judo Club  
 Kendo Club  
 Rodeo Club  
 Rugby Football Club (Temporary)  
 Shotokan Karate Club  
 Ski Racing Team  
 Soccer Club  
 Taekwon-Do Club

## Scheduling of BSU Facilities

To request scheduling of the following facilities call the number listed:

Place To Be Scheduled	Office	Phone Number
Rooms and Conferences in the Student Union .....	Reservations Office .....	385-1677
Any BSU grounds .....	Physical Plant .....	385-1442
Equipment (tables, chairs, charbroilers, etc.) .....	Physical Plant .....	385-1442
Classrooms — Daytime Fall and Spring (Academic Courses) .....	Assistant Registrar .....	385-3486
Classrooms — Night or Summer (Extended Day Courses) ...	Continuing Education .....	385-3293
Classrooms — Non-University or University Co-sponsored usage .....	V.P. for Financial Affairs Office .....	385-1483
Gym or Auxiliary Gym .....	P.E. Department .....	385-1570
Special Events Center .....	Morrison Center Scheduling Office .....	385-1424
Pavilion .....	Pavilion Manager .....	385-1900
Morrison Center .....	Director of Operations .....	385-1609

# Art, Music and Theatre Arts

Throughout the year the Art Department sponsors a variety of art shows of both regional and nationally known artists. In conjunction with these shows, the Gallery invites artists to present workshops. These workshops vary in nature from sculpture to photography and are open to all students. Each spring, the Art Department sponsors a senior show. Outstanding student art work is displayed during the year.

The **Music Department** offers a wide variety of opportunities for involvement by students, both as participants and as spectators. The Marching Band, Symphonic Band and University Singers are open to all students without audition. Meistersingers, Orchestra, Music Theatre, Jazz Band, and other ensembles are open to students by audition. The Opera Theatre and Summer Music Theatre are open to students and community people by audition. Academic credit is available for most of these groups and activities. All student musical groups perform regularly on the campus and most participate in a tour each spring. The Faculty Artist Series Recitals are scheduled throughout the school year.

The **Theatre Arts Department** schedules four to eight productions each year that are open to all students. Full time BSU students may obtain a free ticket to each major production. The department also hosts a secondary school festival in February of each year and offers a children's theatre tour every spring that performs before thousands of elementary school children in the local area. Upper division students are encouraged to direct and produce their own plays. Academic credit is sometimes available for such individuals.

Details about concerts, recitals, and productions can be obtained from the Theatre Arts Department office, phone 385-3957, or the Music Department office, 385-1771. Both Departments are located in the Morrison Center, first floor, Room MC-C100.



The **Morrison Center**, located on the west end of the campus near the Boise River, is one of the finest performing halls in the country, bringing a new era of artistic excellence to Boise and Southern Idaho. The Morrison Center provides an excellent setting for performers and audiences alike to enjoy a ballet, musical, symphony, chorus, opera, ensemble, or a solo performance. The **Main Hall** features a ten story stage house and the room will accommodate over 2,000 patrons. The Hall can be acoustically tuned for a solo performance or a full musical production. Facilities available for disabled persons include wheelchair seating on both levels, self-contained broadcast units for the hearing impaired, and a reader service for the visually impaired.

The **Academic Component** allows the Music and Theatre Arts Departments to teach students in well-equipped areas that include private studios, music theory classrooms, rehearsal rooms, electronic laboratories, a scene design studio and a theatre laboratory. In addition, the proximity of the performing hall gives the students the opportunity to participate in all phases of a major performance, from the technical set-up and rehearsal to the management of the event itself. The ground floor includes four large performing or rehearsal spaces, each with a multiple use potential for both the community and the university, and each with special acoustical features.

The Stage II Multiform Theatre seats 225 and houses many of the Theatre Arts Department productions.

The Recital Hall seats 200 and is used for solo and ensemble performances and as a classroom by the Music Department.

The Choral Rehearsal Room is just off the main lobby and can be used as a reception area for premieres and other performances in the Main Hall. Another large room is used for band and orchestra rehearsals and both have special acoustics.

- Tickets:** "Select-A-Seat" computer tickets are available through local area outlets or can be purchased at the Center's Box Office by calling 385-1110.
- Parking:** The University's Parking Regulations apply during regularly scheduled class sessions, both day and evening. No tickets are issued after 7:30 p.m. on the evening of the event or on the weekends.
- Scheduling:** All inquiries about scheduling the Center's facilities should be addressed to the Director of Operations, telephone 385-1609.



The Pavilion is a special events facility. A variety of events including concerts, circuses, ice shows, closed circuit television, athletic tournaments and Bronco basketball are a part of the many attractions for Boise State University students and Boise area patrons.

In addition to concerts and athletic events, the Pavilion has a Child Care Center, racquetball courts, and an auxiliary gymnasium for physical education classes, intramurals, and recreation. Also, Military Science classrooms and offices are located on the 2nd floor.

Information on tickets and upcoming events can be obtained by calling 385-3535. Pavilion Box Office hours are 10:00 a.m. to 4:30 p.m., Monday through Friday. A \$1.00 discount for Pavilion events is available to Boise State University students with a current B.S.U. Activity Card and picture identification. Student discounts are only available at BSU campus ticket outlets. A pool of tickets are held for students and staff on a first come first serve basis for the first three days that an event is on sale.

## Recreation on Campus

The Boise State University Intramural/Campus Recreation program has two major components:

**Informal Recreation:** The University has three main indoor recreational facilities — The Pavilion Auxiliary Gym, The Main Gym, and the PE Annex. Housed in these buildings are two gymnasiums, a swimming pool, two weight rooms, five racquetball courts, walleyball courts, an indoor jogging track, mat room and equipment room. Outdoor recreation facilities include playing fields and tennis courts. All recreation facilities on campus are available for drop in use by students when classes, intramurals, and varsity sports are not using them. Hours will be posted at the individual facilities. For further information concerning these facilities, stop by the Intramural/Campus Recreation Office, located in Room 1166, Pavilion, or call 385-1131.

**Intramural Activities:** The intramural program offers league and tournament play in a variety of lifetime sports and recreational activities. The following is a list of Intramural Activities for this year:

### 1988-1989 Intramural Activities

#### Fall Semester\*

Razzel Dazzel Football  
Coed Softball  
Tennis  
Touch Football  
Coed Ultimate Frisbee  
Tennis Mixed Doubles  
Racquetball Tournament  
Coed Volleyball  
3 on 3 Basketball  
Hot Shot Free Throw Contest  
One on One Basketball

#### Spring Semester\*

Men's Basketball  
Women's Basketball  
Coed Volleyball  
Badminton Singles  
Racquetball Singles  
Volleyball  
Badminton Doubles  
Coed Basketball  
Coed Softball  
Men's Softball  
Women's Softball  
Racquetball Doubles  
Fun Run

\*Contact the Intramural/Campus Recreation Office in Room 1166 of the Pavilion for specific entry and starting dates.

**Equipment:** The Intramural/Campus Recreation Office checks out a wide variety of recreational equipment to BSU Students free of cost. Check Out Equipment includes: basketballs, volleyballs, footballs, frisbees, softballs, bases, and bats.

## CLUB SPORTS

Currently there are eleven active and two inactive coed sports clubs on campus that are organized to compete in baseball, bowling, fencing, field hockey, judo, karate, powerlifting, rodeo, skiing, soccer, swimming and trap shooting. Club teams travel and compete with other university and college club teams, both in regional and national tournaments. Sport clubs are partially funded by the Associated Students of Boise State University (ASBSU) and through fund raising activities and/or membership fees.

# Admission to Athletic Events

## Ticket Information: 385-1285

Full-time University students are admitted free to all men's and women's regular season athletic events and may purchase one guest ticket, if available. Part-time students may purchase one guest ticket to an athletic event, if available. The General Provisions listed above are subject to the following restrictions:

- (1) Full and Part-time students will have until 5:00 p.m. the day prior to all home football and basketball games to pick up student and guest tickets OR until their allotment is gone, whichever occurs first;
- (2) The total student ticket allotment, including student guest tickets, is 4,500 for football and 3,500 for basketball;
- (3) All **Full-time University students** must present their **Activity Card and a student ticket** for admittance to any home football or basketball game;
- (4) University Student Tickets are NOT transferable;
- (5) University Student Activity Cards are required for admission to all other regular season athletic events.

Student and guest tickets for football and basketball games can be obtained at the Athletic Ticket Office in the Varsity Center, the Pavilion Ticket Office, the Morrison Center Ticket Office, and the Union Station in the Student Union. Student and guest tickets can be picked up the Monday prior to a home football game and one week before a home basketball game. All students must enter through the East Gates of Bronco Stadium for football games and through the designated entrance of the Pavilion for basketball games.

**PLEASE NOTE:** University students may pick up student and guest tickets as long as tickets remain available from the student allotment and are picked up before the deadline set by the Athletic Department — see Restriction Number (1) above.

All guidelines concerning student and guest tickets are STRICTLY ENFORCED.

# Athletics at BSU

All students who wish to participate in the intercollegiate athletic program at Boise State University are encouraged to contact the coach of the sport he or she is interested in or the office of the **Director of Athletics, Gene Bleymaler**, and the **Assistant Director of Men's Athletics, Louis Onofrio**, in the Varsity Center, 385-1826 and 385-1513. The office of the **Director of Athletics for Women, Carol J. Ladwig**, is located in the Pavilion, 385-1655.

The Boise State University **Sports Information Office** deals with publicity, promotion, and statistics for the University's athletic program for men and women. The office of the **Sports Information Director, Max Corbet**, is located in the Varsity center, 385-1288, and the office of the **Sports Information Director for Women, Lori Orr**, 385-3438, is located in the Pavilion, through Entrance #3.

# Women's Athletic Program

Boise State University has an excellent women's intercollegiate program which includes seven sports. As a member of the Big Sky Athletic Conference Boise State University competes in cross country and volleyball in the fall; gymnastics, basketball, and indoor track and field in the winter; tennis and outdoor track and field in the spring. Each sport holds a conference championship at the end of the regular season and qualified teams plus individual champions frequently proceed from there to the national championships. A special effort is made to include all women interested in competition. Women desiring to become members of one or more of these teams should contact the coach as early as possible to receive information concerning practice schedules.

# Men's Athletic Program

Boise State University encourages intercollegiate athletic competition for men students who have the ability and wish to experience competition beyond the intramural and club sport level. As a member of the Big Sky Conference, the University competes in football and cross country in the fall; basketball, wrestling, and indoor track in the winter; and outdoor track, tennis, and golf in the spring. The Department of Men's Athletics provides excellent coaching to the men who participate in the intercollegiate athletic program. Intercollegiate contests are played under the rules of the National Collegiate Athletic Association (NCAA), of which the University is a member, and the Big Sky Conference. All men who wish to participate in the intercollegiate athletic program are encouraged to contact the coach of the sport they are interested in (listed under the team schedule on the following pages) for information concerning eligibility and practice schedules.

## Tentative Starting Times For Big Sky Athletics

### Women's Sports:

Basketball ..... November through March  
Head Coach: Tony Oddo, 385-1760

Volleyball ..... September through November  
Head Coach: Darlene Bailey, 385-1656

Gymnastics ..... January through April  
Head Coach: Yvonne Sandmire, 385-1657

Track/Field ..... January through May  
Cross Country ..... September through November  
Head Coach: Jim Klein, 385-3390

Tennis ..... March through May  
Head Coach: Ron Diebelius, 385-1463

### Men's Sports:

Football ..... August through November  
Head Coach: Skip Hall, 385-1281

Basketball ..... November through March  
Head Coach: Bobby Dye, 385-1522

Wrestling ..... November through March  
Head Coach: Mike Young, 385-3747

Track/Field ..... January through May  
Cross Country ..... September through November  
Head Coach: Ed Jacoby, 385-3657

Tennis ..... March through May  
Head Coach: Ron Diebelius, 385-1463



# Student Government 385-1440 or 385-1547

## Purpose

To promote educational, social and cultural activities; to act as the official voice of the student body; to facilitate student participation in the university community for the betterment of Boise State University.

To build for both today and tomorrow and create programs, opportunities and skills desirable in achieving the maximum in education is our key objective.

The rewards for involvement encompass the feeling of accomplishment along with exposure of meeting new and interesting people and appreciation for the time and talents of other individuals as well as your own.

## Government Organization

The Associated Students of Boise State University (ASBSU) provides for the organized conduct of student affairs and promotes the education, social and cultural activities of students, while facilitating student participation in the University Community. The ASBSU is organized into three branches: the **Executive**, the **Judicial**, and the **Legislative** (Student Senate).

The **Executive** branch of student government includes the student body President, Vice President and a Treasurer appointed by the ASBSU President.

The **Legislative** branch of student government is the Student Senate with one elected senator from each college/school plus one senator-at-large for every 800 full-fee paying students. The ASBSU Vice President serves as Chairman of the Senate.

The **Judicial** branch of student government is composed of five (5) student members and two (2) teaching faculty with equal voting rights. Only the student members are eligible to serve as Chief Justice.

## Executive Branch

The ASBSU President, Vice President, and Treasurer administer the affairs of the Associated Students and carry out the policies adopted by the Student Senate. They coordinate relations with other student associations and with the University administration. The student body President is the chief executive officer and official representative of the student body with the authority to approve or veto any rule, act, or action adopted by the Student Senate; make appointments to various offices, boards and committees with the approval of the Student Senate; submit a budget for all associated student programs to the Student Senate for their approval; and, call special meetings of the Student Senate.

The student body Vice President presides over the Student Senate each week and assumes the duties of the student body President during an absence or a vacancy.

The student body Treasurer maintains the financial records of the student government, submits monthly financial reports to the Student Senate, and assists the student body President with the preparation of the annual budget message to the Student Senate.

### ASBSU OFFICERS

Jeff Russell  
*President*

Allen Gamel  
*Vice President*

Carol Dick  
*Treasurer*

ASBSU officers are located on the 2nd floor, SUB. Call 385-1440 or 384-1547.

# Legislative Branch

The ASBSU Senate is the policymaking body of student government with legislative authority over all student body finances and property. The Student Senate enacts by-laws, rules and regulations; approves the student body president's appointees to various offices, committees or boards, and establishes and determines the functions of all student government committees and boards. The Student Senate is required by the ASBSU Constitution to meet weekly during the academic year.

## SENATORS

**ASBSU Senate Offices**  
2nd Floor SUB  
Call 385-1292

**College of Arts & Sciences**  
None

**School of Social Sciences & Public Affairs**  
Suzanne McIntosh

**College of Business**  
John Hibbard

**College of Education**  
Valerie Fuhriman

**School of Vocational-Technical Education**  
Gary Hernke

**College of Health Sciences**  
none

**Graduate School**  
Lon Waford

### Senators-At-Large

Todd Reed, Phil Bartle, D. Raymond Rogers, Rebecca Ford, Karen Scheffer, Ron Craig

For information concerning ASBSU student involvement, Constitution and Senate Acts, contact the ASBSU offices, 385-1440. Advisor — Greg Blaesing.

# Judicial Branch

The ASBSU Judiciary has the authority to interpret the Associated Student Body's Constitution; delegate judicial authority to lower judicial bodies; hear all appeals from decisions of lower judicial bodies; determine the constitutionality of any Student Senate or student body presidential action; have original jurisdiction in cases involving alleged violations of student government regulations and in cases involving alleged violations of University rules, regulations and policies; to enjoin student government officials from taking actions contrary to the decisions of the student body Judiciary; and to grant official recognition to all campus student organizations.

**Chief Justice**  
Jim Mosley

**Student Justices**  
Dan Balluff  
John Howe  
TareyAyn Read

**Faculty Justices**  
Dr. Steven Sallie  
Associate Professor, Political Science  
Dr. Harry Steger,  
Professor, Psychology

Judicial Procedural Advisor: Maureen Sigler, Assistant Director, Student Activities

All inquiries concerning the Judiciary's procedures and purposes should be directed to the Student Activities Office at 385-1223, on the second floor of the Student Union Building.

# ASBSU Constitution

## PREAMBLE

We, the Students of Boise State University, in order to provide for the organized conduct of student affairs, promote the educational, social, and cultural activities of the Associated Students of Boise State University, finance student activities, facilitate student participation, and act as the official voice of the Associated Student Body, do hereby ordain and establish this Constitution of, by and for the Associated Students of Boise State University.

## ARTICLE I

### Section 1.

We, the Associated Students, shall be known as the Associated Students of Boise State University, hereafter known and referred to as ASBSU.

### Section 2.

All full-fee paying students of the University shall be members of ASBSU with all the rights, privileges, and responsibilities in any university or related activity to which the authority of this Constitution extends.

### Section 3.

All officers of the ASBSU, elected and appointed, must be full-fee paying students of the ASBSU, and must maintain a cumulative grade point average of 2.25 on a 4.0 grading scale.

## ARTICLE II

### Section 1.

All legislative powers herein granted shall be vested in a student Senate.

### Section 2.

The membership of the Senate shall consist of one Senator from each of

the colleges and schools of the University. To be eligible to represent a college or school, or to continue to represent a college or school, it is required that such Senator be enrolled in the college or school he represents. The membership shall also include a number of Senators representing students-at-large which shall be one for every one thousand full-fee paying students enrolled at Boise State University, based on the previous semester's full-fee paying student enrollment.

### Section 3.

The Vice-President of the ASBSU shall be the President of the Senate, but shall have no vote, unless the Senate is equally divided or to make or break a two-thirds majority. In the absence of the President of the ASBSU, the Senate President Pro tempore shall act as President of the Senate.

### Section 4.

(1) The Senate shall approve by majority vote any presidential appointee.

(2) The Senate shall initiate and approve all by-laws, student regulations, student codes, senate internal and operating rules and all other legislation as may be necessary for the general welfare of the ASBSU.

(3) The Senate shall have the sole power of impeachment.

(4) The Senate shall have legislative authority over all ASBSU funds through the approval of a budget and the controlling of all senate accounts and the reserve funds of the ASBSU.

(5) The Senate shall establish and determine the functions of all ASBSU committees and boards, with the exception of any executive committee designated by the President of the ASBSU.

(6) The Senate shall set the time, date and place of all senate meet-

ings and may call special sessions of the Senate with a two-thirds majority vote. A majority of the current senate membership shall be necessary for a quorum to conduct business.

(7) Every Bill which has passed the Senate shall, before it becomes a law, be submitted to the President of the ASBSU. If he approves, he shall sign it, but if not, he shall return it with his objections to the Senate within seven school days of its passage. The Senate may overrule the objection of the President by overriding the President's veto with a two-thirds majority vote, upon which it shall become law. If any Bill shall not be returned by the President within seven school days after it shall have been presented to him, the same shall be a law, in like manner as if he had signed it; unless the Senate by their adjournment prevent its return, in which case it shall not be a law.

(8) Every law, resolution or rule, which has a binding and enforced effect, shall be submitted to the President for his approval or objection, with the exception of those regulations passed for the internal function of the Senate.

(9) All records of proceedings of the Senate shall be kept and made available to the ASBSU and shall be publicly posted.

(10) Senators shall be subject to removal from office by recall or impeachment.

## ARTICLE III

### Section 1.

The Executive Power shall be vested in a President of the ASBSU. He shall hold term for a period of one year, and together with the Vice-President, chosen for the same term, be elected by a plurality of votes cast by the ASBSU enrolled at the time of election.

### Section 2.

In case of the removal of the Presi-

dent from office, his death, resignation or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice-President. Should vacancies occur in both the offices of President and Vice-President, the President Pro tempore of the Senate shall then act as President.

### **Section 3.**

(1) The President shall administer the affairs of the Associated Students and shall be charged with executing all laws and rules adopted by the ASBSU.

(2) The President shall be the chief diplomat and shall develop and maintain relations with the University administration, the local, state, and federal governments, other students associations and all other entities which shall affect the general welfare of the ASBSU.

(3) The President shall submit a budget for the ASBSU to the Senate for approval each year and shall administer the budget once approved by the Senate.

(4) The President may enter into agreement with other entities for the general welfare of the ASBSU. All legally-binding agreements to which the President shall enter into shall be approved by a majority vote of the Senate, with the exception of any financial agreement within the auspices of the executive powers outlined herein.

(5) The President shall make any order necessary for the legal operation of the executive branch, which shall be made available to the ASBSU, and shall direct any person or entity responsible to the executive branch to perform any legal task, within its scope, that is necessary for the general welfare of the ASBSU.

(6) The President shall establish such executive committees as necessary to serve the general welfare of the ASBSU.

(7) The President shall have the sole power to make all appointments to ASBSU offices and committees with the exception of any office whose membership is determined by election.

(8) The President shall have the sole power to fill any vacancy in elected or appointed office for the remainder of the term of the said vacated office.

(9) During times in which the Senate is in recess, the President may fill any vacancy, by appointment, without the advice and consent of the Senate until such time when the Senate has reconvened; said appointment shall then be subject to the advice and consent of the Senate.

(10) The President may dismiss, with stated cause, any ASBSU official with the exception of elected officials, members of the Judiciary or officials whose office, in normal occasions, is filled by election.

(11) The President shall be empowered to approve or veto all senate legislation, as established within this Constitution, and shall have the power to veto, in part or whole, any legislation of a financial nature.

(12) The President shall call special sessions of the Senate when necessary to protect and maintain the general welfare of the ASBSU.

(13) The President shall be a non-voting ex officio member of all ASBSU committees.

(14) The President shall preside over the executive cabinet and staff and may require the opinion, in writing, of any ASBSU cabinet or executive staff member upon any subject relating to the duties of their respective offices.

(15) The President shall perform any such other duties as are necessary to promote and defend the general welfare of the ASBSU.

(16) The President shall be subject to removal from office by recall or impeachment.

### **Section 4.**

(1) The Vice-President of the ASBSU shall be a member of the executive branch and shall be President of the Senate.

(2) The Vice-President shall serve as the chief administrative office of the Senate.

(3) The Vice-President shall serve as the Chairman of any academic grievance committee.

(4) The Vice-President shall be subject to removal from office by recall or impeachment.

### **Section 5.**

(1) The Treasurer shall be a member of the executive branch and shall keep records of all ASBSU finances.

(2) The ASBSU Treasurer shall have qualifications which shall be determined by appropriate legislation. During the fall semester of each year, a committee, the composition of which shall be determined by appropriate legislation, shall review candidates for the office of Treasurer and shall make such recommendations to the President as may be necessary to assist the President in his appointment of a Treasurer which shall be made prior to the end of the fall semester.

(3) The ASBSU Treasurer shall serve as the Chairman of any ASBSU appropriation advisory committee.

(4) The Treasurer shall be subject to removal from office by impeachment.

## **ARTICLE IV**

### **Section 1.**

(1) The sole judicial power of the ASBSU shall be vested in an ASBSU Judiciary and such other lower courts deemed necessary by the same.

(2) The power of the ASBSU Judiciary is ordained and established by

this Constitution and by the President of Boise State University.

(3) All appeals from decisions resulting in sanctions issued by the ASBSU Judiciary may be taken to a university judicial appeals board, the structure and membership of which shall be agreed upon by the Senate and the President of the University.

(4) Any student charged with any University violations may request to the Vice-President for Student Affairs to have a hearing by a committee of faculty, staff and/or students in place of the ASBSU Judiciary.

### **Section 2.**

(1) The ASBSU Judiciary shall consist of five students who shall be appointed by the ASBSU President and two members of the Boise State University faculty who shall be appointed by the President of the University.

(2) Four Justices shall constitute a quorum to conduct business for the ASBSU Judiciary, one of whom shall be a faculty justice.

(3) The Chairman of the ASBSU Judiciary shall be the Chief Justice, who will be elected by and from the total membership of the ASBSU Judiciary, and must be a student member of the same. The Chief Justice shall be elected at the last regular meeting in April each year or at times when a vacancy of the Chief Justice occurs.

(4) Three student members shall be appointed in December, and two student members shall be appointed in May for a term of one year. In occasions when an incumbent student Justice seeks reappointment, he shall be interviewed by the current membership of the Judiciary inclusive of the judicial advisor, which shall make a recommendation for or against the reappointment of said member to the ASBSU President and Senate. Reappointment shall automatically occur unless the ASBSU President and

two-thirds of the total current membership of the Senate act to deny reappointment. In the event that reappointment is denied, the position will be viewed as an open vacancy, and the ASBSU President shall make an appointment to fill any open vacancy, subject to the advice and consent of the Senate.

### **Section 3.**

(1) The ASBSU Judiciary shall have the sole power of judicial review of all ASBSU actions, and shall be the court of last resort in all matters of constitutional interpretation.

(2) The ASBSU Judiciary shall have original jurisdiction over all cases involving the alleged violations of ASBSU regulations, rules and laws with the exception of cases in which the ASBSU Judiciary or Vice-President for Student Affairs establishes a lower court or courts and delegates the authority for any such case to the same. Any such lower court shall act in accordance with established procedures of the ASBSU Judiciary, the ASBSU Constitution, rules, regulations and policies.

(3) The ASBSU Judiciary shall accept or reject cases brought before it by petition or appeal and shall only rule on issues resulting from petitions or appeals brought forth with the exceptions outlined in this Constitution.

(4) The ASBSU Judiciary shall be an appellate body for all cases originating from lower courts.

(5) The ASBSU Judiciary may enjoin any ASBSU government official from taking action contrary to the decisions of the ASBSU Judiciary.

(6) The ASBSU Judiciary shall have the sole power to review and recognize all Constitutions of any entity seeking recognition from the ASBSU.

(7) The ASBSU Judiciary may impose sanctions upon any individual found guilty of violations of the Code

of Conduct, ASBSU Constitution, ASBSU Senate legislation, rules or regulations or other misconduct on campus or off campus while representing Boise State University. Sanctions may include expulsion, suspension, conduct probation, loss of privileges, censure, admonition, restitution and any other sanction the ASBSU Judiciary feels appropriate as approved by the Vice-President for Student Affairs.

(8) The ASBSU Judiciary shall rule upon the apportionment of the Senate prior to each election.

(9) Judicial opinions, decisions and records of proceedings shall be kept and made available to the ASBSU.

(10) Members of the ASBSU Judiciary are subject to removal from office by impeachment.

## **ARTICLE V**

### **Section 1.**

The student Senate shall regulate and specify the manner and conduct of all elections through appropriate legislation, within the constraints of the ASBSU Constitution.

### **Section 2**

Elections for Senators-at-Large shall be held on the second Wednesday and Thursday in the month of November. Elections for the ASBSU President, Vice-President and Senators representing the colleges and schools of the University shall be held on the second Wednesday and Thursday in April. The election of all other elected officials shall be determined by the Senate. The ASBSU Judiciary may, if necessary, set different dates than what is provided for in this Constitution for any emergency purpose.

### **Section 3.**

All ASBSU elected officers shall be installed no later than ten school days following the last day of polling. This section may be temporarily

suspended by the ASBSU Judiciary should it be necessary for the fair and good conduct of the ASBSU.

#### **Section 4.**

No person shall be disqualified from office nor running for office for any frivolous or trivial reason.

#### **Section 5.**

Any initiative shall be considered law upon its acceptance by a majority of the membership of the ASBSU in a general or special election. Each initiative shall be placed before the membership of the ASBSU in an election once a petition is filed with the validated signatures and student identification numbers of ten percent of the membership of the ASBSU. No initiative shall be considered law if it is in contradiction with the Constitution of the ASBSU.

#### **Section 6.**

Any law shall be considered null and void if a referendum for the said law is rejected by a majority of the members of the ASBSU in a general or special election. Each referendum shall be placed before the membership of the ASBSU in an election once a petition is filed with the validated signatures and student identification numbers of ten percent of the total membership of the ASBSU.

### **ARTICLE VI**

#### **Section 1.**

All ASBSU elected officers shall be subject to removal from office by recall.

#### **Section 2.**

A petition containing the validated signatures and student identification numbers of twenty percent of the total number of students which an elected officer represents shall be necessary for a recall election against the said ASBSU officer.

#### **Section 3.**

Subsequent to the validation of a

petition in proper form, a recall election shall be held against the officer listed in the said petition. For an officer to be recalled from office, two-thirds of the votes cast must be in favor of his recall, provided that the number voting in the recall election is at least equal to the number of constituents who voted in the election in which he achieved office or normally would have achieved office. A recall election shall occur within fifteen school days of the validation of the petition calling for the recall.

#### **Section 4.**

No person shall be recalled from office, nor a petition be circulated calling for the recall of an officer who has not held the office from which he is to be recalled for more than thirty days. No person shall be recalled from office who has less than thirty days left before the natural expiration of his term.

#### **Section 5.**

The Senate shall legislate the form and manner of all recall elections within the guidelines of this Constitution.

### **ARTICLE VII**

#### **Section 1.**

All elected officers of the ASBSU, the Treasurer and the members of the ASBSU Judiciary shall be subject to removal from office by impeachment for mis-, mal- or non-feasance of duty or for high crimes or misdemeanors against the ASBSU.

#### **Section 2.**

The Senate shall have the sole power of impeachment. The accused officer shall have the right to a fair and impartial hearing by the Senate in which the Chief Justice shall preside, unless he be the accused, in which case the President of the Senate shall preside.

#### **Section 3.**

No person shall be tried for impeach-

ment until he has received, in writing, the charges against him seven school days prior to the hearing. A hearing shall take place no later than fifteen school days after the accused has received written notification. No trial for the impeachment of the accused officer shall take place without the indictment of two-thirds of the total membership of the Senate.

#### **Section 4.**

A person shall be removed from office if, after a hearing, four-fifths of those Senators present vote in favor of his removal.

#### **Section 5.**

Judgments in cases of impeachment shall not extend further than the removal from office and disqualification to hold and enjoy any office of honor, trust or profit under the ASBSU. However, the party convicted shall be liable and subject to indictment, trial, judgment and punishment according to law.

### **ARTICLE VIII**

#### **Section 1.**

On the request of two of the three branches of government, a convention shall be called for proposing amendments to this Constitution. When amendments are proposed through a constitutional convention, agreement by two-thirds of the total number of the delegates present at the said convention shall be necessary for proposing amendments to this Constitution. Delegates shall be selected by the branches of government in which they reside. The legislative, judicial, and executive branches shall all be represented in equal numbers with a number of students-at-large, appointed by the President, whose number shall be the same as the number representing any one of the branches. Proposed amendments shall be submitted to the membership of the ASBSU in a general or special election and shall be approved by a majority of the membership of the ASBSU cast-

ing ballots upon which the proposed amendments shall be valid to all intents and purposes as part of this Constitution.

### **Section 2.**

All amendments to this Constitution shall be added at the end of the text of this Constitution and shall be labeled as Amendment I and continue numbered so forth.

## **ARTICLE IX**

### **Section 1.**

Upon ratification of this Constitution by a majority of valid ballots cast by the membership of the ASBSU in an election called by the Senate, this Constitution shall be valid in all intents and purposes.

### **Section 2.**

Any and all existing Constitutions, bylaws, rules and regulations that are inconsistent with this Constitution shall hereby be considered null and void.

### **Section 3.**

The current officers of the ASBSU shall continue in office until the first installation of officers under this Constitution. All legislative, execu-

tive and judicial officers of the ASBSU shall be bound by oath of affirmation to support, protect and defend this Constitution.

Passed by the Student Senate as Senate Resolution #7 on January 21, 1987. Passed by the Students of Boise State University by Special Election on February 11 and 12, 1987.

## **Code of Ethics**

**Preamble:** These principles are intended to aid student leaders (elected and appointed) individually and collectively to maintain a high level of ethical conduct. These are intended to be standards by which each leader may determine the propriety of his/her conduct in relationship with other leaders, fellow students, other members of the university community and with the public.

1. The principle purpose of student government is to promote educational, social, and cultural activities; to act as the official voice of the student body, to facilitate participation in the university community, and to work for the betterment of the university.

2. To further these ends, it is essential that student leaders merit the confidence of the constituents, endeavoring to be at all times models of honesty and integrity.

3. Student leaders should strive to continually improve their knowledge about issues of concern to students and to seek out all sides of issues before making decisions.

4. Student leaders should attempt to safeguard themselves and the university community against those who would misuse their power and authority in ways harmful to the good of the students.

5. Student leaders should strive to build for today and for tomorrow by creating programs and opportunities for students to improve their learning and skills, and to learn new skills which will improve their quality of life and aid in achieving the maximum educational benefit from the university.

6. Student leaders should encourage involvement of students and other members of the university community without regard for race, creed, or color, and without regard for political or personal bias.

7. It is the responsibility of student leaders to follow the rules and regulations of the university, the state and city, and the United States of America. It is the further responsibility of student leaders to see that others in the university also follow these rules; and if student regulations become obsolete or irrelevant to see that these rules are updated according to the rules set down by the appropriate governing body.

# **ASBSU Senate Code**

**TITLE I, Chapter 1** — Guidelines for Executive Boards and Committees

**TITLE I, Chapter 2** — Buildings and Structures Committee

**TITLE I, Chapter 3** — Election Board

**TITLE I, Chapter 4** — Financial Advisory Board

**TITLE I, Chapter 5** — Intramural/Open Recreation Board

**TITLE I, Chapter 6** — Lobby Committee

**TITLE I, Chapter 7** — Newspaper Advisory Board

**TITLE I, Chapter 8** — Fee Increase Proposals Committee

**TITLE I, Chapter 9** — Student Programs Board

**TITLE I, Chapter 10** — Personnel Selection Committee

**TITLE II, Chapter 1** — ASBSU Financial Code

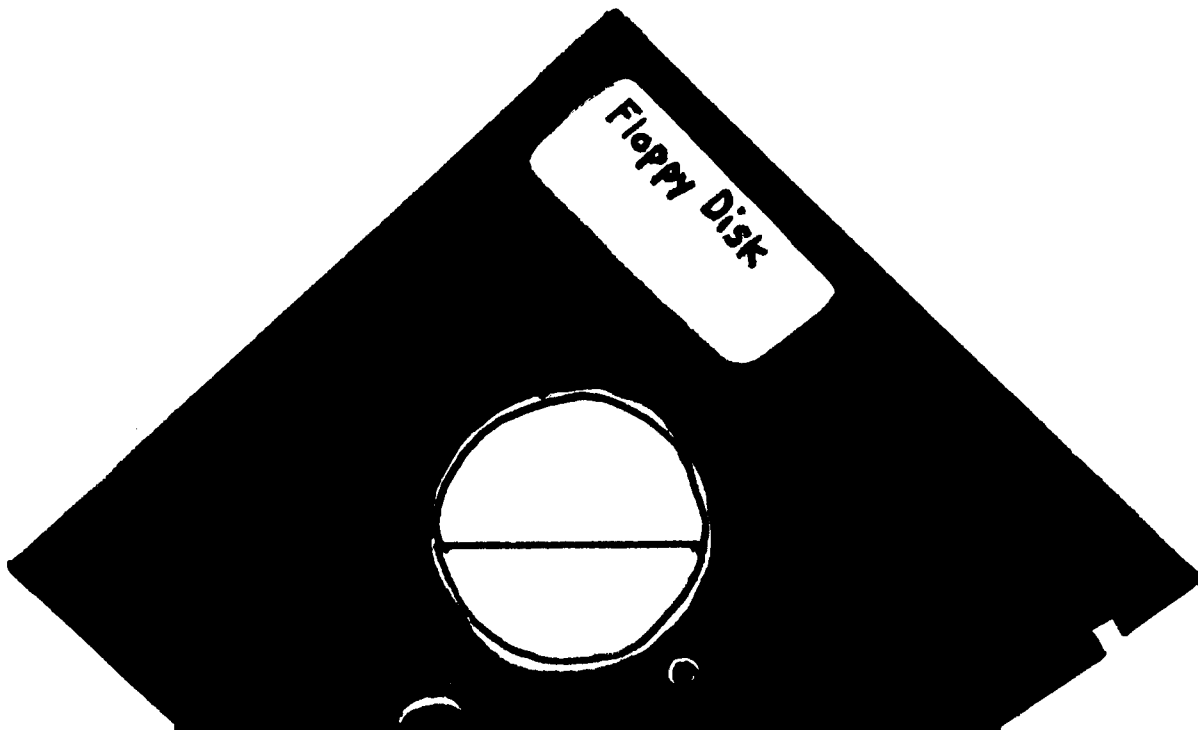
**TITLE II, Chapter 2** — Organizational Funding Procedures

**TITLE II, Chapter 3** — Internal Funding Procedures

**TITLE III** — Executive Personnel

**TITLE IV** — Election Code





          
No. \_\_\_\_\_

# Policies & Procedures

# Academic Regulations

## Faculty Advisors

All new full-time students are assigned to a faculty advisor prior to registering for classes. The faculty advisor will assist in identifying academic requirements, possible educational and career goals, a program of study, and in completing the Proposed Course Schedule form. Full time students registering for eight credit hours or more must meet with their advisor for approval of their course load or to change courses.

You may change faculty advisors after the first semester in attendance by contacting the Advising Coordinator of your college. To ensure a successful educational experience and to improve one's chances of earning a degree you should establish a close working relationship with your faculty advisor.

## Grading System

Each letter grade you earn in a course is assigned a grade point value per credit hour that is used to compute Grade Point Averages:

**A** = 4 grade points per credit hour  
**B** = 3 grade points  
**C** = 2 grade points  
**D** = 1 grade point  
**F** = 0 grade points

**I** = **Incomplete** = 0 grade points until work is completed (see below)

**W** = **Withdrawal** = 0 grade points and credit

**AUD** = **Audit** = 0 grade points and credit

**P** = **Pass** = credit earned but no grade points

**NR** = **No Record** = 0 grade points and credit until a grade is assigned

## Grade Point Average

Add total grade points earned and divide by total credit hours attempted.

Note: **Do Not** add in credit hours awarded for grades of P. (See the University Catalog under Academic Information.)

## Incomplete Grades

An incomplete grade may be assigned if your work has been satisfactory up to the last three weeks of a semester but cannot be completed because of circumstances beyond your control. Arrangements must be made directly with the professor to:

1. Make up the work within the first half of the next semester of attendance.
2. Request an extension of time from both the professor and Department Chairman.
3. Re-enroll in the course.
4. Request the incomplete be changed to a "W".

If you fail to contact the professor by mid-semester of your next enrollment the professor can:

1. Change the incomplete to a letter grade.
2. Change the incomplete to a "W".
3. Extend the incomplete into the next semester.

## Dean's List

Undergraduate students who complete twelve credits of graded academic work in a given semester and earn a 3.5 or better grade point average are officially recognized by placement on the Dean's List. Students who earn a 3.5 or better grade

point average for all their academic work are officially recognized at the time of graduation in the Commencement program.

## Classification of Students

All registered students are classified according to the number of credit hours or degree earned.

**Special** - no degree intent - courses of interest only

**Freshman** - has earned 0 through 25 credit hours

**Sophomore** - has earned 26 through 57 credits or is enrolled in an Associate or certificate program

**Junior** - earned 58 through 89 credit hours

**Senior** - earned 90 plus credits or is enrolled in a second B.S. or B.A. degree program

**Graduate** - has earned a B.A. or B.S. degree and is enrolled in a graduate level degree program.

Students enrolled for 8 credit hours or more are required to pay full fees but may not be considered as full time students under certain academic policies (see the University Catalog for enrollment verification to other agencies).

## Change in Registration

**A. OPEN DROP/ADD PERIOD:** (First Week of Classes)

- 1) Students who add or drop a course may use the "Change in Record and Registration" form during this time and must:
  - a) have **advisor** sign (if enrolled in 8 hours or more);
  - b) turn into Registrar's Office

Admin. #110 and present student activity/fee card for identification;

- c) clear with the Cashier's office  
Admin. 211

#### B. REQUIRED SIGNATURE PERIOD (second week through the ninth week of classes)

1) Students may petition to **add** a course on a "Change in Record & Registration" form during this time and must:

- a) have **Advisor** sign (if enrolled in 8 hours or more);
- b) have **Instructor** of each course sign;
- c) obtain permission and signature of **Department Chairman of student's major**;
- d) turn into Registrar's Office — Admin. #110 and present Student Activity/fee card for identification;
- e. clear with Cashier's office — Admin. #211

2) Students may petition to **drop** a course on a "Change in Record & Registration" form and must:

- a) have an **advisor** sign (if enrolled in 8 hours or more);
- b) have **Instructor** of each course sign;
- c) turn in to Registrar's Office — Admin. #110 and present student activity/fee card for identification;
- d) clear with Cashier's office — Admin. #211.

#### C. AFTER DEADLINE DATE: (after ninth week of classes)

1) The procedure to **Add** a course is the same as B.1 above, with the added requirement of obtaining the permission and signature of the **Dean of the College of the student's major** on an "Appeal" form.

2) The procedure to **DROP** a course is the same as B.2 above, with the added requirement of obtaining the permission and signature of the **department chairman of the student's major** on the "Change in Record & Registration" form.

#### D. LATE REGISTRATION

1) Students enrolling in the University after the first week of classes must obtain an "Appeal for Registration" form and:

- a) have **advisor** sign (if enrolling in 8 hours or more);
- b) have **Instructor** of each course sign;
- c) obtain permission and signature of **Department Chairman of student's major**;
- d) obtain permission and signature of **Dean of College of the student's major.**;
- e) turn in to Registrar's Office — Admin. #110 for checking;
- f) proceed to Cashier's office — Admin. #211 for payment of fees and a **\$50.00 Late Registration Fee.**

## Complete Withdrawal from The University

To withdraw from the University in "good standing" you must officially request and sign a **Complete Withdrawal** form in the Dean of Student Special Services office. Vocational Technical students must first clear with a vocational counselor before reporting to the Student Special Services office. If you are physically unable to come in to the office, then telephone or write to the dean for a **Petition for a Complete Withdrawal**. The petition must be completed, signed, and returned by you before we can close out your academic records for the semester. You will also receive a pro-rated refund of fees during only the first four weeks of classes.

It is not necessary to request a withdrawal from the University after a semester has been successfully completed or between semesters. Remember, if you enroll in any courses for credit and do not complete the requirements or withdraw, a grade of "F" will be recorded on your transcript.

**Right of Appeal:** You have the right of appeal to the Dean of Student Special Services for an exception to the requirements of any regulation because of an emergency or medical reason, a hardship, or an unusual or extenuating circumstance that can be verified. The Dean of Student Special Services Office will investigate and confirm your circumstances before a record change is approved.

## Administrative Withdrawals

Your registration as a student can be cancelled for any of the following: delinquent financial accounts (bad checks, library fines, overdue loans, bookstore or housing accounts, etc.); incomplete admissions file (no transcripts, test scores, etc.); falsification of official records; registering for classes while academically disqualified; failure to respond to an official summons or behavior that exhibits a clear and present danger to yourself and others. The faculty can also drop you from a class if you register for credit or audit, and never or seldom attend, or if you do not meet course prerequisites.

## Academic Probation and Dismissal

A student whose academic work falls below the level indicated in the table below is placed on academic probation. A student who continues on academic probation at the end of the next semester of attendance is subject to dismissal from the University.

Hours Attempted	Minimum GPA
1	.00
2	.00
3	.33

4	.75
5	1.00
6	1.17
7	1.28
8	1.37
9	1.44
10	1.50
11	1.54
12	1.58
13	1.61
14	1.64
15	1.67
16	1.69
17	1.70
18	1.72
19	1.74
20	1.75
21	1.76
22	1.77
23	1.78
24	1.79
25	1.80
26	1.81
27	1.81
28	1.82
29	1.83
30	1.83
31	1.84
32	1.84
33	1.85
34	1.86
35	1.86
36	1.86
37	1.86
38	1.87
39	1.87
40	1.87
41	1.88
42	1.88
43	1.88
44	1.89
45	1.89
46	1.89
47	1.89
48	1.89
49	1.90
50	1.90
51	1.90
52	1.90
53	1.90
54	1.91
55	1.91
56	1.91
57	1.91
58	1.91
59	1.91
60	1.92
61	1.92
62	1.92

63	1.92
64	1.92
65 or more	2.00

### I. Academic Probation

A. At the end of a semester (fall, spring, or summer) an undergraduate student who does not attain the cumulative grade point average required for the number of hours attempted is placed on probation for the next semester of enrollment. Notification of probationary status is by letter (to most recent mailing address) sent within two weeks of the close of a semester.

B. A student on academic probation whose cumulative GPA improves to the acceptable level will be automatically removed from probation.

### II. Dismissal

The student who continues on academic probation at the end of the next semester of attendance will be dismissed from the University unless the student's GPA for the most recent semester of enrollment was 2.00 or higher. Notification of dismissal is by letter (to most recent mailing address) sent within two weeks of the close of a semester.

### III. Reinstatement

A. A student dismissed from the University may be reinstated by submitting and receiving favorable action upon a petition to the academic dean of the college from which the student was dismissed. This is the only route to reinstatement and applies even to the student who has attended another institution since being dismissed from BSU. Readmission to a college may be accompanied by academic performance requirements which are more stringent than those

of the University. Failure to meet conditions specified for continuation as a major in a particular college may prohibit a student from future enrollment in that college even though the University minimum academic requirements are satisfied.

B. Normally, a student is reinstated on probationary status. If, however, the student's GPA meets the minimum requirement, the dean may elect to admit the student in good standing.

### IV. Restrictions

A student on probation is ineligible to participate in University-sponsored extracurricular activities. (See Eligibility for Extracurricular Activities section of this Handbook.) A student on academic probation is ineligible to receive financial aid. (See section on Financial Aid for further information.)

# Student Records

When a student enters the University and submits the requested personal data, there is an assumed and justifiable trust placed upon the University to maintain security of that information for the protection of the rights of the student. To protect students against potential threats to their individual rights inherent in the maintenance of records, and the many disclosures requested regarding them, and in compliance with the Family Educational Rights and Privacy Act of 1974, the University has adopted BSU Policy 4205-D (Student Records). The policy statement in its entirety is contained in the Administrative Handbook of Boise State University. Any students,

faculty, or staff who have questions regarding the records policies of Boise State University may consult with the Vice President for Student Affairs.

The following is considered to be public or directory information unless you specifically state that you do not wish to have this released:

Name  
Local Address/Telephone Number  
Major Field of Study  
Dates of Attendance  
BSU degree, Date degree conferred

# STUDENT POLICIES & PROCEDURES

## STUDENT BILL OF RIGHTS Preamble

Ideally, each member of the University community assumes individual responsibility for his/her personal freedom and obligations. The university community expects all members to discipline themselves, individually and collectively, and it requires adherence to the standards of conduct appropriate for an academic community. It must and will take appropriate action when a member's conduct places the best interests of the community in jeopardy. Each student, as a member of this community, is responsible for being familiar with the policies of Boise State University.

Students are both (1) citizens and (2) members of the academic community. As (1) citizens, they enjoy the same freedoms of speech, peaceful assembly, and right of petition that other citizens enjoy. As (2) members of the academic community, they assume the obligations inherent in that membership and as representatives of the University. These obligations include a creditable demeanor for themselves first and the institution second, reflecting intelligence, maturity, concern for the rights of others, and regard for the educational mission of the University.

For the purposes of applying this statement, a "student" is defined as any person who is regularly enrolled in the University as an undergraduate student, graduate student, or who is admitted as a non-matriculated student, or who is pursuing extension studies.

## Freedom of Association

Students are free to organize and to participate in voluntary associations of their own choosing, subject only to reasonable University regulations insuring that such associations are neither discriminatory in their treatment of other members of the University nor operated 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 objectives of any particular group. However, campus groups or organizations are under a strong obligation to avoid representing their actions or views as those of the University.

## Recognized Campus Organizations

A recognized organization is a group of BSU students organized for a stated purpose which has official recognition from the ASBSU. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition nor 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. (See Student Handbook: Student Organization Recognition Procedures.)

## Freedom of Speech and Assembly

No rule shall restrict any student expression solely on the basis of disapproval or fear of his/her ideas or motives. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. Modes of expression or assembly that are manifestly unreasonable in terms of time, place or manner may be forbidden. This does not, however, abrogate the students' accountability as citizens to the laws of the larger society.

1. Students and student associations shall always be free to support causes by orderly and peaceful assembly which do not infringe upon the rights of others. Such expressions are to be made clear to the academic and larger community that they represent views of the students or student associations and not the University.

2. Student groups are allowed to invite and to hear any person of their own choosing. Routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed so as 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 does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution. (See Student Hand-

book: Speaker's Policy)

## Freedom of the Press

There shall be no ideological censorship in the determination of printed matter available on campus; access to publications is not to be denied because of disapproval of their content. Any student publication supported by compulsory student fees or by substantial institutional subsidy shall, however, be subject to the rules and regulations of the State Board of Education acting as trustees of Boise State University or their designees.

## Freedom in the Classroom

The classroom is not an unstructured political forum; it is the center for study and understanding of described subject matter for which the instructor has professional responsibility and institutional accountability. S/he should respect the confidential nature of the relationship between instructor and student. S/he should avoid exploitation of students for private advantage and should acknowledge significant assistance from them. S/he should protect student rights as defined herein. Control of the order and direction of class, as well as control of the scope and treatment of the subject matter, must, therefore, immediately rest with the individual instructor, free from disruption by students or others who may be in disagreement with the manner in which she/he discharges his/her responsibilities. (See Student Handbook: Maintaining Order.)

1. A student has the right to be informed in reasonable detail at the beginning of each term of the nature of the course, the course expecta-

tions, the evaluative standards and the grading system that will be used.

2. A student has the right to take reasonable exception to the data or views offered in the classroom and to reserve judgment about matters of opinion, without fear of penalty.

3. A student has the right of protection against improper disclosure of information concerning his/her grades, views, beliefs, political associations or character which an instructor acquires in the course of his/her professional relationship with the student.

4. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. (See Student Handbook: Academic Grievance Board.)

## Student Records

When a student enters the University and submits the requested personal data, there is an assumed and justifiable trust placed upon the University to maintain security of that information for the protection of the rights of the student. To safeguard student privacy, student records are not to be made available to unauthorized on-campus or off-campus personnel without the express consent of the student. Administrative staff and faculty members are expected to respect confidential information about students which they acquire in their capacity of providing counsel and advice. The student shall have the right of access to his/her official University record.

## Equal Protection

The University has an obligation to

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 others who cannot be identified or who are not similarly charged. If in violation of any rules or policies of the University, procedural fairness is guaranteed to any student of the University. Such fairness incorporates adequate notice of the charges, the opportunity for a fair hearing and the right of appeal. (See Student Handbook: Judicial Procedures.)

## CODE OF CONDUCT

The following policies are designed for the general well-being of all members of the University community. Any violations may result in disciplinary action and/or legal action.

### 1. Academic Dishonesty

Cheating or plagiarism in any form is unacceptable. The University functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding. In an attempt to promote these ideals, dishonesty in the University can be defined generally as cheating or plagiarism in any form. The following are examples which can be used as a guide to the student in interpreting the above general definition, but is not meant to be an exhaustive list:

- a. Buying or in any way using a term paper or other project that was not composed by the student turning it in;
- b. Copying from another exam paper either before or during the exam;
- c. Using crib notes or retrieval of information stored in a computer/calculator outside the exam room;
- d. Having someone else take an exam or taking an exam for someone else.
- e. Collaboration on take home exams where it has been forbidden;

- f. Direct copying of another term paper; or
- g. Failure to give proper credit to sources.

The course instructor is responsible for handling each case of dishonesty in the classroom except where a major or repeated offense is involved. In proven cases of cheating a student will be dismissed from the class and a failing grade issued. If the instructor and the department chair concur that a case ought to be referred for further University action (which could include suspension or expulsion from the University), the dean, or his/her designee, of the college in which the student is majoring will appoint a special hearing board consisting of three (3) faculty and three (3) students. The dean, or his/her designee, will preside over any hearing and will accord due process. The Academic Grievance Board would be the appropriate appeal body in such an instance. If a student feels he/she has been unjustly dismissed from class and given a failing grade, the Academic Grievance Board would be utilized as in any other case of an academic grievance. (See BSU Administrative Handbook Policies 4100-D and 4101-D)

## **2. Alcoholic Beverages**

- a. Illegal possession or consumption of alcoholic beverages is prohibited in college or university-owned, leased or operated facilities and on campus grounds.
- b. Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union, recreation rooms, conference rooms, athletic facilities, and other public areas of university owned buildings or grounds.
- c. Sale of alcoholic beverages is prohibited in college or university owned, leased or operated facilities and on campus grounds.
- d. Students who violate any of these policies will be subject to sanctions as have been established by institu-

tional administration.

e. Guests and visitors shall observe these regulations while on campus or other college or university property. Non-compliance may subject a person to sanctions imposed by the college or university as well as to the provisions of local and state law. (Adopted by the State Board of Education, December 1, 1977.)

## **STATE LAW**

The Idaho law states that it is illegal to sell, serve or furnish beer, wine or other alcoholic beverages or intoxicating liquor to a person under 21 years of age. It is illegal for any person under 21 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor.

There are a number of minors attending BSU and as a State institution, the University is legally obligated to comply with the State law.

## **3. Drugs**

Possession, manufacture, distribution, use or sale of drugs or narcotics classified as illegal except those taken under a doctor's prescription is prohibited on University owned or controlled property, in University related housing, or at any University sponsored or supervised function.

## **4. Falsification of University Records**

Willful falsification of official records or documents, or omission with the intent to deceive, is prohibited. Included in this regulation, but not limited to the following, is the forging, alteration, or misuse of University documents, records, fee receipts, identification cards, meal tickets, parking decals, financial aid forms, telephone billing cards, ASBSU forms or documents, computer tampering.

## **5. Harrassment and/or Hazing**

Any practice by a group or an individual that detains, embarrasses, or degrades a member of the University community, endangers his/her health, jeopardizes his/her safety, or interferes with class attendance or the pursuit of education, is prohi-

bited. Included in this policy are actions or statements of a sexual nature which are intimidating, harassing or abusive.

## **6. Illegal Entry**

Any unauthorized or forceful entry, whether actual or attempted, into any university facility or building is prohibited.

## **7. Lawful Orders**

Failure to disperse or to leave, disrupting or obstructing a University building or facility, room or other premise, or to cease the use of loudspeakers, amplifiers, or other forms of noise after being given notice or a lawful order to do so by a duly authorized agent or administrative officer of the institution, is prohibited.

## **8. Theft**

Theft or the conversion of another's property, personal, public, or institutional, is prohibited.

## **9. Destruction or Damage of Property**

Malicious destruction, damage or misuse of University or private property including but not limited to library materials, fire equipment and alarms is prohibited.

## **10. Disorderly Conduct**

Detention, threatening or physical abuse of another person, obstructive or riotous acts in or associated with the University community is prohibited. The above includes verbal or physical abuse of any member of the BSU community on or off campus where the situation involves the educational purposes or objectives of the University.

**11. Lewd or Indecent Conduct is prohibited as defined by city and/or state ordinances.**

**12. Gambling in any form is prohibited as defined by city and/or state ordinances.**

## **13. Firearms or Dangerous Weapons**

**a. BECAUSE OF THEIR RECOGNIZED DANGER, FIREARMS, ILLEGAL KNIVES, EXPLOSIVES, CHEMICAL OR INCENDIARY DEVICES WILL NOT BE KEPT ON UNIVER-**

SITY OWNED OR CONTROLLED PROPERTY OR IN STUDENT LIVING QUARTERS. Possession of explosives, chemical or incendiary devices, loaded or unloaded firearms on campus, except as expressly authorized by law or institutional policy, is prohibited. *The Boise City Code interprets air rifles, pellet or BB guns as being weapons or firearms.*

b. Possession and use of fireworks in any University building or on campus is prohibited.

c. Occupants in University housing and off/campus housing, living within the city limits, are subject to Boise City ordinances and State laws.

#### 14. Group Offenses

Living organizations, societies, clubs and similarly organized groups are responsible for compliance with University regulations. Upon satisfactory proof that a group encouraged, or did not take satisfactory steps to prevent violations of University regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation, or other action.

#### 15. City/State Laws and other Institutional Policies

Violation of any city/state laws, University or ASBSU policies may result in a sanction imposed under this code.

#### 16. Official Notification

Failure to comply with any official notification, written or verbal, of a duly authorized administrative, faculty or judicial representative of the University may result in disciplinary action.

## SANCTIONS

Sanctions which may be imposed upon an individual or group proven guilty for violation of the Code of Conduct or any other misconduct on or off campus may include one or a combination of the following:

#### 1. Expulsion

Expulsion is an action indefinitely

terminating a student's registration at the institution. Any request for reenrollment must be submitted in writing to the Student Policy Board, c/o the Vice President for Student Affairs.

#### 2. Suspension

Suspension is an action terminating registration in all or some classes for a prescribed period of time not to exceed two years. Any request for reenrollment prior to the end of the prescribed period of time must be submitted in writing to the Student Policy Board, c/o the Vice President of Student Affairs. **(After reenrollment there is normally a probation period to be determined by the judicial board which rendered the original decision.)**

#### 3. Conduct Probation

Conduct Probation is a written sanction with or without loss of designated privileges signifying that additional disregard for the Code of Conduct will constitute grounds for suspension or expulsion. A specific time period of probation will always be prescribed. Other conditions or restrictions may also be included or a combination of sanctions imposed.

#### 4. Loss of Privileges

Loss of Privileges is a disciplinary action excluding a student from participating in certain activities or enjoying certain privileges for a prescribed period of time. Loss of privileges may include, but is not limited to:

- a. removal from campus living quarters or other University housing;
- b. relinquishment of a student office;
- c. loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.

#### 5. Censure

Censure is a written reprimand warning the individual that repeated infractions of the Code of Conduct could result in further sanctions by the Judiciary. The possible loss of a minor privilege or privileges and/or a fine restriction may also be imposed.

#### 6. Restitution/Compensation

Restitution is the paying of fines or payment of damages for violations that caused the physical loss, damage, or injury to property or person and may be imposed with any of the above sanctions where appropriate. Compensation may also be imposed for a particular act or violation of the code where said payment of a fine or the performance of a service is reasonable and appropriate. Failure to comply may result in cancellation of registration and a hold on readmittance until the obligation is met.

## JUDICIAL PROCEDURES

### PART I. Filing Complaints

A. Except in cases of Academic Grievances and Dishonesty, if any member of the University community feels he/she has a legitimate grievance against any other member or group of the University community he/she should contact and consult with the Office of Student Activities (or the Office of Student Residential Life if the situation is related to University residential facilities or programs). Likewise, if any member of the University community feels he/she has been discriminated against on the basis of race, color, national origin, sex, creed, age or handicap (as provided for in Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973) he/she should contact the Office of Student Activities or the Affirmative Action Director. (For further information, see BSU Policy 1001-A).

The purpose of any consultation specified above is to assure compliance with the procedure for filing complaints. **(For Academic Dishonesty cases, see Administrative Handbook Policies 4100-D and 4104-D; for Affirmative Action or Sexual Harassment cases, see Administrative Handbook Policies BSU 1001-A and 1002-A.**

B. If, after consultation, the com-



plainant wishes to pursue the judicial process, the following information should be filed with the Office of Student Activities (or the Office of Student Residential Life if the situation is related to University residential facilities or programs):

1. A concise STATEMENT OF FACT specifying the charge(s), the individual(s) or group(s), being charged, factual details of the incident or grievance, names of witnesses or participating grievants and any applicable dates, times and places.

2. A STATEMENT OF FACT by each additional participating complainant or witness is encouraged but not required.

3. Any evidence, if applicable.

C. The Office of Student Activities (or Student Residential Life where appropriate) will notify the complainant and defendant of date, time and place of any hearings and provide any other information necessary. The responsibility for summoning witnesses rests with the complainant and/or defendant.

## **PART II. Defendant's Rights**

The Office of Student Activities (or Student Residential Life where appropriate) will notify all parties or groups named in an official complaint that charges have been filed.

A. The defendant(s) have the following rights as described below:

1. A hearing by a Judicial Board.

2. Notification of the specific charges filed and procedures involved in a Judicial Board hearing.

3. Access to all documents or evidence pertaining to the complaint entered by complainant(s) and/or witness(es).

4. Notification of the date, time and place of the Judicial Board hearing at least seven (7) calendar days in advance. (Three [3] calendar days in advance for Residence Hall students where a hearing is involved with an Inter-Hall Judicial Board or an appropriate administrative hearing officer.) The defendant(s) may in writing waive the seven (7) calendar

days notice of hearing (or three [3] calendar days for Inter-Hall Judicial Board cases).

5. Opportunity for appeal of any Judicial Board decision and adequate time to prepare appeal (see Part IV, Appeal Procedures).

6. A declaration in writing is necessary to waive a hearing by a Judicial Board and have the case adjudicated by the appropriate Student Affairs officer or by a committee composed of the faculty justices of the ASBSU Judiciary and ASBSU Judiciary advisor.

However, in all instances where a hearing for disciplinary action would be necessary during the last two weeks of either semester, or during the summer session, the complaint would be heard by the appropriate administrative hearing officer and not by a judicial board. In this instance, the avenue of appeal is through the appropriate Student Affairs officer rather than the Judicial Board.

B. The defendant(s) may consult with the Office of Student Activities (or Student Residential Life where appropriate) and file:

1. A STATEMENT OF FACT responding to the charges and citing any factual details or information not stated in complainant's STATEMENT OF FACT.

2. A STATEMENT OF FACT by any witness(es).

3. Any evidence, if applicable.

4. A waiver of NOTICE OF HEARING, if desired.

5. A waiver of hearing by a Judicial Board, if desired.

## **PART III. Hearing Procedures**

A. The defendant(s) may appear in person at a hearing. If the defendant(s) do(es) not appear, the Judicial Board will proceed with a review of the case at the stated date, time and place.

B. The defendant(s) may have an advisor at the hearing.

C. Hearings may be open or closed

at the option of the defendant(s). The Chief Justice, or chairperson, will have discretionary power to limit the number of observers at an open hearing.

D. A complete written or taped transcript of the hearing will be recorded and preserved by the appropriate judicial body until all appeals have been filed or heard.

E. The decisions and sanctions, if applicable, will be made available to the defendant(s) at a time and place specified by the Judicial Board. It is the responsibility of the defendant(s) to secure his/her copy of the decision.

## **PART IV. Appeal Procedures**

A. All appeals shall be submitted in writing setting forth a concise statement of fact clearly establishing one or more of the following grounds for appeal:

1. the decision or sanction was unreasonable;

2. the Judicial Board or Hearing Officer was biased; or

3. the Judicial Board or Hearing Officer misinterpreted the Student Code of Conduct or university policies upon which the complaint was based.

In cases involving new evidence, the appeal should be submitted to the original judicial body and a new hearing requested.

B. Appeals from the lower judicial body should be made to the next higher body through the Office of the Vice President for Student Affairs, i.e., Residence Hall Judiciary to ASBSU Judiciary to Student Policy Board. When a student or group appeals a decision of a judicial body, all recommended action is placed in a pending status until the appeal process has been exhausted. In the event that a case has been heard by an administrative hearing officer, the appeal would be to the next appropriate administrative hearing officer through the Office of the Vice President for Student Affairs, i.e., Direc-

tor of Student Residential Life to Director of Student Activities/Student Union to the Vice President for Student Affairs.

**C.** Appeals must be submitted within seven (7) calendar days of the time the decision is made available in writing with copies to the original and last judicial body. (Residence Hall students who are appealing a decision from a Residence Hall Judicial Board or from the appropriate administrative hearing officer must submit appeals within three (3) calendar days of the decision.)

**D.** When a written appeal is received, the appropriate judicial body will convene to review the appeal and related written documentation in order to determine whether to accept the appeal. The review of an appeal will be done in a closed session. If an appeal is accepted, the appropriate judicial body may, at its own discretion, act on the appeal on the basis of written documentation or may conduct a new hearing.

## HEARING BOARDS

### Student Policy Board

By delegation of the President of the University, the Student Policy Board under the chairmanship of the Vice President for Student Affairs, is designated as the primary agency for the development and administration of the Student Code of Conduct, Student Judicial System, and other student policies and procedures relating to student life on the campus of Boise State University.

The Student Policy Board is the highest board in the judicial appellate structure and as such will hear appeals from cases heard by the ASBSU Judiciary. In instances where it is necessary for the Student Policy

Board to become the judicial body of first jurisdiction, one half of the Board will become the hearing body and the other half an appeal body as designated by the Vice President for Student Affairs.

The ASBSU Judiciary and all other judicial bodies are subordinate to the Student Policy Board. The appropriate Student Affairs staff members working in their respective areas of responsibility have the authority to establish residence hall councils or standards committees to hear cases concerning violations of group rules and regulations. The council or committee may recommend, to the appropriate staff member, sanctions such as admonition, censure, probation, or disqualification and/or loss of privileges. The judicial bodies are subordinate to the ASBSU Judiciary.

The Student Policy Board is composed of two (2) members of the faculty, two (2) Student Affairs staff members, four (4) students at-large, the ASBSU President (ex officio), the Chief Justice of the ASBSU Judiciary (ex officio), one (1) student Senator (ex officio), and the Vice President for Student Affairs who serves as chairman. The ASBSU President, Senator and ASBSU Chief Justice serve as ex officio (non-voting) members for policy matters, but are ineligible for participation in judicial matters.

## ASBSU Judiciary

### GENERAL PROVISIONS

The supreme judicial power of the Associated Students is vested in the ASBSU Judiciary whose authority is delegated from the University President and is derived from the Associated Students. The ASBSU Judiciary has the authority or original jurisdiction in all cases involving alleged violations of ASBSU and/or University regulations or policies. They will review all complaints with

reference to the above, unless referred to a lower tribunal or unless said complaints fall under the jurisdiction of the Academic Grievance Board.

Appeals from decisions or recommendations of the ASBSU Judiciary will be made to the Student Policy Board. This procedure of appeals has been agreed upon and accepted by the Student Senate and the University President.

### MEMBERSHIP OF JUDICIARY

**A.** Judiciary shall consist of five (5) students and two (2) faculty members, all of whom shall have equal voting power.

**B.** The Judicial Selection Committee shall interview and recommend applicants for positions in the ASBSU Judiciary.

**1.** The voting members of this Selection Committee shall be: a former Chief Justice; or a past student member of the ASBSU Judiciary designated by the current Chief Justice; ASBSU Personnel Selection Chairperson; Chairperson of the ASBSU Student Senate; the Advisor to Student Government or his/her representative; and a past Faculty Justice.  
**2.** The ASBSU Personnel Selection Chairperson shall chair the selection committee.  
**3.** Student members of the ASBSU Judiciary recommended by this selection committee shall be appointed upon approval by two-thirds (2/3) majority vote of the total Senate membership. Faculty members shall be appointed upon approval by the University President.

**C.** Three (3) ASBSU Student members and one (1) BSU Faculty member shall be appointed in December, and two (2) ASBSU student members and one (1) BSU faculty member shall be appointed in May. All members shall be appointed for approximately one year or until the appointment of their successors.

**D.** The selection committee shall fill

all vacancies as per the ASBSU constitution.

### **POWERS AND OBLIGATIONS**

1. To interpret the Constitution upon request of the ASBSU President or Senate.
2. To have original jurisdiction in cases of alleged violations of BSU or ASBSU regulations and other ASBSU actions except where delegated to lower judicial bodies.
3. To delegate local authority to lower ASBSU recognized judicial bodies.
4. To hear appeals from decisions of lower judicial bodies.
5. To enjoin ASBSU government officials from taking action contrary to the decisions of the ASBSU Judiciary.

## **Academic Grievance & Academic Dishonesty Board**

**Responsibility:** The Academic Grievance & Academic Dishonesty Board has the ultimate authority in academic matters. No further appellate provision will be available at Boise State University.

**Purpose:** To establish a procedure to maintain high academic standards and performance and to protect objectivity and fairness in assigning, administering, and evaluating student performance in all matters of grievance pertaining to academic conduct, instructional procedure, or testing.

**A. Procedure: Academic Grievances**  
In order to obtain a hearing by the

Academic Grievance & Academic Dishonesty Board, the plaintiff should:

1. Present the grievance to the concerned faculty member first, then to the department head if no solution is reached, and finally to the dean or his/her designee of the college if the grievance is not resolved in steps 1 and 2.
2. If the problem is not resolved after contacting the faculty member, department head, dean or his/her designee of the college, then present the grievance to the ASBSU Vice President.
3. Once the ASBSU Vice President has accepted the complaint, the plaintiff is required to file a Grievance Complaint Form.
4. After the Grievance Complaint Form is returned, the ASBSU Vice President notifies the defendant of the complaint and requests him/her to respond on the Academic Defendant(s) Form.
5. When the form is completed and filed, the ASBSU Vice President shall establish the time, place, and date of the hearing.

### **B. Procedure: Academic Dishonesty**

1. If an instructor wishes to have a cheating or plagiarism offense referred for University action, he/she will confer with the department head.
2. If the department head concurs that the incident should be referred for additional action beyond failing the student in the course, the case will be referred to the dean or his/her designee of the college in which the student is majoring.
3. The dean or his/her designee of the college will appoint a special hearing board consisting of three faculty and three students with the dean or his/her designee as chairman.
4. In such a hearing, University judicial procedures will be utilized as outlined in BSU Administrative Policy 4100-D and the Student Handbook.
5. The Academic Grievance & Academic Dishonesty Board will be the final hearing board in the event of an appeal.

**C.** The Board is empowered to mandate or recommend changes relating to student grades and behavior and to recommend changes relating to academic conduct, instructional procedure, and testing.

**D.** Recommendations regarding the student will be referred to the Vice President for Student Affairs. Recommendations regarding faculty members will be referred to the Executive Vice President.

The **Academic Grievance & Academic Dishonesty Board's** Membership consists of seven (7) Student Senators, with an attempt being made to select one from each College or School of the University; Seven (7) Faculty members appointed by the Chairman of the Faculty Senate, one from each College or School; and one (1) representative from the Division of Student Affairs appointed by the Vice President for Student Affairs. The ASBSU Vice President shall serve as Chairman of the Board and shall vote only in the case of a tie. All other members have equal voting privileges.

## **Residence Hall Judicial Board**

A Residence Hall Judicial Board system has been established in the residence halls to hear cases which involve residents of the halls and infractions of policies and procedures. Judiciary power is vested in four judicial boards composed of one appointed member from each residence hall on each board. Each board is chaired by a specified President from one of the residence halls. When a problem arises within a residence hall involving a resident(s), it should first be taken to a Resident Advisor or the Resident Director and then to the Director of Student Residential Life. If a satisfactory solution is not reached, the complaint or problem will be referred to a Residence Hall Judicial Board. Any appeals from the Residence

Hall Judicial Board hearings will be referred to the ASBSU Judiciary.

## **BSU Panhellenic**

The BSU Panhellenic Council maintains a committee to mediate concerns and complaints between member sororities. If a sorority has a concern involving another sorority, a written report is filed with the Panhellenic President. The president will attempt to mediate the concern between the parties involved. If this is unsuccessful, an ad hoc Judicial Committee will act on the matter. The specific Judicial procedures are outlined in the National Panhellenic Conference Manual of Information. A copy of this notebook is on file in the Student Activities office.

If any party feels that the decision rendered by the BSU Panhellenic Council is unfair, the decision may be appealed to the ASBSU Judiciary.

## **BSU Inter-Fraternity Judicial Committee**

If an individual or group believes there has been an infraction of IFC, University or civil regulations, they should contact the Student Activities office for advice on how to proceed with one's grievance. The basic procedure (as outlined by Article V of IFC's By-laws) is an informal hearing including all parties concerned to see if an amicable solution can be reached. If, after consultation, the plaintiff wishes to pursue the matter, a formal hearing of the IFC Judicial Committee will be held.

If any party feels the decision ren-

dered by the IFC Judicial Committee is unfair, the decision may be appealed to the ASBSU Judiciary.

The Judicial Committee for the Inter-Fraternity Council is composed of two representatives from each fraternity who have been elected to the Council. Each elected member of the Judicial Committee shall have one vote. The IFC advisor (chosen by the administration and approved by the Council) will preside at all Judicial Council Committee meetings and vote only in case of a tie.

## **STUDENT ORGANIZA- TIONAL POLICIES**

Student organizations and activities policies are made jointly by the ASBSU Senate and the University Administration and are administered by the Director of Student Activities and Student Union. The Student Activities Office staff is available for consultation and advice on policies, procedures and expenditures pertaining to student organizations as well as planning, scheduling, and implementing programs, activities, and social events.

### **A. Organization Defined**

1. Any group of students living or acting together, electing officers and/or assessing dues or fees for their mutual benefit.
2. All voting members and officers must be full-fee paying students at Boise State University
3. All groups of students fitting the definition of an organization in No. 1 above must be officially recognized by Boise State University through the ASBSU Judiciary.

### **B. Recognition Agreement**

Recognition of a group or organization extends to them the privilege of identification with the University and

the use of University facilities. The group agrees to accept those regulations and policies necessary for the protection of the University's essential functions, for equal sharing of time and space, and to assure the reasonable health and safety of the community.

Prior to applying for formal recognition, a student group on campus may obtain permission from the Assistant Director of Student Activities to schedule three meetings in the Student Union Building for the purpose of organizing as a recognized group. Recognition of student groups does not mean that the University supports or adheres to the views held or to positions taken by such groups. Responsibility for any actions which violate federal, state, or local laws must be assumed by the group itself.

### **ACTIVITY SCHEDULING**

Any organization recognized by the ASBSU may schedule, sponsor or hold activities utilizing appropriate University facilities, property, buildings and grounds, providing that all events are scheduled in the Student Union Reservations Office for events held in the Union or through the appropriate office administering other facilities.

### **Procedures**

1. An officer of recognized organizations must contact the Student Union Reservations Office and obtain a "Facility Requisition" for events held in the Student Union.
2. The sponsoring organization is responsible for the conduct, control, and handling of the event at all times. Maintenance, security or other staff are present to assist and advise only. Should an organization or the University feel that an event is beyond the organization's control, a decision may be made in order to ensure personal safety and/or to prevent damage to University property.
3. Tentative dates and room assignments for pending events in the Student Union may be scheduled with the Reservations Office. However,

the event must be either definitely confirmed with a completed and approved "Facility Requisition" or the dates canceled at least two weeks prior to the tentative date. All Facility Requisitions must be submitted to and approved by the Student Union Reservations and Catering office. Please notify the Student Activities Office in the case of cancellation of events outside the Student Union.

a. No publicity may be released *until* the "Facility Requisition" is completed and approved.

b. All advertisements and posters must be removed the afternoon after the event.

4. Times for decorating the facility used should be indicated on the "Facility Requisition," and must be confirmed in person with the Director of the facility used well in advance of the date scheduled.

5. "Facility Requisitions" must be picked up at least three weeks prior to the event to allow adequate time for completion of the form (i.e., approval of dates and facilities) and for completing all necessary arrangements.

6. Without the approved "Facility Requisition" the possibility strongly exists of conflicting dates, competitive events on the same date, and pre-scheduled facilities. It is in your best interest to make sure your event is organized and planned well in advance.

## Student Organization Recognition Procedures

### Recognition Steps

Individuals and/or groups seeking to organize for the purpose of achieving recognition status should first visit the Student Activities Office (Room 204-205, Student Union). The Student Activities Office staff are available for consultation and advice on policies, procedures, and expenditures pertaining to student organi-

zations and will make a sample constitution available for review. A group may be recognized upon completion of the following requirements:

1. The following information must be turned into the Student Activities Office:

a. Two (2) copies of the group's proposed constitution.

b. List of officers, addresses and telephone numbers (2 copies).

c. If the local group is affiliated with a national organization, the national organization's constitution or other information is to be filed.

d. In the event of a change in officers or their status, a list of said changes will be filed with the Student Activities Office no later than 10 days following election and within two weeks after the beginning of the fall semester.

2. The group's proposed constitution will be sent to the ASBSU Judiciary for review, and an elected officer or appointed representative of the club or organization will be notified so that they may attend the review and answer any questions that might arise.

3. During the review, the ASBSU Judiciary may recommend changes to clarify the language or to comply with the eight constitutional requirements as outlined below. Upon completion of any recommended changes, the ASBSU Judiciary will approve the constitution.

### Constitutional Requirements

There are at least eight (8) articles that are necessary in a new or current constitution in order to be recognized and to maintain recognition.

1. **Statement of Purpose.** The statement of purpose for the organization.

2. **Affiliation**

a. Affiliation with Boise State University clearly stated — What does that affiliation mean? What are the obligations and responsibilities?

b. Affiliation with a national group and their constitution (if any).

3. **Non-Discrimination Statement.** It is the policy of the University to oppose and prevent discrimination on the basis of race, color, national origin, sex, creed, age or handicap (sex: excludes organizations whose

primary purpose is to provide social activities for their members). The University requires each organization to include a non-discriminatory statement in their charter, constitution or by-laws. The university also requires each organization to submit a copy of their national and/or local charter, constitution, and by-laws. This is necessary to determine whether discrimination for the aforementioned reasons is encouraged on national or local level.

4. **Eligibility of Members.** Reflecting minimum BSU academic requirement. Voter eligibility. All officers and voting members must be full fee paying BSU students.

5. **Authority of Officers.** How their authority is exercised, where it is vested and how these officials are replaced.

6. **Selection and Removal of Officers.** Method used, specific time and type of vote.

7. **Sources of Financial Support.**

8. **Constitutional Revisions.** Any changes in a group's constitution require approval by the ASBSU Judiciary.

**Ad Hoc Organizations:** The ASBSU Judiciary through its own procedures is authorized to grant temporary recognition to a student group organized for a one-time event or single purpose of supporting or opposing a candidate or issue on a ballot measure in any special or regular ASBSU election.

**Loss of Recognition:** A group is no longer officially recognized when it has ceased to function as evidenced by:

a. notice of dissolution from officers and/or advisor;

b. failure to hold any meetings over a twelve-month period.

c. failure to submit a current roster of officers within ten days of an election;

d. failure to have a representative attend the mandatory student organization meeting held during each fall semester;

e. failure to pick up mail from the organization's mailbox at least every four weeks.

**Withdrawal of Recognition:** The Vice President for Student Affairs and/or the ASBSU Judiciary may withdraw recognition whenever conditions as outlined in this Handbook are violated or the rules and policies of the ASBSU and/or the University are violated. Prior to withdrawal of recognition the group will be warned, given the opportunity to take corrective steps, or be given a hearing before the appropriate board or council.

All campus organizations are subject to the rules and regulations listed previously under "Student Organizational Policies" in Part IV, under "Student Policies and Procedures."

## ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. In order to represent Boise State University or any other student organization in any extra-curricular activity of an inter-collegiate nature such as debate, student conferences, fraternal or organizational conferences, cheerleaders, etc., a student must:

a. Be currently enrolled as a full-fee paying student.

b. Not be disqualified or suspended from the University.

2. The Student Policy Board in its official capacity as the primary agency for the development and administration of the Student Code of Conduct, Student Judicial System, and other student policies and procedures relating to student life on the campus of Boise State University strongly recommends to those appointment officials that a cumulative GPA of 2.00 or better be set as a standard for academic acceptance in the choosing of individuals to represent the Associated Students of Boise State University. The Student Policy Board encour-

ages student campus organizations to set additional standards that they deem necessary and beneficial to that organization. The Policy Board feels that the duty of relieving a student from the position he/she holds because of lack of compliance with the aforementioned requirements is the responsibility of the appointment official of that organization.

## OTHER UNIVERSITY POLICIES

### UNLAWFUL CONDUCT OR INTERFERENCE ON UNIVERSITY PROPERTY

Reference: Idaho Code, Sections 33-3715 and 33-3716.

**33-3715.** Interference with conduct of institutions of higher learning — Legislative intent. The legislature, in recognition of unlawful campus disorders across the nation which are disruptive of the educational process and dangerous to the health and safety of persons and damaging to public and private property, establishes by this act criminal penalties for conduct declared in this act to be unlawful. However, this act shall not be construed as preventing institutions of higher education from establishing standards of conduct, scholastic and behavioral, reasonably relevant to their lawful missions, processes, and functions, and to invoke appropriate discipline for violations of such standards.

**33-3716** Unlawful conduct — Penalty.

1. No person shall, on the campus of any community college, junior college, college, or university in this state, hereinafter referred to as "institution of higher education," or at or in any building or facility owned, operated, or controlled by the governing board of any such institution of higher education, willfully deny to students, school officials, employees and invitees:

a. lawful freedom of movement on the campus;

b. lawful use of property, facilities, or parts of any institution of higher education; or

c. the right to lawful ingress and egress to the institution's physical facilities.

2. No person shall, on the campus of any institution of higher education, or at or in any building or other facility owned, operated, or controlled by the governing board of any such institution, willfully impede the staff or faculty of such institution in the lawful performance of their duties, or willfully impede a student of such institution in the lawful pursuit of his educational activities, through the use of restraint, abduction, coercion, or intimidation, or when force and violence are present or threatened.

3. No person shall willfully refuse or fail to leave the property of, or any building or other facility owned, operated, or controlled by the governing board of any such institution of higher education upon being requested to do so by the chief administrative officer, his designee charged with maintaining order on the campus and in its facilities, or a dean of such college or university, if such person is committing, threatens to commit, or incites others to commit, any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.

4. Nothing in this section shall be construed to prevent lawful assembly and peaceful and orderly petition for the redress of grievances, including any labor dispute between an institution of higher education and its employees.

5. Any person who violates any of the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars (\$500), or imprisoned in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment.

### SPEAKER'S POLICY

Reference: Idaho State Board of Education Policy Manual; Policy No.

**707.2.** Students and student organizations shall be free to express their view and to examine all issues of interest to them. They are also free to support causes by orderly and peaceful assembly which do not infringe upon the rights of others or with the regular and essential operation of the institution.

#### **Scheduling of Speakers**

Officially recognized student groups are allowed to invite or to hear any person of their own choosing. As with any activity, routine procedures are required before a speaker is invited to appear on campus. These procedures are desired only to insure orderly scheduling of facilities, financial responsibility, and adequate preparation for the event. University control of campus facilities will not be used as a censorship device. It shall 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 by either the sponsoring group or the University.

All recognized sponsoring groups or committees are to obtain a Facility Requisition from the Student Union Reservations Office, complete the necessary information and file the form with the Reservations Office in the Student Union.

#### **A. Political Speakers**

Only Student Union facilities may be used for the presentation of a candidate's view during political campaigns and only when approved by the Vice President for Student Affairs.

#### **B. Controversial Speakers**

In highly controversial issues, it is recommended that speakers with opposing views be invited and given equal facilities and consideration. The sponsoring student group will not necessarily be held responsible for unforeseeable illegal actions on the part of their guest speaker, but will be held responsible if they have prior knowledge or intend themselves to sponsor events in violation of the law or to purposely incite ille-

gal acts. Guest speakers are accountable for their actions under valid general laws and are not immune from legal action if so warranted.

### **FUND RAISING**

For the purpose of this Handbook, the term "fund raising" refers to those recognized student organizations which intend to raise additional monies not included in the ASBSU budget through the solicitation of donations, the charging of admission, or the selling of products or services.

1. The authority to approve or disapprove all activities and requests involving the solicitation of funds or fund raising for whatever purpose is vested in the Vice President for Student Affairs.

2. The Vice President for Student Affairs has delegated his authority as follows:

a. For all fund raising activities by recognized student organizations (except as written in Section 2b below), prior application must be made and approval granted through the Office of the Director of Student Activities/Student Union.

b. For all fund raising activities within University residential facilities by residential organizations, prior application must be made and approval granted through the Office of the Director of Student Residential Life. Other recognized organizations conducting fund raising activities within University residential facilities must obtain approval from the Director of Student Activities/Student Union and the Director of Student Residential Life. Residential organizations conducting fund raising activities outside of University residential facilities must obtain approval from the Director of Student Residential Life and the Director of Student Activities/Student Union.

c. In all cases, a written application form is required and the following information must be included: the name of the sponsoring organization; the product or service being sold; the purpose for which profits will be utilized and the location of

the proposed activity.

3. Student organizations should check with city officials for off-campus solicitation regulations.

### **CAMPUS FOOD SALES**

The University contracts with a commercial food service vendor to provide an exclusive contract for the merchandizing of all campus vending and food service sales. The one and only exception to this policy is the provision that allows recognized student organizations to apply for a "Food Service Waiver" in conjunction with an approved fund raising activity (see Fund Raising, Section 2). Forms and additional detailed provisions for a student organization "Food Service Waiver" may be obtained from the Director of Student Activities/Student Union in SU 204.

### **SOLICITING**

1. **Soliciting Agents** are defined generally as any sales person selling a product or service for personal profit or gain. This definition includes religious proselyters, charity and/or donation representatives.

#### **2. University Policy:**

a. All solicitation of students for funds for whatever purpose is prohibited on campus unless authorized by the Vice President for Student Affairs.

b. No canvassing of the residence halls, Student Union or other university-owned buildings for potential customers is permitted. This includes door-to-door or person-to-person selling.

(1) An agent may visit or conduct business with a specific student only when invited or requested by that student.

c. Sales representatives may use certain restricted facilities in the Student Union with the express written consent of the Director of Student Activities and Student Union. They are also encouraged to adver-

tise in the recognized student newspaper.

### **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 of any University building, with the exception of guide dogs and animals maintained for educational purposes.

### **AIDS POLICY**

**A. Screening for infection with Human Immunodeficiency Virus (HIV)** shall not be a requirement for university attendance. The sexual orientation of a student shall not be used as a basis for determining that he or she is an infected individual. No person shall be asked to provide information as to his or her sexual orientation.

**B. Students testing positive for HIV antibody or having been diagnosed as having AIDS** shall be permitted to attend classes and utilize university services in an unrestricted manner.

**C. The determination of whether an infected student should be able to attend classes, remain in university resident halls, or participate in university activities** shall be made on a case-by-case basis by a team composed of the student and/or his/her representative, the attending physician and appropriate university personnel. In those cases where the student is unable to return to class a medical withdrawal will be permitted.

**D. In accordance with university policy 4205-D, "Confidentiality of Records,"** the identity of an individual known or reasonably suspected to be infected with the AIDS virus shall not be revealed by the university.

**E. The university shall provide education and information about HIV infection and the disease AIDS.**

### **MAINTAINING ORDER**

Reference: BSU Policy 4104-B.

**1. Policy:** As designees of the chief administrative officer charged with maintaining order on the campus and its facilities, members of the Boise State University faculty are responsible for ensuring orderly conduct in areas under their direct supervision.

Therefore, a member of the University community, in fulfilling his professional and contractual obligations, may dismiss a student from the course for the remainder of the semester when a student violates any of the following specific policies listed under the Code of Conduct in the Boise State University Student Handbook.

**A. Harassment:** Any practice by a group or an individual that detains, embarrasses, or degrades a member of the University community, endangers his health, or interferes with class attendance, or the pursuit of education is prohibited.

**B. Lawful Orders:** Failure to disperse or leave, disrupting or obstructing a University building or facility, room or other premise, or to cease the use of loudspeakers, amplifiers, or other forms of noise after being given notice, or a lawful order to do so by a duly authorized agent or administrative officer of the institution is prohibited.

**C. Disorderly Conduct:** Detention, threatening, or physical abuse of another person, or obstructive or riotous acts in or associated with the University community is prohibited. The above includes verbal or physical abuse of any member of the Boise State University community on or off campus where the situation involves the educational purposes or objectives of the University.

**D. Official Notification:** Failure to comply with any official notification, written or verbal, of a duly authorized administrative, faculty, or judicial representative of the University may result in disciplinary action.

In addition to the above Student

Code of Conduct, students may be dismissed for violation of Idaho Code 33-3715 and 33-3716.

**II. Procedure For Dismissal From One or Two Class Periods Only:** A written report of any student dismissed from class must be submitted to the appropriate academic dean, with a copy to the department head, no later than one working day after the dismissal.

**III. Procedure For Dismissal for the Remainder of the Semester:** The faculty member, if he/she feels it is warranted, may choose instead to dismiss the student from the course for the remainder of the semester. If the instructor does dismiss the student from the course for the remainder of the semester, he/she must submit a concise Statement of Fact specifying the reasons for the dismissal, the individual(s) or group(s), the factual details of the incident, the names of witnesses, and any applicable dates, times, or places. This Statement of Fact must be submitted to the appropriate academic dean, with a copy to the department head, no later than one working day after the incident. Immediately upon receipt of the Statement of Fact, a hearing should be scheduled to afford the student and the faculty member opportunity to present their positions to the dean.

The student and the professor are to be notified by the dean, or his designee, no later than two working days after receiving the Statement of Fact if the dismissal is upheld. If the faculty member, department head and/or dean feel further disciplinary action is necessary, a complaint may be filed with the ASBSU Judiciary.

**IV. Procedure for Appeal:** If the dismissal is upheld by the dean and the student desires to appeal the decision, an appeal request must be filed with the Academic Grievance and Academic Dishonesty Board within three (3) working days of the above notifications.



