

# HANDBOOK

*Student*



Boise State University  
1992-93

# STUDENT HANDBOOK



## 1992 - 93

### **Student Handbook Editorial Staff**

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Gaylord Walls, Minority Assistance Coordinator

Dave Matte, Student Assistant

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Gaylord Walls

Dave Matte

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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.

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# DIRECTORY

## ADMINISTRATIVE OFFICES

385 + Extension

	Phone #
<b>PRESIDENT</b> Dr. Larry G. Selland (B-307)	1491
<b>EXECUTIVE VICE PRESIDENT</b> Dr. Daryl E. Jones (B-307)	1202
<b>VICE PRESIDENT FOR FINANCE AND ADMINISTRATION,</b> Dr. Asa M. Ruyle (A-208)	1200
<b>VICE PRESIDENT FOR STUDENT AFFAIRS,</b> Dr. David S. Taylor (A-210)	1418

## ACADEMIC DEANS

### COLLEGE OF ARTS AND SCIENCES

Dr. Phillip M. Eastman (SN-100) 1414

### COLLEGE OF BUSINESS

Dr. Bong Shin (B-117) 1125

### COLLEGE OF EDUCATION

Dr. Robert D. Barr (E-704) 1134

### COLLEGE OF HEALTH SCIENCES

Dr. Eldon Edmundson (H-102) 1678

### COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

Dr. Robert C. Sims (E-717) 3776

### COLLEGE OF TECHNOLOGY

Thomas L. MacGregor (TB-111) 1508

### GRADUATE COLLEGE

Dr. Kenneth Hollenbaugh(MG-124) 3647

# ACADEMIC DEPARTMENTS

## COLLEGE OF ARTS AND SCIENCES

	Phone #
Art (LA-252)	1230
Biology (SN-223)	3262
Chemistry (SN-315)	3963/3965
English (LA-228)	1190/1246
Geosciences (MG-104)	1631/3660
Interdisciplinary Studies/Philosophy (L-206)	3304
Mathematics (MG-202)	1172
Modern Language (E-331)	3956
Music (MC-C100)	1771
Physics (SN-318)	3775
Theatre Arts (MC-C100)	3957

## COLLEGE OF BUSINESS

Accounting (B-214)	3461
Computer Information Systems/Production Mngt (B-308)	1181
Economics (B-311)	3351
Management (B-313)	1313
Marketing and Finance (B-306)	3356

### ADVISING

Student Services Center (B-203)	3859
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### SPECIAL PROJECT CENTERS

Center for Economic Education (E-219)	1193
Center for Management Development (B-201)	3861
Research/Planning (B-211)	3463
Idaho Economic Development Center (B-305)	3767
Idaho Small Business Development Center (B-305)	1640
Idaho Business and Economic Development Center (B-305)	3857

## COLLEGE OF EDUCATION

Health, Physical Education and Recreation (G-209)	3366/1570
Teacher Education (E-204)	3602
Counseling and Testing Center (E-605)	1601

## COLLEGE OF HEALTH SCIENCES

Community and Environmental Health (MG-101)	3929
Medical Records Science (H217)	1130
Nursing (SN-107)	3789/3907
Preprofessional Studies (H-107)	3832
Radiologic Sciences (HC-114)	1996
Respiratory Therapy (G-108)	3383

# ACADEMIC DEPARTMENTS

## COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

Phone #

Anthropology (L-218)	3023
Criminal Justice (L-218)	3406
Communication (C-100)	3320
History (L-247)	1255
Masters of Public Affairs Program (A-218)	1476
Military Science (PV-2016)	3500
Political Science (A-218)	3686
Psychology (E-629)	1207
Social Work (E-716)	1568
Sociology (L-218)	3406

## COLLEGE OF TECHNOLOGY

Academic Skills Development (T215)	3084
Adult Learning Center (AT250)	3681
Center For New Directions (1013 Euclid)	3126
Student Services (T114)	1431
Tech Prep III Consortium (T211F)	3889

## SCHOOL OF ENGINEERING TECHNOLOGY

Instructional Performance Technology (ET301a)	4079
Construction Management (ET240)	1319
Department of Industrial Technology (ET301c)	4049
University of Idaho Engineering at Boise (ET201)	1309

## SCHOOL OF APPLIED TECHNOLOGY

Business Programs Division (T111)	3968
Canyon County Center (2407 Caldwell Blvd, Nampa, ID)	467-5707
Health & Services Division	3968
Industrial/Mechanical Division (T109)	3968
Outreach Division (T103)	1974
Special Training Programs (T115)	3353

## GRADUATE COLLEGE

Graduate Admissions (MG-118)	3903/1337
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# STUDENT SERVICES

	Phone #
Academic Advising Center (MG-102)	3664
Admissions Department (A-101)	1156
Affirmative Action Office (B-307)	1979
Alternate Mobility Seekers [AMAS] (G-101)	1951
Associated Student Body Government [ASBSU] (SUB)	1440
Attorney [ASBSU Lawyer] (SUB)	1440
Bookstore (SUB)	1559
Boise State Switchboard (A-211)	0
Campus Police (Data Center Annex)	1453
Campus Safety (A-118)	1681
Cashier (A-211)	1212
Child Care Center (Pavilion-Gate #1)	3979
Computer Laboratory (E-417)	1776
Continuing Education, Summer, Evening Programs (L-247)	3706
Counseling & Testing Center (E-605)	1601
Employment, Student (A-124)	1745
English Department Writing Laboratory (LA-220)	1298
Financial Aid Department (A-117)	1664
Handicapped Student Services (A-114)	1583
Health Insurance Representative, Student (A-205)	3863
Health Services, Student (2103 University Dr)	1459
Honors Program (L-408-G)	1208
Intramurals/Recreation (PV-1166)	1131
Library-General Information	1204
Minority Assistance/Support Services	1583
New Student Information Center (NE 1st floor, SUB)	1401/1820
News Services, University (E-724)	1577
Nursing Learning Resource Center (SN-163)	3909
Pavilion Ticket Sales information	3535
Quick Copy Center (E-116)	1351
Reading Education Center [Study Skills] (E-506)	1672
Registrar's Department (A-102 through 112)	3486
Residence Halls	
J.B. Barnes Towers	3201
Chaffee Hall	1258
Driscoll Hall	1502
Morrison Hall	1978
Residential Life Department (A-214)	3986
Student Special Services Department (A-114)	1583
Student Union, Information	1448
Tutorial Services (A-114)	3794
The Arbiter [Student Paper] (1603 1/2 University)	345-8204
Varsity Center Ticket Office	1285
Veterans Affairs Office (A-114)	1679
Veterans Clerk (A-108)	1505

# DATES TO REMEMBER CALENDAR

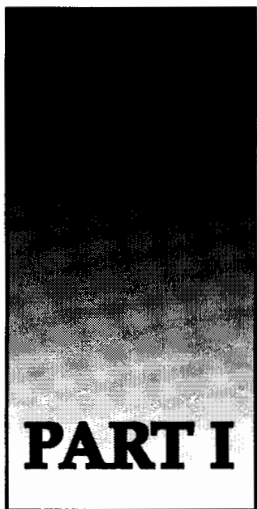
## FALL SEMESTER 1992

<b>CLASSES BEGIN</b>	Monday, Aug. 31
Last Day To Register except by Petition or to DROP/ADD - without Prof's Okay	Friday, Sept. 4
<b>HOLIDAY (Labor Day)</b>	Monday, Sept. 7
Last Day For A Refund for a Complete Withdrawal from Classes and to Apply for Student Health Insurance Refund	Monday, Sept. 14
Mid-Term Examination Week	Monday-Friday - Oct. 12-16
Last Day To Make Class Changes or Register By Petition	Friday, Nov. 6
Last Day To Withdraw from the University	Friday, Nov. 6
Registration For Spring Semester, 1993, For Continuing Students	Monday-Friday - Nov. 9 - Dec. 1
<b>HOLIDAY (Thanksgiving)</b>	Thursday-Sunday - Nov. 26 -29
Reading and Preparation Day	Wednesday, Dec. 16
<b>FINAL EXAMS - See Fall "Directory of Classes"</b>	Thursday-Friday & Monday -Tuesday Dec. 17-18 & 21-22

## SPRING SEMESTER 1993

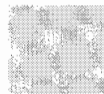
<b>HOLIDAY - Martin Luther King Jr./Idaho Human Rights Day</b>	Monday, Jan. 18
<b>CLASSES BEGIN</b>	Tuesday, Jan. 19
Last Day To Register except by Petition or to DROP/ADD - without Prof's Okay	Monday, Jan. 25
Last Day For Refund for a Complete Withdrawal from Classes and to Apply for Student Health Insurance Refund	Monday, Feb. 1
Last Day To File Financial Aid Form for 1993-94 - Need Based Scholarships	Monday, Feb. 1
<b>HOLIDAY (President's Day)</b>	Monday, Feb. 15
Last Day To File BSU Scholarship Application - for Merit Scholarships	Monday, Mar. 1
Mid-Term Examination Week	Monday-Friday - Mar. 8-12
<b>HOLIDAY - Spring Vacation</b>	Monday-Sunday - March 22 - 28
Last Day To Make Class Changes or Register by Petition	Friday, April 2
Last Day For Complete Withdrawal	Friday, April 2
Registration For Summer & Fall, 1992, for continuing students	Monday-Friday - April 7-30
<b>FINAL EXAMS See the Spring "Directory of Classes"</b>	Monday-Friday - May 10-14
Commencement - PAVILION, 2:00 P.M	Sunday, May 16





# GENERAL

*Student Information*



# WHERE TO FIND HELP

## MONEY MATTERS

- Books, Paper and School Supply Purchases** - Go to - Bookstore, First Floor, SUB, 385-1254/1559.
- Financial Aid, Scholarships, Short Term Loans** - Go to - Financial Aid, Room 117, Admin. Bldg., 385-1664.
- Health Insurance Claim** - Go to - Representative in Room 205, Admin. Bldg., 385-3863.
- On-Campus Paycheck** - Go to - Cashier, Room 211, Admin. Bldg., 385-1212.
- Part-time Jobs, Work Study** - Go to - Student Employment, Room 124, Admin. Bldg., 385-1745.
- Room and Board Payments** - Go to - Housing Cashier, Room 211, Admin. Bldg., 385-1612.
- Student Organizational Fund Raising Projects** - Go to - Student Activities, SUB, 385-1223.
- University Bill Payments** - Go to - Cashier, Room 211, Admin. Bldg., 385-1212.
- Veterans Educational Benefits** - Go to - Veterans Affairs, Room 114, Admin. Bldg., 385-1679.

## ACADEMIC CONCERNS

- Academic Advising or Changing Your Advisor** - Go to - the Academic Advising Center, Room 102, Math/Geology Building, 385-3664, if you are undecided about a major. All others see the advising coordinator or the Dean of your school or college. Technical program students see College of Technology Student Services, - Go to - Room 114, Technical Services Bldg., 385-1431.
- Academic Problems** - Go to - Student Special Services, Room 114, Admin. Bldg., 385-1583 or Counseling Center, Sixth Floor, Education Building, 385-1601.
- Change of Address** - Go to - Registrar, Room 110, Admin. Bldg., 385-3486. Financial Aid, Room 117, Admin. Bldg., 385-1664 (if receiving financial aid). College of Technology Student Services, Room 114, Technical Services Bldg., 385-1431 (if you are in a technical program).
- Copy of Transcript** - Go to - Transcript Clerk, Registrar's Window, Room 100, Admin. Bldg., 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, Room 110, Admin. Bldg., 385-3486; Night students check with Continuing Education, Room 217, Library, 385-1709.
- Extended Absence from Class** - Go to - Individual instructor or in a medical emergency, Student Special Services, Room 114, Admin. Bldg., 385-1583.
- Grade Change or Incomplete** - Go to - Your advisor and your instructor.
- Graduation Information** - Go to - Graduation Clerk, Room 102, Admin. Bldg., 385-3486.
- Transcript Evaluations** - Go to - Evaluator, Room 102, Admin. Bldg., 385-3487.
- Tutoring Assistance** - Go to - Student Special Services, Room 114, Admin. Bldg., 385-3794.
- Withdrawal from School** - Go to - Student Special Services, Room 114, Admin. Bldg., 385-1583. Technical program students - Go to College of Technology Student Services first, Room 114, Technical Services Bldg., 385-1431.

## **SPECIAL ACADEMIC OPPORTUNITIES**

**Honors Program** - Go to - The Honors Program, Room 408-G, Library 385-1208.

**Internships/Cooperative Education** - Go to - Your Department Chair, Academic Dean or the University Coordinator, Room 316, Business Building, 385-1461.

**National Student Exchange** - Go to - National Student Exchange Coordinator, SUB, 385-1280.

**Reading and Study Skills** - Go to - Department of Teacher Education, Room 206, Education Building, 385-3602.  
Technical program students go to Academic Skills Development, Room 215, Technical Services Bldg., 385-3084.

**Student Support Program** - Go to - Program Director, 1275 Brady Street, 385-3684.

**Studies Abroad** - Go to - Studies Abroad, Room 247, Library, 385-3652.

## **STUDENT SERVICES**

**Career Employment for Graduating Seniors** - Go to - Career Planning and Placement, 2065 University Dr., 385-1747.

**Child Care Information** - Go to - BSU Child Care Center, Northeast end of the Pavilion, 385-3979.

**Computerized Career Guidance & Information (CIS and SIGIPLUS)** - Go to - Career Planning and Placement, 2065 University Dr., 385-1747.

**Legal Counseling, Landlord/Tenant Problems, Small Claims Court, etc.** - Go to - ASBSU, SUB, 385-1440  
**Services for Physically Disabled Students, TTY Telephone** - Go to - Student Special Services, Room 114, Admin. Bldg., TTY telephone 385-1454.

**Student Housing Information** - Go to - Student Residential Life, Room 214, Admin. Bldg., 385-3986.

**Veterans Programs, Veterans Who Need Tutoring** - Go to - Veterans Affairs, Room 114, Admin. Bldg., 385-1679.

## **RECREATIONAL-SOCIAL ACTIVITIES**

**Academic Student Clubs and Organization Information** - Go to - Student Activities, SUB, 385-1223.

**Bowling, Pinball, Pool, Video Games, Board Games** - Go to - Recreation Center, First Floor, SUB, 385-1456

**Ethnic Student Organizations: O.E.L.A., Black Student Union, Dama Soghop** - Go to - Student Special Services, Room 114, Admin. Bldg., 385-1583.

**Organization for Physically Disabled Students: Barrier Busters** - Go to - Student Special Services, Room 114, Admin. Bldg., 385-1583.

**Outdoor Adventure Program For Physically Disabled (AMAS)** - Go to - Room 101A Gymnasium, 385-1951.

**Outdoor Educational Programs and Resource Center/Library** - Go to - Outdoor Activities Center, First Floor, SUB, 385-1265.

**Purchase Tickets For University Events: Films, Lectures, Concerts, Sports Events, Boise Urban Stages (BUS) Passes** - Go to - Information Desk, First Floor, SUB, 385-1448.

**Rent Outdoor Recreation Equipment** - Go to - Outdoor Rental Center, First Floor, SUB, 385-1946.

**Schedule the Use of a BSU Facility** - Go to - "Scheduling of BSU Facilities," Part III of this Handbook.

**Social and Recreational Student Clubs, Organizations, Fraternities, Sororities** - Go to - Student Activities, SUB, 385-1223.

**Student Government (Associated Students of Boise State University)** - Go to - ASBSU, SUB, 385-1440

**Student Programs Board (SPB), Campus Entertainment** - Go to - SPB, SUB, 385-3654.

## PERSONAL MATTERS

- Discrimination** - Go to - Affirmative Action Director, Room 307, Business Bldg., 385-1979.
- Grievance against a Member of the University** - Go to - Student Activities, SUB, 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, Admin. Bldg., 385-3986.
- Personal, Vocational, or Educational Concerns** - Go to - Counseling Center, Sixth Floor, Education Building, 385-1601.
- Sexual Harassment** - Go to - Affirmative Action Director, Room 307, Business Bldg., 385-1979.

## MISCELLANEOUS

- Idaho Residency Requirements Information** - Go to - Vice President For Finance and Administration, Room 208, Admin. Bldg., 385-1200.
- Lost and Found** - Go to - Information Desk, First Floor, SUB, 385-1448.
- Paging Someone in the Student Union Building** - Go to - Information Desk, First Floor, SUB, 385-1108
- Parking Tickets or Information about Parking Requirements** - Go to - Parking Services, Room 118, Admin. Bldg., 385-1681
- Put an Ad, Letter or Article in the Student Newspaper** - Go to - Arbiter Office, 1603-1/2 University Drive (across the street from the SUB) 345-8204

## TECHNICAL PROGRAM CONCERNS

- Counseling Services** - Go to - College of Technology Student Services, Room 114, Technical Services Bldg., 385-1431.
- Questions about Completing Early** - Go to - Instructor and Program Head.
- Questions Concerning Registration and Student Records** - Go to - College of Technology Student Services, Room 1114, Technical Services Bldg., 385-1431.
- Questions about Cooperative Vocational Education Training** - Go to - Division Managers Office, Room 109, Technical Services Bldg., 385-3968.
- Questions about Special Training Programs** - Go to - JTPA/JOBS Office, Room 115, Technical Services Bldg., 385-3353.
- Older Workers' Employment Program**, Room 115, Technical Services Bldg., 385-1392.
- Opportunity Express**, Room 115, Technical Services Bldg., 385-3134.

# BOISE STATE UNIVERSITY

## 1991- 92 SCHEDULE OF FEES

### EFFECTIVE SUMMER 1992, FALL 1992 and SPRING 1993

	FULL TIME UNDERGRAD.	FULL TIME GRAD.	PART TIME U.GRAD.	PART TIME GRAD.	SUMMER 1992 U.GRAD.	SUMMER 1992 GRAD.
Associated Student Body	\$ 16.50	\$ 16.50	\$.00	\$.00	\$.00	\$.00
KBSU Radio Station Fee	2.00	2.00				
University News	4.00	4.00				
Theatre Arts Fee	1.50	1.50				
General Recreation Fee	2.50	2.50				
University Marching Band	3.00	3.00				
Student ID System	6.00	6.00	.75	.75	.25	.25
Athletics	48.00	48.00				
Student Health Insurance	81.00*	81.00*				
Student Insurance Advocate Fee	.50	.50				
Health Center	25.00	25.00			1.00	1.00
Alumni Activities	2.50	2.50				
General Fee	3.00	3.00				
Outdoor Activities/Intramural Fee	3.50	3.50			1.00	1.00
Child Care Operation Fee	2.50	2.50				
SUB/Housing Building & Operations Fee	105.00	105.00	7.50	7.50	6.50	6.50
General Building Fee	99.00	99.00	9.00	9.00	9.00	9.00
Capital Expenditure Reserve	5.00	5.00				
Matriculation Fee	348.50	348.50				
Part-Time Fee			50.75	50.75	50.25	50.25
Graduate Fee		196.00		21.00		19.00
<b>Total General Fees-Resident</b>	<b>\$759.00</b>	<b>\$955.00</b>	<b>\$68.00</b>	<b>\$89.00</b>	<b>\$68.00</b>	<b>\$87.00</b>
<b>Non-Resident Tuition</b>						
Spring Semester 1992 Students (1)	\$1,206.00	1,206.00				
New Students (2)	\$1,325.00	\$1,325.00				
<b>Western Undergraduate Exchange Fee</b>	<b>\$339.00</b>	<b>\$339.00</b>				

(1) Applies to non-resident students who were enrolled as full-time students for Spring Semester 1992.

(2) Applies to all non-resident students who were not enrolled for Spring Semester 1992.

#### 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.

*Non-resident tuition and Western undergraduate exchange fees are in addition to total resident fees.*

#### SUMMER:

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

#### CANYON COUNTY CENTER TECHNICAL PROGRAM

Separate Fees for Canyon County technical programs have been established. For information concerning Canyon County fees call 385-1144.

**\*REFUNDABLE UPON INDIVIDUAL APPLICATION FOR 10 DAYS FOLLOWING START OF CLASSES\***

*All fees, tuition and other charges are subject to change.*

# STUDENT HEALTH INSURANCE

**Coverage:** All full-fee students (8 or more credit hours) are automatically covered by the health insurance program on the first day of class or the day fees are paid, if paying late. Students are insured at home or school, while traveling and during all vacation periods 24 hours a day for the policy period. Coverage for the fall semester begins on the first day of class and ends on the first day of the spring semester. Spring semester benefits continue through August of that year. Student Health Insurance benefits are available to dependents and to part-time students who pay less than full fees but are enrolled in at least three credit hours of class each semester.

**Refund:** Students not wishing to keep this insurance coverage can apply for a refund of the insurance fee by filing a petition with the insurance representative within 10 days of the beginning of the semester (see posted dates). The insurance representative is located in the Administration building, Room 205, 385-4063, for consultation on the program and claims procedures.

The Boise State University **Student Health Center** is a separate program **NOT** connected with the health insurance. All full-fee students are eligible for medical assistance or service from the Student Health Center with or without insurance.

## BOISE STATE UNIVERSITY PARKING SYSTEM

### TRAFFIC AND PARKING REGULATION BROCHURES

Available at the Department of Campus Safety.  
Phone: 385-1681.

### RESERVED PARKING

Designated parking lots in the academic core of the campus will be reserved. Reserved permits will be sold only to students, staff or faculty.

### GENERAL PARKING

General permit parking is available in the unreserved portion of the Towers lot, the west side of the Pavilion Lot and designated campus roads or parking lots. A vehicle registration card must be completed to obtain a permit.

A General permit **DOES NOT** guarantee you a parking space.

### 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 or two-hour parking meters at a cost of 25 cents per half hour.

### OPEN PARKING

The east side of the Stadium Parking Lot is the **only area** on campus that does not require a permit. This enables visiting seminar participants, special meeting groups, etc., to park on campus without incurring a parking violation.

### EVENING PARKING

Permits will be required for evening use of the parking facilities. Daytime permits are valid in the evening. *The Administration Parking lot will be a reserved parking lot during the evening, allowing current reserve permit holders only in this lot.* **IF YOU CHOOSE TO PARK IN A METERED PARKING SPACE, YOU WILL BE REQUIRED TO PAY THE METER.**

### CAMPUS HOUSING PARKING

University apartments and residence halls have designated parking areas and permits will be required to park in these areas.

### HANDICAP PARKING

Students, staff and faculty with physical disabilities may obtain a Handicap Parking permit by presenting a written request from their physician to the Dean of Student Special Services.

## **SUMMER PARKING**

Permits are required for summer use of parking facilities. All rules and regulations are enforced. Permits purchased for fall or spring semesters are valid during the summer. Summer only permits will be available from the last day of spring semester and are only valid until the end of summer.

**THE GENERAL PERMIT PORTION OF THE STADIUM PARKING LOT WILL BE OPEN PARKING (NO PERMIT REQUIRED) FOR THE SUMMER ONLY.**

## **MOTORCYCLE PARKING**

Decals will be required for parking motorcycles on campus. Motorcycles are required to park in designated motorcycle areas only.

## **TOWING AND IMPOUNDMENT**

Illegally parked vehicles may be towed at the owner's expense. 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, handicap 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 (3) or more parking violations. They are subject to towing until all violations are cleared with the Department of Campus Safety.

## **PARKING INQUIRIES**

Any questions concerning parking permit fees, violation fees, rules & regulations, payment of fines or appeals should be directed to the **DEPARTMENT OF CAMPUS SAFETY**. Office hours are 7:00 a.m. until 5:00 p.m., Monday through Friday.

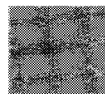
This office does not set policy or rules and regulations for parking on campus. Its function is to efficiently operate, manage and enforce the University's parking rules and regulations. Any comments or concerns should be submitted in writing through this office to the University Parking Committee and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





**PART II**

# SERVICES *for students*





# 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 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

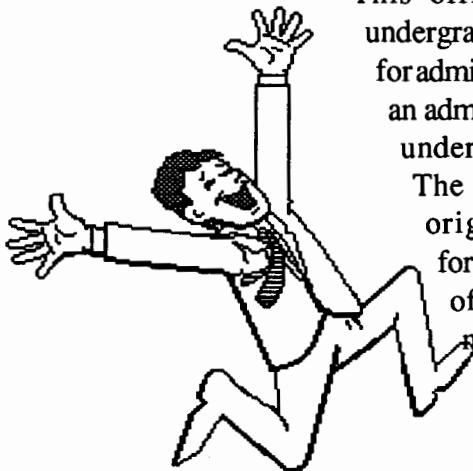
Richard Rapp  
Associate Vice President

Judy Walker  
Administrative Assistant

## ADMISSIONS

### Admissions Operations Office

101 Administration Building - Phone 385-1156



This office processes all undergraduate applications for admission and maintains an admissions file for each undergraduate student. The file contains the original application form and copies of all official documents needed for the admission decision. These documents might be a high school transcript or diploma, ACT or SAT scores or copies of transcripts from other colleges a student might have attended. These documents must remain in the student's file and copies can be made only for University academic advising purposes. In addition, all services relating to the admission of International students are provided in this office. If you need to know whether or not your application, high school or other college transcripts have been received, the Admissions people in Room 101 of the Administration Building can help you.

### New Student Information Center

Northeast corner, 1st floor, Student Union Building - 385-1820

General admissions and program counseling as well as referral services are available through the New Student Information Center. Services provided to nontraditional students and recent high school graduates include: general admissions information, orientation programs, tours of the University and program and course selection.

**Technical Program** students should go to the College of Technology Student Services Center Room T114.

## ADMISSIONS STAFF

**Stephen Spafford**, Dean, A105

Gertrude Arnold, Associate Dean, SUB

Mark Wheeler, Assistant to the Dean, A107

Julie Underwood, Admissions Counselor, SUB

Brenda Ross, Foreign Student Coordinator, A107

Charla Dunn

Undergraduate Admissions Supervisor, A101

Minority Student Admissions Counselor, SUB

# 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 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 eligibility 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.

## Confidentiality

All information in your financial aid file is considered confidential and will not be shared with anyone—including your parents, spouse, roommate, friends or an outside agency—without your written consent. You may come to the Financial Aid Office to complete a release form if you want to provide access to your financial aid file to someone or to an agency.

To receive financial aid, 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; and, (4) complete degree requirements within the maximum time frame provided by this policy.

## Enrollment Status

Full-time Undergraduate	12 credits per semester
Part-time Undergraduate	6-11 credits per semester
Full-time Graduate	9 credits per semester
Part-time Graduate	5 credits per semester

## Good Academic Standing

To be eligible for financial aid, a student must maintain a cumulative BSU grade point average above the probationary level. (See Academic Regulations)

## Reasonable Academic Progress

During any year in which a student receives financial aid, the student must be making reasonable academic progress as calibrated below (See Chart page 18).

## Maximum Time Frame Allowed for Completion of Degree

Type of Degree/Certificate	Full-time	Part-time
Bachelors	6 years	9 years
Associates	3 years	5.5 years
Masters	3 years	4 years
Second Bachelors	2 years	4 years

Vo-Tech & Certificate Programs: Within normal program length (i.e. 11 months, if 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.

## Probationary Financial Aid Status

The following students will be granted probationary financial aid status for one academic year:

1. New transfer students with credit shortages;
2. Students who have credit deficiencies but have not attended this University for more than three years;
3. Students with shortages of three or fewer credits.

Reasonable Academic Progress	YOU MUST HAVE COMPLETED THIS MANY CREDITS, DEPENDING ON YOUR DEGREE OBJECTIVES					
	BACHELORS		ASSOCIATES		MASTERS	
AT THE END OF YEAR #	Full	Part	Full	Part	Full	Part
1	18	12	18	12	18	10
2	42	24	42	24	30	20
3	66	36	66	36	45	30
4	90	48		48		45
5	114	60		60		
6	128	75				
7		93				
8		111				
9		128				

The following students will be granted probationary financial aid status for one semester:

1. Students who transfer to this University with a probationary GPA.
2. Students who return to this University with a probationary GPA.

### Reasonable Academic Progress Review

An annual review of all financial aid files is conducted. Future aid will be stopped for all students not meeting the Reasonable Academic Progress standards. A student whose financial aid is stopped has the right to file a written appeal for an exemption from this policy.

### APPEALS

#### Policy:

1. Extenuating circumstances will be considered, but must be clearly documented.
2. No appeals will be considered for prior semesters or for the current semester after the tenth week of the semester has passed.

#### Process:

1. If a student has exceeded the maximum time requirements for completing a degree:
  - a. Complete the "Financial Aid Termination Appeal Form/Maximum Time".
  - b. Submit the most recent grade transcript.
  - c. Obtain and submit a graduation evaluation from the Registrar's office (this could take several weeks to complete).
2. If there is a credit shortage and/or GPA problem:
  - a. Complete the "Financial Aid Termination Appeal Form/Reasonable Academic Progress Probation/Credit Shortage Form"
  - b. Submit a letter of recommendation from a professor or staff member (waived for new transfer students and students who have not attended for one year or more).
  - c. Submit the most recent grade transcript.

**Advancement Between Degree Programs:** Normal advancement must be shown between degree programs (i.e., certificate to BA, associate to BA, BA to MA [but not MA to certificate]).

**Reinstatement:** Students must no longer be on academic probation or deficient in the minimum number of credits completed to reinstate their eligibility for financial aid.

### **Withdrawal from the University**

Withdrawal from the University may necessitate the refund of your tuition/fee payment to the financial aid programs or you may be required to repay financial aid you have already received. Information on this requirement is available in the Financial Aid Office.

## **STUDENT FINANCIAL AID STAFF**

**Lois Kelly**, Director  
**Rita Shelley**, Associate Director  
**Francie Katsilometes**, Counselor  
**Chris Woodward**, Counselor  
**Margaret Richard**, Counselor  
**Joan Theis**, Loan Coordinator  
**Kathy Gibson**, Progress Coordinator

## **STUDENT EMPLOYMENT**

**385-1745**

Located in Room 124 of the Administration Bldg. and **OPEN ALL YEAR** from 8:00 a.m. until 5:00 p.m., Monday through Friday, this office assists students seeking employment. Currently enrolled students are referred to on and off-campus jobs (both temporary and permanent). Once a semester has been completed, students with appointments to register for the next semester are eligible to apply for part-time employment.

All student employees are required to show eligibility for employment in the United States and are required to complete an I-9 form before beginning to work. Complete information on this requirement is available in the Student Employment Office.

Information on job hunting, interviewing and writing resumes is available.

Financial Aid Work Study recipients also use this office to find job openings and receive referrals.

## **STUDENT EMPLOYMENT STAFF**

**Randy Smith**, Coordinator  
**Roxanne Gunner**, Coordinator

## **REGISTRAR**

**385- 3486**

The Registrar's Office staff can answer any question you might have about your Boise State University transcript, credits earned or transferred in from other colleges. They can answer questions concerning your cumulative academic record and help if you wish to obtain a copy of your University transcript for yourself, prospective employers or other schools.

The Registrar's staff will certify your attendance or Grade Point Average (GPA) for such things as educational loans and insurance company's "Good Student Discount." In addition, this office can help you with drop/add and registration problems. A Veterans Clerk is also available to answer questions concerning veterans benefits and to process applications for V.A. educational payments. The Registrar's department is located in Rooms 100 through 112 of the Administration Building.

**Technical Program** students should go to the College of Technology Student Services Center T114.

## **REGISTRAR'S STAFF**

**Susanna Yunker**, Registrar  
**James Watson**, Associate Registrar/Director SIS  
**Debra Christensen**, Assistant to the Registrar  
**Diane Carico**, Assistant to the Associate Registrar  
**Debbie Afoa**, DP Production Services Coordinator  
**Ann Lindley**, Recorder  
**Barbara Parrish**, Chief Evaluator  
**Diane Applegate**, Administrative Secretary  
**Isis Frost**, Veterans Clerk  
**Kim Asbury**, Registration Coordinator

# 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 or call 385-3986 for assistance.

The office seeks to enhance the residential experience by providing individual counseling and new programs for married students, single parents, single students, off-campus 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

The University has five residence halls, serving over 780 students: J.B. Barnes Towers is a coed hall for 300 students; Chaffee Hall, also coed, has a capacity of 290; Driscoll and Morrison Halls accommodate 82 students each, with Driscoll serving as a women's facility and Morrison as an upperclass coed hall. Lincoln Hall houses 28 men in four suites.

## How to Apply

Applications are available upon request. The completed form and a \$75 application fee/security deposit should be returned to the Office of Student Residential Life as soon as possible to ensure assignment.

## 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.

## Residence Hall Association (RHA)

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 (RAs)

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 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. The fee is used by each hall government for programs, activities and a variety of interest group projects selected by the students.

## Semester and Spring Breaks

The residence 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

Accepting and processing of the housing contract by the Student Residential Life department does not constitute approval of academic admission to the University and the 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 approximately 170 apartment units.

### **How to Apply**

Applications are sent to all students and prospective students who request them. Upon receipt, the students should submit the completed form and a \$50 deposit to the Office of Student Residential Life as soon as possible to be placed on the waiting list. The student will be contacted when the apartment she/he applied and is eligible for becomes available. It is the responsibility of the student to notify the Office of Student Residential Life of any change in telephone number, address or plans.

### **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 services 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 by Title VII and Title IX and Sections 503 and 504 of the Rehabilitation Act of 1973).

### **Applications 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. Richard McKinnon**, Director  
Dave Boerl, Assistant Director

## **ACADEMIC ADVISING CENTER**

**385- 3664**

If you are a currently enrolled undergraduate student who has not chosen a major, go to the Academic Advising Center for help with course selection, information about academic requirements and academic exploration.

The Academic Advising Center is located in Room 102 of the Math/Geology Building and is open Monday - Friday, 8:00 a.m. to 5:00 p.m.

Evening appointments on selected days are available upon request.

### **ACADEMIC ADVISING CENTER STAFF**

**Cindy Smith**  
Coordinator

**Kimber Shaw**  
Academic Advisor

**Jewell Haskins**  
Secretary/Office Coordinator

Staff also includes Peer Advisors

## **ACADEMIC RESOURCE CENTER (ARC)**

**385- 3843**

The Academic Resource Center (ARC) is part of the Boise State Athletic Department's Academic Support Program. The ARC is open to all students, athletes and non-athletes. Many of the universities tutorial programs are held in the ARC. For questions call Pam Brooks, 385-3843.

# 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

Canceling your enrollment during the semester without recording failing grades means contacting this office and completing a Petition and Clearance form. Vocational Program students must clear with the School of Applied Technology Student Services in Room T-114 before reporting to this office. A short exit interview by one of the professional staff will help to clarify issues and procedures for you.

If you cannot come in to withdraw, be sure to telephone or write requesting a Petition For A Complete Withdrawal form be sent to you.

## Tutorial Assistance - 385-3794

Tutorial services are available to all currently enrolled students. Math tutoring is offered in the Drop-In Center of the Math/Geology Building. The Writing Center in the Liberal Arts Building serves students from any discipline who encounter problems with writing. Group tutoring for numerous courses is available and/or can be arranged if demand warrants. Frequently, Supplemental Instruction (SI) Tutors are assigned to introductory level courses from the beginning of the semester. SI tutors sit in on the class and then lead study groups with students from the class. These services are generally free of charge and inquiries should be directed to the tutorial programs coordinator. Private tutoring is also available if a certified tutor can be located, but the student pays the tutorial fee.

Tutors are hired and trained by the Dean of Student Special Services department and certified by the academic departments. Tutors must have received an A or B in the courses they wish to tutor, have a 3.0 minimum GPA and possess good communication skills. They must be currently enrolled students with at least one prior semester of attendance at the University.

## Disabled Students - 385-1454

Information and orientation sessions, assistance with registration, interpreters, note takers and tutorial assistance

are some of the services provided by the Student Special Services Department for disabled students. The Special Services Coordinator also authorizes handicap parking permits for students with limited mobility.

Limited equipment or auxiliary aids such as a TTY, Vantage Closed Circuit Television enlarger, Phonic Ear, Computer Speech Synthesizer, tape recorders, PC screen enlarger, Braille dictionary, Perkins Braille and an IBM personal computer for typing term papers and taking tests are available either through the Library or this office.

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

Childcare services are provided for the children of University students, faculty and staff from 7 a.m. until 5:30 p.m. Monday through Friday during the fall and spring semesters and a ten-week program during the summer session. The Center is located in the northeast corner of the Pavilion near Entrance #1.

Children of University students and faculty or staff who are 2 1/2 years old and toilet trained until kindergarten age are eligible for enrollment in the Child Care Center. The number of faculty and staff children admitted is approximately ten percent (10%) of the total enrollment. The Center is licensed by the State of Idaho and the City of Boise to serve sixty (60) children.

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 during the academic year.

The University Child Care Center strives to be a self-supporting student service financed through parent fees, donations, university assistance and reimbursement from the USDA Child Care Food Program.

## Minority Affairs - 385-1583

The minority affairs office develops support services for all students who are "At Risk" during their first two years at the University. The Minority Assistance Coordinator uses currently available student assistance services to enhance and support a minority retention program and assists in developing additional services.

This office assists student organizations in the implementation, development and coordination of ethnic-minority organizations that serve the needs of the specific group as approved by ASBSU and specified under the organization's constitution. A primary objective is to provide opportunities for interactions between the student organizations, the campus and the community and to promote awareness, understanding and cooperation between students, faculty, staff and the community. Current member organizations are the Black Student Union (BSU), Dama Soghop (NASA), Organizacion de Estudiantes Latino-Americanos (OELA), the Multicultural Panel and Barrier Busters

#### **Veterans Affairs - 385-1679**

Our staff of veteran-student counselors are on hand to assist with many of the problems a veteran may have while attending Boise State University. They provide information to fellow veterans about eligibility requirements for Veterans Administration educational

benefits and assistance. Veteran benefits counselors can also identify remedial, motivational and tutorial programs to assess a veteran's interests, needs and problems. They will help with the University's application for admission and with other required forms. Referrals are made to the Veterans Administration, Veterans Clerk in the Registrar's Office, Counseling Center or other assisting agencies.

### **STAFF**

**Marjorie L. Van Vooren**, Dean  
Gaylord D. Walls, Minority Assistance Coordinator  
Roger Gossi, Special Services Coordinator  
Judy Failor, Child Care Center Director  
Ellie McKinnon, Tutorial Services Coordinator  
Joann Jackson, Secretary/Office Coordinator  
David Ewing, Student Veterans Affairs Coordinator  
*Assistants to the Dean*  
Diana Garza, Student, (Minorities)  
David Matte, Student, (Publications)

## **COUNSELING AND TESTING CENTER**

**385-1601**

The Center offers a wide range of services directed toward students, from individual counseling and crisis intervention to programs aimed at enhancing the University's overall learning environment. A variety of group counseling and workshop programs are also offered each semester. 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, 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 nation-wide 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 may arrange to see a counselor by calling 385-1601 or dropping by the Center's 6th floor location in the Education Building. Counseling sessions generally last from 30 to 50 minutes.

### **COUNSELING CENTER STAFF**

**Dr. James Nicholson**, Director  
& Counseling Psychologist,  
Dr. Richard Downs, Counseling Psychologist, Ed.D.  
Dr. Anne Marie Nelson, Counseling Psychologist, .  
Mr. Tim Furness, Counselor, M.Ed.  
Ms. Sue Saldin, Counselor, M.Ed.



# STUDENT HEALTH SERVICE

**385-1459**

## Location

2103 University Drive.

## Hours

8:30 a.m. to 4:30 p.m. every day classes are in session.

## Fees

The program is financed as part of the registration cost for full-fee paying students. Minimal fees will be charged for certain procedures and diagnostic tests; e.g., pap smears, premarital blood tests and flu vaccines.

## Eligibility

All full-fee-paying students carrying eight credit hours or more are eligible. Medical privileges are not available to part-time students, faculty or staff members.

## Services

Services are similar to those of a private office practice and can handle approximately 90% of your health problems.

Listed below are some of the services:

1. Immunizations: TB skin tests, Diphtheria & 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. Minor surgery: removal of warts, cysts, and moles, etc.
7. Some orthopedic care: sprains and contusions, bandages, splints, cervical collars, casts, and x-rays of extremities.
8. Examination and treatment of illnesses: strep throat, ear infections and upper respiratory diseases.
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 divulged 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

# CAREER PLANNING AND PLACEMENT

**385-1747**

Career information, advising, planning and placement opportunities for all students and alumni can be obtained in the Career Center, 2065 University Drive. 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 attend career choice workshops which are scheduled frequently during the year. Individual career guidance assistance is also available with a qualified career counselor.

Students may interact with a computerized Career Guidance System called SIGI PLUS. Up-to-date occupational information on the current employment and wage outlook along with descriptions of occupations or careers in Idaho can be obtained by using the Idaho Career Information System (ICIS). SIGI PLUS and ICIS are available on a computer in the Career Center.

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  
Deanna Ortiz, Counselor  
Carol Hines, Placement Coordinator  
Sherry Hederer, Receptionist  
Diana Branch, Receptionist

# STUDENT UNION & ACTIVITIES

385-1448

This year the newly remodeled Student Union, open 362 days of the year, celebrates 50 years of serving students as the "living room" of BSU. More than 7,000 people each class day use the numerous lounges and dining areas to kick back and relax or meet with study groups. In addition, the Union provides out-of-the-classroom education through its many diverse programs. An art gallery, offices for student government, the Student Programs Board and over 125 student organizations are available to you to get involved, to reach out, broaden your education and accelerate into university life. Some of the services and amenities include:

- On the first floor, "Brava!", an after hours cappuccino/ice cream bar. A quick walk to the Union and you enter a bright, diverting place that is a welcome relief after a long day of classes and studying. For a late dinner, enjoy Pizza Hut® pizza, sandwiches and snacks. On Friday nights during the semester, enjoy the entertainment of rock, folk, country, classical and coffeehouse groups FREE OF CHARGE!
- The Associated Students of Boise State University (ASBSU), the student government, gives you the chance to make a difference. Sit in on the public Senate meetings, join a committee and get involved!
- Do you want to be one of the students who choose great movies, good bands, family activities, interesting lectures? You can do that and more if you join the Student Programs Board (SPB) and participate in one of the seven different committees.
- The Student Union Board of Governors is an advisory board that reviews the policies and makes recommendations about the operation of your Union. If you have good ideas and want to be heard, call 385-1551.
- The Union is home to over 125 student organizations. You can join anything from Aikido to Bilingual Education, Construction Management to Data Processing Management, Guitar Society to Voice for Animals, just to name a few. Find out what they have to offer by contacting Student Activities at 385-1223.
- The second floor Table Rock Café, where students can now study until the building closes.
- Recreation Center with separate video games room and billiards area.
- On the second floor, a beautiful open air north lounge with a view of the mountains on the north side of the Union for informal chats, studying or just hanging out.
- Art exhibits by BSU and community members as well as selected touring exhibits.
- An expanded Bookstore on the first floor of the Union to provide more products and services to the students.

## Services Supplied To All BSU Students: 385-1448

Student Union Hours - M - F, 6:00 a.m. to Midnight; Sa - Su, 7:00 a.m. to Midnight. Check with The Information Desk for holiday and intersession hours, which may vary.

## BSU Bookstore - 385-1559: Bill Barmes, Director.

M - T, 8:00 a.m. to 7:00 p.m.; W - F, 8:00 a.m. to 5:00 p.m.; Saturday, 10:00 a.m. to 5:00 p.m. All textbooks and supplies required for classes can be purchased here. The Bookstore also carries a wide selection of books for recreational reading, software, educational videos, copier service; and a photograph development service. The Bronco Shop, located west of the Bookstore across the main walkway, carries BSU clothing, stationery, pennants, hats and other memorabilia.

## University Dining Services by Marriott - 385-1225: Bruce Turner, General Manager.

- **Brava!** - M - F, 7:30 a.m. to 10:00 p.m.; Sa, 11:00 a.m. to 10:00 p.m.; SU, 8:30 a.m. to 2:00 p.m.; Gourmet coffees, pastries, sandwiches, premium ice creams and Pizza Hut® pizza are served early in the morning and "into the night" for those who need a late night pick-me-up snack while studying or attending Brava! Friday Nights, where entertainment is free.
- **Maggie's Café** - M - F, 8:30 a.m. to 2:00 p.m.; Sa - Su, Closed. Hot grill items, salad bar, Pizza Hut® pizza, specialty foods, fresh pastries.
- **Table Rock Café** - M - F, 7:00 a.m. to 6:30 p.m.; Sa - Su, 11:30 a.m. to 6:30 p.m. For all persons with meal plans, dining cards and cash, the Table Rock Café blends comfort with good taste in the popular food court style. All of the BSU community is invited to try out the all-you-can-eat selections of entrees, grill items, deli offerings, special ethnic foods and desserts. For information about Resident Hall meal plans, call 385-3986. For any other special meal options like "Munch Money", call 385-1225.
- **Riverview Deli** - in the main lobby of the Education and Science/ Nursing Buildings, M - T, 7:00 a.m. to 8:00 p.m.; Friday, 7:00 a.m. to 4:00 p.m.; Sa - Su, Closed; ready-to-go deli sandwiches, beverages, soups, salads and desserts.
- **Catering** - 385-3890: catering for all types of functions. Special affairs such as student dances, organization meetings, luncheons, banquets, teas, receptions and coffee services can be arranged by calling the Catering Sales Associate.

**Information Desk - 385-1448:** M - F, 8:00 a.m. to 9:00 p.m.; Sa - Su, 10:00 a.m. to 9:00 p.m. Contact for any information concerning campus and community events, university facilities and office locations, campus lost and found and special events. Services available include discount movie tickets, Boise Urban Stages (BUS) passes and tokens. **Debbie Sanders, Manager.**

**Ticket Office** - 385-1448: M - Sa, 10:00 a.m. to 6:00 p.m.; SU, Closed. Because of the on-campus convenience and popular hours, most students pick up their athletic event tickets here as well as Select-A-Seat tickets for events all over the community.

**Campus I.D. Card Office** - 385-3176: M - F, 8:00 a.m. to 5:00 p.m.; Sa, 9:00 a.m. to 2:00 p.m. Located across from the Recreation Center bowling lanes, the office provides same-day replacement for lost, stolen or new I.D. cards for students, faculty and staff. Call for information on replacement costs.

**Reservations & Catering/Conference Services** - 385-1677: This office plans events and reserves space for the Union and Special Events Center. It provides professional assistance with catering, audio/visual support and general meeting and event planning. Recognized student organizations may reserve our Union facilities for their club activities at little or no charge. Individuals planning multiple-day and multiple-facility conferences should contact this office for assistance with planning and scheduling. **Susan Horn, Event Coordinator.**

**Recreation Center** - 385-1456: M - F, 9:00 a.m. to Midnight; Sa - Su, Noon to Midnight. Offers bowling lanes, a video game room, spacious area for pocket billiards and snooker tables, table tennis and shuffle board. A large tiled walkway separates the enclosed video game room from the general public area. Lockers are available for rent. **Greg Hampton, Manager.**

**Outdoor Rental Center (ORC)** - 385-1946: M - Sat, 3:00 p.m. to 7:00 p.m. Offers a variety of rental equipment for all weather activities which includes snow boards, cross country skis, whitewater rafts, tents, camping accessories, basketballs, footballs and volleyball and softball sets. The ORC also has a Resource Library containing national forest maps, trail routes/descriptions, camping locations and other outdoor information. This rental equipment is available to all BSU students, faculty, staff, alumni and their guests.

**Student Activities** - 385-1223: This office works closely with the Associated Students of BSU, Student Programs Board, ASBSU Judiciary and Elections Board and houses over 125 student organization mailboxes as well as a listing of the clubs and their officers. Throughout the year, Student Activities sponsors a variety of events including campus organization fairs, Union All-Niters, leadership development programs, health/wellness

programs, blood drives, organization award banquets and organizational information meetings.

**call us when:**

- you want to become involved in one or more of the 125+ recognized organizations on campus!
- you want to start your own organization!
- you want to develop leadership skills that you will use for the rest of your life!
- you just want to have fun!

**Student Programs Board (SPB)** - 385-3655: SPB is the central programming entity on campus responsible for sponsoring films, concerts, lectures, comedians, special events, family programming and performing arts. SPB is students programming for students and committee participation is open to any student interested in providing entertainment and programs for the campus community.

**OTHER SERVICES**

**LOCATION**

• Food Vending Machines	Recreation Center; by Student Organization entrance on second floor; by Jordan Ballroom on second floor
• Automatic Teller Machines	Student Union Lobby
• Copy Central	Student Union Lobby
• Travel Agency	Student Union Lobby
• Postage Vending Machine	Student Union Lobby

**STUDENT UNION AND ACTIVITIES ADMINISTRATIVE STAFF**

**Greg Blaesing, Director**  
Student Union and Activities

**Brian Bergquist**  
Assistant Director, Student Union/Conference  
Services Coordinator

**Maureen Sigler, Assistant Director, Student Activities**

**Rob Meyer, Student Activities Advisor**

**Barry Burbank, Business Manager**

**Roger Pritiken, Facility Services Manager**

# TEACHER EDUCATION ASSISTANCE PROGRAMS

Several federal programs designed to assist low income, nontraditional college students are administered through the Department of Teacher Education (Room 203, Education Building). Other grants offer scholarships at the undergraduate level in Elementary Bilingual Teacher Education and at the graduate level in Bilingual Education/English as a Second Language (ESL).

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

This program of study leads 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 and Instruction with an emphasis in Bilingual Education and English as a Second Language.

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

A freshman year scholarship for migrant and seasonal farm workers or their children. Supporting services include personal counseling and tutoring assistance in reading, mathematics, writing and study skills. CAMP supplements Pell grants and other financial aid in such areas as room and board, transportation, books, a small stipend and tuition. Career planning, internships and job placement are available.

## **Educational Talent Search - 385-3572**

Encourages low income and first generation individuals over the age of 12 to graduate and enter post-secondary training or education. Provides admissions and financial aid counseling.

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

Assists migrant and seasonal farm workers or their dependents obtain a GED (General Educational Development) certificate. An on-campus program where students are housed at the University and three off-campus evening programs in Nampa, Wilder, and Rupert 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.

## **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 academic, career, financial and personal needs. Qualified tutors provide one-to-one tutoring or small group instruction in different academic areas. Small-group workshops are offered to help 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.

### **Bilingual/ESL Programs Staff**

**Dr. Jay Fuhriman**, Director

Dr. Margaret Jensen, Associate Director

Betty Bieber, Assistant Director

### **College Assistance Migrant Program (CAMP) Staff**

**Dr. John Jensen**, Director

Anthony Rodriguez, Associate Director

### **Educational Talent Search Staff**

**Sue Gilbert**, Project Director

Dr. John Jensen, Coordinator

### **High School Equivalency Program (HEP) Staff**

**Dr. John Jensen**, Director

Anna Moczygamba, Associate Director

### **Student Support Program Staff**

**Sharon Fritz**, Director

Dr. John Jensen, Coordinator

# STUDENT STUDY/TRAVEL PROGRAMS

## **International Programs/Studies Abroad - 385-3652**

Located in the Division of Continuing Education (L247) this program offers academic travel opportunities to many countries. Sophomores, Juniors or Seniors may earn academic credit for study and travel outside the United States. Terms range from two week travel tours to year-long programs. Boise State University belongs to a consortium of universities that sponsors liberal arts programs in England, France, Germany, Italy, Mexico, Spain, Chile, Japan and Australia.

## **Studies Abroad Program Staff**

**John Bieter**, Coordinator

## **National Student Exchange Program - 385-1280/1551**

The University belongs to a consortium of eighty state-supported colleges and universities that allows students to exchange for a maximum of one academic year to another institution in the United States, Puerto Rico, the Virgin Islands and Guam. The Exchange encourages students to broaden their academic, social and cultural awareness and provides them with options for educational travel and study at in-state tuition rates. Credits and grades received at the host institution are recorded at the home campus as part of the student's regular transcript. The student NSE Coordinator is located in the Student Activities office of the Student Union Building.

# SIMPLOT/MICRON INSTRUCTIONAL TECHNOLOGY CENTER 385-3289

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

## **Classroom Video Production Services**

Production studios, video classrooms, control booths, equipment and graphic work stations are 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**

This is a library of selected audio visual teaching materials that can be used by faculty in regular University credit courses.

## **Campus Services**

The Simplot/Micron Technology Center maintains an inventory of audio visual equipment for course instruction that can be scheduled and checked out. ASBSU-approved student organizations can rent equipment at one-half the regular rental rate.

# 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 1,660,000 items selected by librarians and teaching faculty in support of University education programs. Materials include:

391,000	volumes
3,100	periodicals
53	newspapers
149,500	government publications
940,500	microform pieces
119,500	maps
54,300	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 "Catalyst", the online computer catalog of the Library's holdings, for specific classification numbers. For use of materials or for study purposes there are 1,300 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 Student I.D. Card.

## FIRST FLOOR

**Catalyst** — The online computer catalog index 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 Catalyst.

**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. Reserve materials are located within the circulation area.

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

## Fines for Overdue Materials

Books: 25c per day to a \$10 maximum

Reserve Books & Periodicals: 50c first 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 collection of periodicals and general microforms is 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; photo-graphs and manuscript collections.

## LIBRARY HOURS

Monday - Thursday 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

9:30p.m.

2nd floor closes at 8:00 p.m.

Closed on weekends between semesters and on most University holidays.

There is a reduced schedule of hours during summer school.

Pay telephones: 1st floor lobby

Campus telephone: 1st floor near Circulation exit

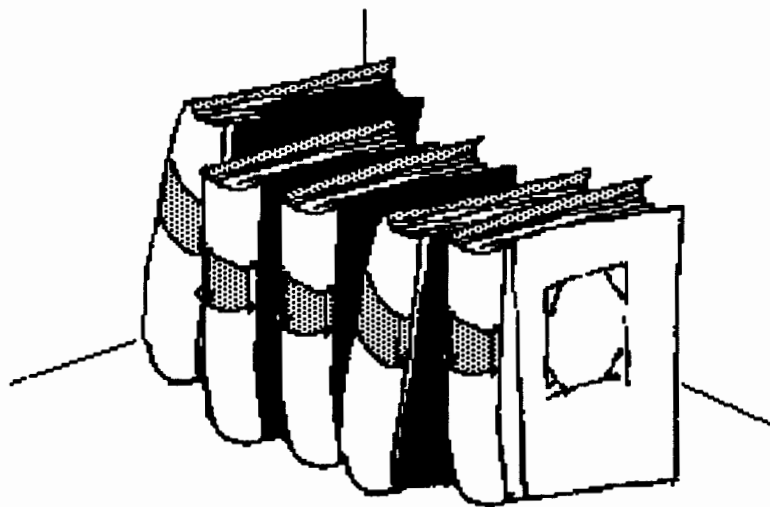
Typewriters available: 2nd floor

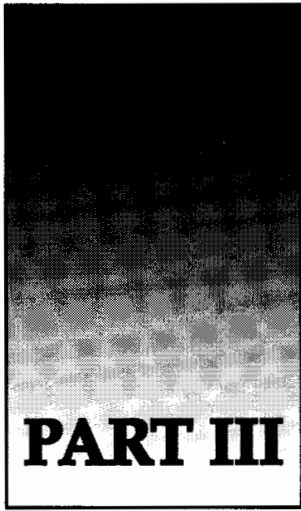
**PLEASE NOTE:** Smoking is not permitted in any of the public access areas of the library, including the lobby and stairwell areas. **FOOD AND DRINK ARE NOT PERMITTED IN THE LIBRARY PORTION OF THE BUILDING.**

## OTHER PROGRAMS AND DEPARTMENTS IN THE LIBRARY

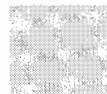
Located on the second floor are the **CONTINUING EDUCATION** and **INTERDISCIPLINARY STUDIES** programs; the departments of **HISTORY, SOCIOLOGY, CRIMINAL JUSTICE ADMINISTRATION** and **PHILOSOPHY**; plus individual faculty offices. The **HONORS PROGRAM** is located on the fourth floor.

**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. The Idaho Educational Public Broadcasting System KAID-TV, Channel 4, provides noncommercial public broadcasting programming serving the residents of Treasure Valley. The station airs instructional television programs for public education, higher education and the community. Some programs are offered as complete courses via TV for the colleges and universities of the state and as supplemental material for several University courses and departments.





# OPPORTUNITIES *for Involvement*





# UNIVERSITY COMMITTEES WITH STUDENT MEMBERS

Application for most University committee student positions is 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/school or recognized division tenure committees and holds hearings on the recommendations of a Tenure Committee concerning competency of a faculty member. The committee consists of five faculty and two students. (Established by BSU Policy 5361-B.)

**Records Policy Committee** periodically reviews, interprets and amends all existing university 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/school or recognized division has a Tenure Committee which the Dean appoints by October 1 from a list of faculty candidates selected by the departments of the college/school/division and one student selected by the Student Senate. It is composed of seven faculty and one student. (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 ensure compliance with the Non-discrimination and Affirmative Action Program of the University. The committee, appointed by the President, is composed of faculty, staff, a male student 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. Three physically disabled students and eleven representative members from the faculty and staff are appointed by the University President.

**Resident Review Committee** appointed by the President to hear and research appeals by students concerning residency decisions in accordance with State Board of Education regulations. It is composed of two administrators, two faculty, one student and the Dean of Admissions (ex officio).

**Parking Advisory Committee** is an advisory/policy making committee with representation from students, staff and faculty. It studies campus parking conditions and reviews research relevant to parking problems, assists in the planning of future parking facilities and renders recommendations regarding existing and proposed parking policies. It serves as a conduit for complaints regarding parking policy problems.

**Martin Luther King, Jr. Holiday Committee** organizes and coordinates educational and cultural events during the Martin Luther King, Jr./Idaho Human Rights holiday each January. The committee is composed of interested faculty, students, staff and administrators. Co-chairpersons are selected in the spring.

## **Committees Created by Student Affairs**

**Academic Grievance and Academic Dishonesty Board** is empowered to mandate or recommend changes relating to student grades and behavior and to uphold or recommend sanctions relating to academic conduct, instructional procedure and testing. Membership on the board consists of seven student senators, seven faculty and one student affairs professional staff member. (Established by BSU Policy 4101-D.)

**ASBSU Judiciary** (See Article IV ASBSU Constitution and Student Policies and Procedures under Hearing Boards in this Handbook.) Five students and two faculty Justices are appointed by the University and ASBSU presidents.

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

**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.

**Student Policy Board** develops the Student Code of Conduct, Student Judicial System and other policies and procedures relating to student campus life. The Vice President for Student Affairs, two Student Affairs staff, two faculty and four students serve on the committee. The ASBSU President, Chief Justice and one student senator are ex officio 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 Union and Activities and exercises fiscal responsibility for the Student Union. The committee is composed of two faculty members, six administrative members, the ASBSU president, a student senate delegate, the chairperson of the Student Programs Board and seven students-at-large.

## **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, consistent with the educational objectives of the University 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 admission, registration, orientation and advising of students.

## **Other Boards with Student Members**

**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).

**Pavilion Policy Committee** acts in an advisory capacity to the Director of the Pavilion. It recommends operations policies and reviews proposed or scheduled use of the facility in accordance with established policies and procedures. It is composed of three ASBSU senators, two students-at-large, as well as five faculty and staff members.

**Intramural and Campus Recreation Advisory Board** promotes a diverse program of sports and recreational activities for students, faculty and staff of Boise State University and advises the Director in policy and planning for the campus intramural program

facilities. Membership consists of Intramural/Recreation Director, Summer Recreation Director, one Student Residential Life staff, one Student Union and Activities staff, one ASBSU student senator and two students-at-large.

**Bookstore Advisory Committee** - Establishes lines of communication between management and the campus community. The committee is composed of two students, two faculty, one professional staff member, one classified employee, and two administrative staff members.

# STUDENT ORGANIZATIONS AND PROGRAMS

385-1223

If you are interested in becoming involved in the activities of the organizations listed below, contact the Student Activities Office, located on the first floor of the Student 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
Personnel Selection Committee	385-1440
Union Board of Governors	385-1551

## Academic/Honorary

Advertising Federation  
Alpha Phi Sigma  
Anthropology Club  
Associated Students of Light Technology  
Association of Collegiate Entrepreneurs  
Association of Psychology Students  
Bilingual Education Student Organization  
Communication Students Organization  
Criminal Justice Association  
Drafting Club  
Engineering Club  
English Majors Association

Honors Student Association  
Kappa Kappa Psi  
MBA Association  
MPA Student Association  
Omicron Delta Epsilon (Economics)  
Organization of Student Social Workers  
Phi Alpha Theta (History)  
Philosophy Club  
Physical Education Majors and Minors Club  
Pi Kappa Delta (Forensic)  
Pi Sigma Alpha [Xi Chi Chapter]  
Political Science Association  
Phi Chi  
Sigma Gamma Epsilon (Geo-Sciences)  
Sigma Tau Delta (English)  
Societas Biophilia  
Sociology Club  
Student Association for Radiologic Technologists  
Student Association for Respiratory Therapy  
Student Athletic Trainer's Association  
Theatre Majors Association  
Vo-Tech Student Coordinating Committee  
Vocational Industrial Clubs of America

## Cultural

Asian American Association  
Black Student Union  
Dama SogHop (Native Americans)  
International Student Association  
Nippon (Japan) Club  
Organización de Estudiantes Latino -Americano(OELA)

## **Greek**

Alpha Chi Omega Sorority  
Beta Sigma Epsilon (temporary)  
Colony of Delta Lambda Phi (temporary)  
Iota Chi Beta Sorority (LDS)  
Iota Phi Sorority (LDS)  
Kappa Sigma Fraternity  
Panhellenic Council  
Sigma Gamma Chi Fraternity

## **Professional/Honorary**

Alpha Kappa Psi (Business)  
Beta Alpha Psi (Accounting)  
Construction Management Association  
Data Processing Management Association  
Finance Club  
Human Resource Association  
Music Educators National Conference  
Office of Professionals of BSU  
Pi Sigma Epsilon (Marketing & Sales Mngt.)  
Student Nurses Association

## **Religious**

Baha'i Association  
Baptist Campus Ministries  
Campus Crusade For Christ  
Campus Ministry  
Chi Alpha Pentecostal Movement  
Christian Students  
Episcopal Canterbury Club  
Fellowship of Christian Athletes  
Frontlines  
Latter-Day Saint Student Association  
Muslim Student Association  
Real Life  
St. Paul's Catholic Student Group  
United Methodist Student Movement  
University Christian Fellowship (Interchange)  
Young Life 101 Club

## **Residence Halls**

Chaffee Hall  
Driscoll Hall  
Morrison Hall  
Resident Hall Association  
Towers Hall

## **Service**

Circle K Club

## **Special Interests**

Alternate Mobility Adventure Seekers (AMAS)  
American Civil Liberties Union (ACLU)  
Amnesty International  
Barrier Busters  
Bronco Ranger Club  
Business Policies Club  
Campus Greens  
College Democrats  
College Republicans  
Gay and Lesbian Alliance  
Guitar Society  
Helping Ourselves More Emotionally  
Helping Ourselves Prosper Through Education  
Idaho Music Teachers Association  
Independent Theater Workshop  
Jazz Ensemble  
Keith Stein Blue Thunder Marching Band  
Marksmanship Club  
Meistersingers  
National Art Education Association  
Outsiders  
Preprofessional Advancement Society  
Roleplaying and Boardgaming Club  
Scabbard and Blade  
Sexual Awareness for Everyone  
Society for Creative Anachronism  
Student Coalition for Peace in Latin America  
Student Mediation Service  
Student Productions  
Student for Quality Child Care  
Symphonic Winds  
Teacher Education Club  
Voice For Animals  
Young Women's Christian Association (YWCA)

## **Sports**

Aikido Club  
Baseball Club  
Bowling Varsity Club  
Dolphins Swim Club  
Fencing Club  
Racquet Ball Club  
Rock Climbing Club  
Rodeo Club  
Rugby Football Club  
Shotokan Karate Club  
Soccer Club  
Spirit Squad  
Tae Kwon Do  
Water Ski Club

# Scheduling of BSU Facilities

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

Place to Be Schedule	Office	Phone Number
Rooms and Conferences in the Student Union	Reservations Office	385-1677
Any BSU campus grounds	Physical Plant	385-1442
Equipment (tables, chairs, charbroilers, etc.)	Physical Plant	385-1442
Classrooms - Daytime Fall and Spring (Academic Course)	Assistant to Register	385-3486
Classrooms - Night or Summer (Extended Day Courses)	Continuing Education	385-3293
Classroom - Nonuniversity or University Co-sponsored usage	Physical Plant	385-1442
Gym or Auxiliary Gym	P.E. Department	385-1570
Special Events Center	Student Union Scheduling Office	385-1677
Pavilion	Pavilion Manager	385-1900
Morrison Center	Director of Operations	385-1609
Christ Chapel	Physical Plant	385-1442

## ART, MUSIC AND THEATER ARTS

Throughout the school year, the **Department of Art** sponsors exhibits in a variety of media by regional and nationally known artists, as well as work by University art faculty and senior art students, in the Gallery of Art. Lectures and workshops are offered for students and the public in conjunction with many of the exhibits. The Gallery of Art is located on the first floor of the Liberal Arts Building. The department office is on the second floor of the Liberal Arts Building.

The **Music Department** offers a wide variety of opportunities for involvement by students, both as participants and as spectators. The Marching Band, Symphonic Winds 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 University 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 musical each spring in the Main Hall of the Morrison Center with professional guest artists. 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 Music and Theatre Arts Departments office, 385-3980. Both departments are located in the Morrison Center, first floor, Room MC-C100.

## MORRISON CENTER

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 accommodates 2,030 patrons. The Hall is acoustically tuned for a solo performance or a full musical production. Facilities available for disabled persons include wheelchair sections and a Phonic Ear System for the hearing impaired.

The **Academic Wing** 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 addition, the proximity of the performing hall gives the students the opportunity to participate in all phases of a major performance, from the technical setup 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 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. The room has special acoustics.

The **Instruments Rehearsal Room** is used for band and orchestra rehearsals and also has special acoustics.

**Tickets:** Tickets are available through Select-A-Seat at all 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. Please call Parking Services 385-1683 for information about parking on the evening of the event or on the weekends.

**Scheduling:** Inquiries about scheduling the Main Hall of the Center should be addressed to the Administrative Coordinator at 385-1424. Inquiries about scheduling the Academic Wing facilities should be addressed to the Music/Theatre office at 385-1771 or 385-3957.

## PAVILION

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 houses the University's Child Care Center and has racquetball courts, a weight training room and an auxiliary gymnasium for physical education classes, intramural and recreation. Military Science classrooms and offices are located on the second floor.

Information on tickets and upcoming events can be obtained by calling 385-1766. Pavilion Box Office hours are from 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 Activity/Fee 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.

## ARMY RESERVE OFFICER TRAINING CORPS

Boise State University has an excellent Army ROTC program. The objective of the program is to provide highly capable and motivated University students the opportunity to become commissioned officers in the Active Army, National Guard or Army Reserve.

Financial assistance is available for selected cadets through three (3) and four (4) year ROTC Scholarship programs. These scholarships pay for tuition, \$450 for books and supplies and \$100-a-month allowance for up

to ten months each year. All Advanced Course cadets receive the \$100-a-month allowance regardless of scholarship status.

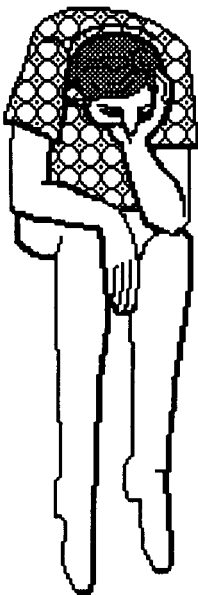
ROTC cadets participate in a variety of adventure training activities such as rafting, mountaineering, rappelling, orienteering, cross-country skiing, and rifle marksmanship. Selected cadets are also eligible to attend Active Army service schools such as Airborne, Air Assault, and the Northern Warfare Training Courses.

# 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 Human Performance Center, and the PE Annex. Housed in these buildings are two gymnasiums, a swimming pool, two weight rooms, five racquetball 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, intramural, 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 of the Pavilion or call 385-1131.



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

**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:

## 1992 - 93 Intramural Activities

### Fall Semester \*

- Sand Volleyball
- Coed Softball
- Tennis
- Touch Football
- Ultimate Frisbee
- Tennis Mixed Doubles
- Coed Volleyball
- 3 on 3 Basketball
- 1 on 1 Basketball
- Free Throw Contest

### Spring Semester \*

- Men's Basketball
- Women's Basketball
- Indoor Soccer
- Racquetball Singles
- Walleyball
- Badminton
- Coed Basketball
- Coed Softball
- Racquetball Doubles
- Fun Run

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

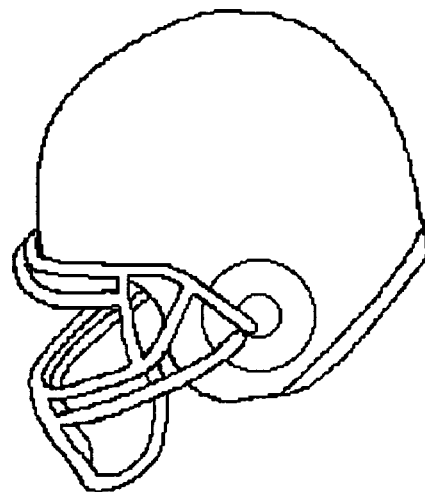
## CLUB SPORTS

Currently there are eleven active and two inactive coed sports club on campus that are organized to compete in aikido, baseball, bowling, fencing, karate, rock climbing, rodeo, rugby, skiing, soccer, and swimming. 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.

# ATHLETICS AT THE UNIVERSITY

All students who wish to participate in the intercollegiate athletic program at Boise State University are encouraged to contact the coach of the sport s/he is interested in or the office of the **Director of Athletics, Gene Bleymaier**, in the Varsity Center, 385-1826 and 385-1288.

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 for Football and Men's Basketball, Max Corbet**, is located in the Varsity Center, 385-1515; and the office of the **Olympic Sports Information Director, Lori Orr Hays**, 385-3438, is located in the Pavilion, through Entrance #3.



# 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 men's basketball games to pick up student and guest tickets OR until their allotment is gone whichever occurs first;

**PLEASE NOTE** - Student and guest ticket pickup deadline is subject to change if deemed necessary by the Athletic Department.

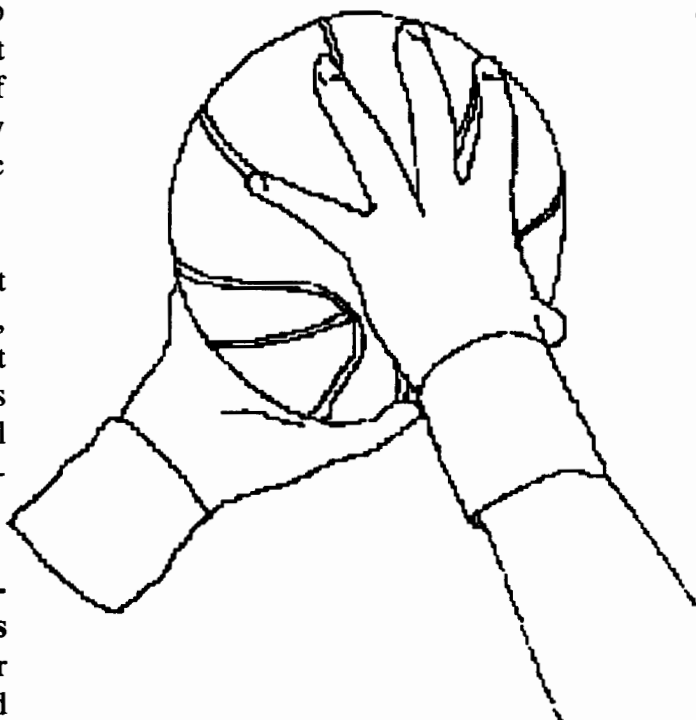
- (2) The total student ticket allotment, including student guest tickets, is 5,106 for football and 3,500 for basketball;

- (3) All full-time University students must present their Student I.D. Card and a student ticket for admittance to any home football or men's basketball game;

- (4) University Student Tickets are NOT transferable;

- (5) University Student I.D. Cards are required for admission to all other regular season athletic events.

- (6) Event Entry Procedure: All students and student guests will enter through designated gates for admission to football and basketball events. In football, students and student guests will enter at the northeast gate (near Christ Chapel) of Bronco Stadium. In basketball, students and student guests will use Entrance #4 of the Pavilion. Students and student guests will be required to show their ticket for entry into the designated "student" sections for football and basketball.



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.

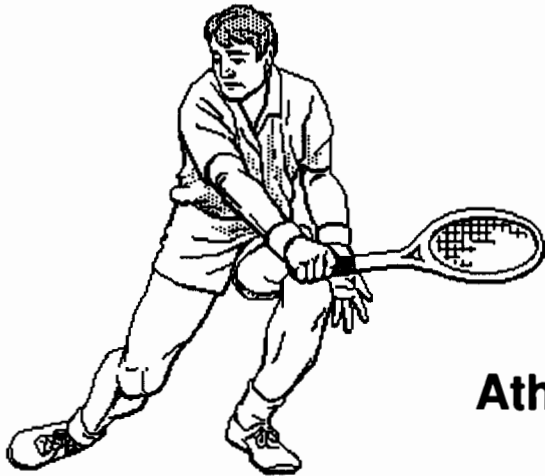
**PLEASE NOTE:** University students may pick up student and guest tickets as long as tickets remain available from the student allotment and are picked up before the deadline set by the Athletic Department - see restriction number (1) above.

All guidelines concerning student and guest tickets are **STRICTLY ENFORCED**.



## 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 and indoor track and field in the winter; and tennis and outdoor track and field in the spring. The University competes in the Pacific-10 Conference in wrestling in the winter. The Boise State golf team has no conference affiliation. 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 for information concerning eligibility and practice schedules.

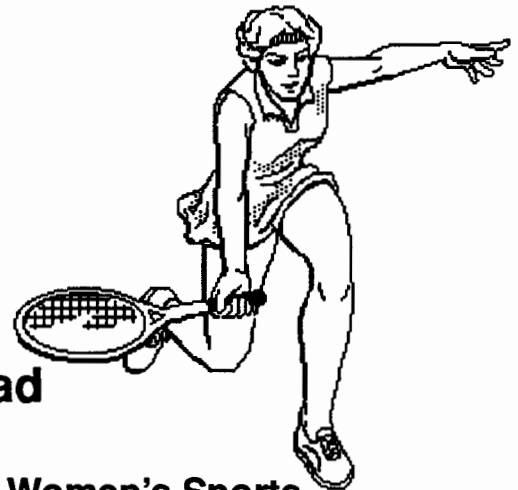


### Men's Sports

Football	August through November
Head Coach: Skip Hall,	385-1281
Basketball	November through March
Head Coach: Bobby Dye,	385-1952
Wrestling	November through March
Head Coach: Mike Young,	385-3747
Track/Field	January through May
Head Coach: Ed Jacoby,	385-3657
Cross Country	September through November
Head Coach: Randy Mayo,	385-1751
Tennis	March through May
Head Coach: Greg Patton,	334-2641
Golf	March through May
Head Coach: Bob Campbell,	385-3565

## WOMEN'S ATHLETIC PROGRAM

Boise State University has an excellent women's intercollegiate program which includes seven sports. The University competes as a member of the Big Sky Athletic Conference 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. The University competes in the Western Athletic Conference in gymnastics in the winter. 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.



### Women's Sports

Basketball	November through March
Head Coach: June Daugherty,	385-1760
Volleyball	September through November
Head Coach: Darlene Pharmer,	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: Greg Patton,	334-2641

## BSU NCAA Athletic Teams & Head Coaches

# STUDENT GOVERNMENT

385-1440 or 385-1547

## Purpose

Student Government promotes educational, social and cultural activities; acts as the official voice of the student body and facilitates student participation in the University community for the betterment of Boise State University.

Our key objective is to build for both today and tomorrow by creating programs, opportunities and skills desirable in achieving the maximum in education.

The rewards for involvement encompass the feeling of accomplishment along with the exposure of meeting new and interesting people. One also develops an 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: Executive, Judicial, and Legislative (Student Senate).

The Executive branch of student government includes the Student Body President, Vice President, a Treasurer appointed by the ASBSU President and several appointed cabinet positions.

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 1,000 full-fee-paying students. The ASBSU Vice President serves as Chair 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 and has 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

**Todd Sholty**  
President

**Lisa Sanchez**  
Vice President

**Eric Grandeen**  
Treasurer

## Cabinet Officers

Business Manager, Election Board Chair, Executive Assistant, Insurance Representative, Lobbyist, National Student Exchange Coordinator, Personnel Selection Board Chair, Public Relations Director

ASBSU offices are located in the Student Union. Call 385-1440 or 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.

## ASBSU Senators

**College of Arts & Science**  
Richard Bean

**College of Business**  
Brent Hunter

**College of Social Sciences & Public Affairs**  
Fafa Alidjani

**College of Education**  
Susan Welker

**College of Health Sciences**  
Sean Brandt

**College of Technology**  
Tim Fitzpatrick  
Gary Myers

**Graduate School**  
Open

### Senators-at-Large

Shannon Asbury	Jerry Gomez,
Stacey Mitchell	Donna Selle,
Kyle Kitterman	Barbara Miller
C.J Martin	Jennifer Sheets
Xochitl Fuhriman	

Senate Offices are located in the Student Union. Call 385-1292

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

# Judicial Branch

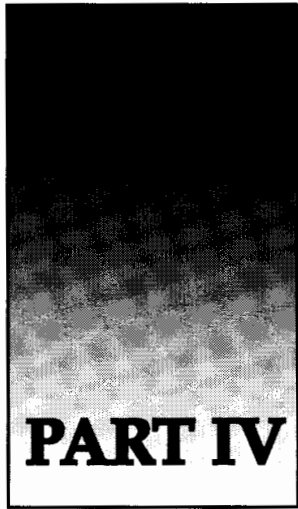
The ASBSU Judiciary has the authority to interpret the Associated Student Body's Constitution; delegate judicial authority to lower judicial bodies; hear all appeals from decisions of lower judicial bodies; determine the constitutionality of any Student Senate or Student Body Presidential action; have 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**  
Margie Walker

<b>Student Justices</b>	<b>Faculty Justices</b>
Tom Driscoll	Dr. Wallace G. Kay
Tammi Butts	Dr. Anne Payne
Kim Hess	
Randi McDermott	

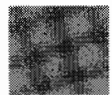
**Judicial Procedural Advisor**  
Maureen Sigler  
*Assistant Director Student Activities*

All inquiries concerning the Judiciary's procedures and purposes should be directed to the Student Activities Office at 385-1223.



# UNIVERSITY

*Policies and Procedures*



# ACADEMIC REGULATIONS

## Academic Advisors

All new students enrolling for eight (8) credit hours or more are assigned to an academic advisor prior to registering for classes. The advisor will assist in identifying academic requirements, possible educational and career goals, a program of study and in completing the Official Advising/Registration Form. Students registering for eight credit hours or more must meet with their advisor for approval of their course load. Students who have a declared major are advised at their **Academic Departments**.

Students who are undecided about a major are advised at the **Academic Advising Center**, Math/Geology Building, Room 102. Students who are interested in General Business are advised at the **Student Services Center**, Business Building, Room 203.

You may change from one academic advisor to another by contacting the department of your major. Tell the Office Coordinator what your interest area is and ask for the name, location and phone number of an available advisor. 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 advisor.

## Grading System

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

- A** = 4 quality points per credit hour
- B** = 3 quality points per credit hour
- C** = 2 quality points per credit hour
- D** = 1 quality point per credit hour
- F** = 0 quality points per credit hour
- I** = Incomplete = 0 quality points until work is completed
- P** = Pass = credit earned but no quality points
- W** = Withdrawal = 0 quality points and credit
- AUD** = Audit = 0 quality points and credit
- NR** = No Record = 0 quality points and credit until a grade is assigned

## Grade Point Average

Add total quality points earned and divide by total credit hours attempted. Credit hours for grades of "P" are not used, but credit hours of "F" in a Pass/Fail course are used in calculating your GPA.

## 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" (Withdrawal).

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 (A - F).
2. Change the incomplete to a "W" (Withdrawal).
3. Extend the incomplete into the next semester.

## Dean's List

Undergraduate students who complete twelve or more credits of graded academic work in a given semester and earn a 3.5 or higher grade point average are officially recognized by placement on the Dean's List. Students who earn a 3.5 or higher grade point average for all of 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, Diploma 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 for registered students:

**(No Signatures Required)** Through the first week of classes.

- 1) **In person**: complete a Change in Record & Registration form and:
  - a) turn into Registrar's Office for processing;
  - b) clear with Cashier's Office if fees are changed.
- 2) **By telephone**: Because of the different dates and times for telephone drop/add and registration please refer to the appropriate class schedule for more specific information.

### B. Late drop/add period for registered students:

**(Signature Required)** (second through tenth week of classes) Because signatures are required the **TELEPHONE DROP/ADD PROCESS IS NOT AVAILABLE DURING THIS PERIOD.**

- 1) Complete a Change in Record & Registration form and:
  - a) obtain each course **instructor's signature** authorizing the dropping or adding of a class, including section changes.
  - b) turn into Registrar's Office for processing - your Student I.D. Card will be required for identification;
  - c) clear with Cashier's Office if fees are changed.

### C. No change in class schedules (drop/add) will be accepted after the tenth (10th) week of a semester for full semester classes.

(Short courses and eight (8) week block courses have different deadlines)

### D. Late registration

**(Signatures and Approval Required)** Because signatures are required **TELEPHONE REGISTRATION IS NOT AVAILABLE**

- 1) Students enrolling after the first week and before the end of the tenth week of classes must obtain an Appeal for Registration petition from the Registrar's Office and obtain the approval of:
  - a) your **Advisor** (if enrolling in 8 or more hours);
  - b) the **Instructor** of each course;
  - c) the **Department Chairman** of your major;
  - d) the **Dean of the College** of your major;
  - e) the **Registrar's Office** for processing;
  - f) the **Cashier's Office** to pay fees

### E. No appeals for late registration will be accepted after the end of the tenth week of classes in a semester.

# 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 into 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 no later than the last day of the tenth week of scheduled classes. No withdrawal petitions will be accepted after that day. A 100% refund of fees provision applies only to the first two 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 course 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 an academic regulation because of an emergency or medical reason, a hardship or extenuating circumstance that can be verified. Extenuating Circumstances are those beyond one’s control and physically prevent a student from completing course requirements. The Dean of Student Special Services staff will investigate and confirm the situation or reason before approving or denying any student record change. All other petitions for an exception to an academic policy or regulation should be addressed to the dean of the college/school of one’s major.

## Administrative Holds and Withdrawals

An individual may be prevented from registering for classes or be administratively withdrawn from all classes for any of the following reasons: 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 the course prerequisites.

## Academic Probation and Dismissal Policy

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. Transfer students admitted on probation must earn at least a 2.00 GPA their first semester or be subject to academic dismissal.

Total Cumulative Credits Earned	Minimum BSU Cumulative GPA
0 - 6	1.00
7 - 32	1.60
33 - 64	1.80
65 or more	2.00

### A. Academic Probation

1. At the end of a semester (fall, spring or summer) an undergraduate student who does not attain the BSU cumulative grade point average required for the total number of hours earned (including transfer or nontraditional credits) is placed on probation for the next semester of enrollment. Notification of probationary status is by letter (to your most recent mailing address) sent two weeks after the close of a semester.
2. A student on academic probation whose BSU cumulative GPA improves to the acceptable level will be automatically removed from probation.

### B. Dismissal

The student who continues on academic probation at the end of the next semester of attendance will be dismissed from the University. If the student’s GPA for the next semester of enrollment is 2.00 or higher the student remains in a “continued probation” status until the BSU cumulative G.P.A. is 2.00 or higher. Notification of dismissal is by letter (to your most recent mailing address) sent two weeks after the close of a semester.

## C. Reinstatement

1. A student dismissed from the University may be reinstated by receiving favorable action on a petition to the academic dean of their major. This is the only route to reinstatement and applies even to the student who has attended another institution since being dismissed from this University. 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.
2. 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.

## D. 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 financial aid section of this Handbook.)

## 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, the many disclosures requested regarding student records, and in compliance with the Family Educational Rights and Privacy Act of 1974; the University has adopted BSU Policy 4205- (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 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 you do not wish to have it released:

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

All official academic records are maintained by the Registrar's Office. Copies of your transcripts may be obtained by making a request in writing or in person.

## Dead Week

No examination will be given by the faculty of the University during the week prior to the week when finals are formally scheduled, except in those laboratory, performance and evening division courses where it is necessary.

Any final examination given will be conducted during the officially scheduled time slots. Exceptions will be allowed only on an individual basis, to be arranged between faculty and the student.

## Students on Jury Duty

We must recognize that our duties as citizens are not in any way changed by becoming a student. With this in mind, it is a mission of the university to encourage good citizenship. Therefore, we encourage students to be responsible citizens by fulfilling their obligation when called upon for jury duty. When jury duty could cause educational hardship, **students should contact the Executive Vice-President's Office, Business Building, Room 307**, or negotiate arrangements with their instructors.

In negotiating with instructors, students are responsible for:

1. Furnishing instructors with concrete evidence of their jury assignments immediately.
2. Furnishing instructors with concrete evidence (date, time, and court) of their service immediately after serving.
3. Making arrangements to obtain course notes and assignments from other students. (This is NOT the instructor's responsibility.)
4. Take responsibility for all course work or make up work.

Where reasonable, faculty should provide options which include:

1. Make up exams.
2. Extended times for papers and projects.
3. Renegotiation of performance and presentation dates.
4. Renegotiation of attendance policies.
5. Information about assistance for students in meeting course responsibilities. (tutors, note takers, etc.)



# STUDENT POLICIES AND PROCEDURES

## STUDENT BILL OF RIGHTS

### Preamble

Ideally, each member of the University community assumes individual responsibility for her or his 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 nonmatriculated 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 Organization Policies in this Handbook.)

### 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 Speaker's Policy in this Handbook.)

## **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 students. S/he should avoid exploitation of students for private advantage and should acknowledge significant assistance from them. S/he should protect students' 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 s/he discharges his/her responsibilities. (See Maintaining Order in this Handbook.)

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 expectations, 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 Academic Grievance & Academic Dishonesty Board in this Handbook.)

## **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.

## **Nondiscrimination**

It is the policy of Boise State University not to discriminate against any individual on the basis of race, color, religion, sex, national origin, age, or handicap in matters of admission, employment, housing, services, educational programs or activities it operates. (See Judicial Procedures in this Handbook.)

## **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 Judicial Procedures in this Handbook.)

# 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 a proven case 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 and Academic

Dishonesty 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 and Academic Dishonesty Board would be utilized as in any other case of an academic grievance. (See BSU 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; Barnes Towers, Chaffee, Driscoll and Lincoln residence halls 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 institutional administration.
- e. Guests and visitors shall observe these regulations while on campus or other college or university property. Noncompliance may subject a person to sanctions imposed by the college or university as well as to the provisions of local and state law.

## STATE LAW

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 Boise State University 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 and 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 examples, is the forging, alteration or misuse of University documents, records, academic record change forms, fee receipts, identification cards, meal tickets, parking decals, financial aid forms, telephone billing cards, ASBSU forms or documents and computer tampering.

### **5. Harassment 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 prohibited. Included in this policy are actions or statements of a sexual nature which are intimidating, harassing or abusive along with implied or stated threats.

### **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/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 are 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 UNIVERSITY-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 or 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. Fiscal Misconduct Policy**

Falsification of BSU or student organization financial records is strictly prohibited. Any purchase (s) or expense (s) made without organization membership approval are prohibited, including, but not limited to the following examples: long distance calls, copier use, signature of contracts, travel expenses. Failure to relinquish student organization financial records to officers/advisors and/or BSU/ASBSU officials, or failure to provide an end of fiscal year financial disclosure statement to the organization's membership, when requested to do so, is also prohibited.

## 15. 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.

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

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

## 17. 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 any one or a combination of the following:

### 1. Expulsion

Is an action indefinitely terminating a student's registration at the institution. Any request for re-enrollment must be submitted in writing to the Student Policy Board, in care of the Vice President for Student Affairs.

### 2. 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 re-enrollment prior to the end of the prescribed period of time must be submitted in writing to the Student Policy Board, in care of the Vice President for Student Affairs. (After re-enrollment there is normally a probation period to be determined by the judicial board which rendered the original decision.)

## 3. 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

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 (or Residence Hall Probation)

Is a written sanction warning the individual that repeated infractions of the Code of Conduct and/or Residence Hall Policies could result in further sanctions by the Judiciary. The possible loss of a privilege or privileges and/or a fine 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(s) 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 will result in cancellation of the individual's 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 s/he has a legitimate grievance against any other member or group of the University community s/he 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 s/he has been discriminated against on the basis of race, color, religion, sex, national origin, age or handicap (as provided for in Title VI of the Civil Rights Act as amended, Title IX of the Higher Education Act as amended, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act) s/he 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 Academic Grievance and Academic Dishonesty section in this handbook; for Affirmative Action or Sexual Harassment cases, see Administrative Handbook Policies BSU 1001-A and 1002-A.)

B. If, after consultation, the complainant 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:

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 violations where a hearing is involved with a Residence 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 Residence 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 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. It is the primary responsibility of the defendant to represent herself/himself.
- C. The defendant(s) may have an advisor at the hearing.
- D. 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.
- E. 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.
- F. 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 or her copy of the decision.

administrative hearing officer must submit appeals within three (3) calendar days of the time the decision is made available in writing with copies to the original and last judicial body.)

- 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**

### **PART IV. Appeal Procedures**

### **Student Policy Board**

- 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.

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.

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

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.

- 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 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., Director of Student Residential Life to Director of Student Union and Activities to 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 chair. The ASBSU President, Senator and Chief Justice serve as ex officio (nonvoting) members for policy matters, but are ineligible for participation in judicial matters.

- 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. (Students who are appealing a decision from a Residence Hall Judicial Board or from the appropriate

## ASBSU Judiciary

### General Provisions

The supreme judicial power of the Associated Students is vested in the ASBSU Judiciary whose authority is delegated from the President of the University 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 & Academic Dishonesty 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 President of the University.

### 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 Student Senate membership. Faculty members shall be appointed upon approval by the President of the University.
- C. Three (3) ASBSU Student members and one (1) University faculty member shall be appointed in December, and two (2) ASBSU student members and one (1) 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 University 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 and Academic Dishonesty Board has the ultimate authority in academic matters. No further appellate provision will be available at Boise State University. (See Administrative Handbook BSU Policy 4101-D.)

**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 and 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 Response Form.



5. When the form is completed and filed, the ASBSU Vice President shall establish the time, place and date of the hearing.
6. All academic grievances must be filed in the fall or spring semester immediately following the occurrence of the alleged grievance. (If the course was taken in the spring semester, the student has until the end of the following fall semester to file the grievance.)
7. No grievances will be heard by the Academic Grievance Board during the last two (2) weeks of the semester unless it concerns a course being taken that semester.

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

1. If an instructor wishes to have a cheating or plagiarism offense referred for University action, s/he 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 chair.
  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 uphold or recommend sanctions relating to academic conduct, instructional procedure, and testing.
- D.** Mandates and recommendations regarding the student will be referred to the Vice President for Student Affairs for implementation. Mandates and recommendations regarding faculty members will be referred to the Executive Vice President for implementation.

Membership of the Academic Grievance and Academic Dishonesty Board 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 Chairperson 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 Chair 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 Code of Conduct and policy infraction cases which occur within the halls or adjacent areas, in the residence dining hall and at residence hall functions. Cases involving residents away from these areas shall be referred directly to the ASBSU Judicial Board. Residence Hall Judiciary power is vested in two (2) judicial boards composed of one appointed member from each residence hall and a chairperson. When a problem arises within a residence hall, 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 will be referred to the ASBSU Judiciary through the Office of the Vice-President for Student Affairs.

### **Panhellenic Council Judicial Procedures**

The 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 in accordance with the specific Judicial procedures 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 Panhellenic Council is unfair, the decision may be appealed to the ASBSU Judiciary when the charges are based on the Code of Conduct or University policies. When the charges are based on Panhellenic's internal rules, such as rush rules, the Panhellenic Council's decision may be appealed to the National Panhellenic Council. The Assistant Director of Student Activities can advise the parties involved on these judicial procedures.

## Inter-Greek Judicial Committee

The Inter-Greek Judicial Committee will convene to deal with disputes and charges between or against University fraternities or sororities. The Committee will be the initial hearing board for alleged infractions of internal Greek rules, University or civil regulations. If any individual or group wishes to file a complaint, they should contact the Student Activities office for advice on how to proceed.

The University's judicial procedures, as stated in this handbook and the ASBSU Judiciary Board Hearing Procedures, shall serve as the procedures for the Inter-Greek Judicial Committee. The University advisor to the Greek organizations will attempt to mediate the concern between the parties involved. If after consultation, the complainant wishes to pursue the matter, a formal hearing of the Inter-Greek Judicial Committee will be held.

If any party feels the decision rendered by the Inter-Greek Judicial Committee is unfair, the decision may be appealed to the ASBSU Judiciary in accordance with the Appeal Procedures stated in this handbook.

The Inter-Greek Judicial Committee is composed of two representatives (one being the president) from each fraternity and sorority and the presidents of the Panhellenic Council and the Inter-Fraternity Council. Each member of the Judicial Committee shall have one vote. The University advisor to the Greek organizations shall convene the first meeting of the Inter-Greek Judicial Committee and shall serve as procedural advisor to the committee. The members of the committee shall elect a chairperson who shall preside at all meetings and hearings and shall vote only in case of a tie.

## Student/University Personnel Grievance Board

**Purpose:** To provide a procedure whereby students may bring a grievance against University personnel, that is faculty, classified staff, or administrative staff, for an alleged violation of BSU Policies and Procedures. This grievance policy does not pertain to discrimination grievances or sexual harassment grievances covered by the Affirmative Action Policy, academic grievances already covered by the Academic Grievance and Academic Dishonesty Board or matters of academic freedom.

**Responsibilities:** The Student/University Personnel Grievance Board (hereinafter "Grievance Board") has the responsibility to act as the final board of review in complaints arising from grievances filed by students against University personnel. No further appellate provision will be available at BSU to the student bringing the grievance.

**Composition:** This board will consist of seven (7) voting members; the ASBSU Chief Justice as Chairperson, ASBSU Vice-President, an ASBSU student senator, Chairperson of the Faculty Senate, Chairperson of the Association of Classified Employees, Chairperson of the Professional Staff Senate and a seventh member to be selected (by the above-named members) from the same employee group that the defendant is from. The Director of Affirmative Action and the Director of Human Resources shall serve as non-voting members.

### Procedure:

1. In order to obtain a hearing before the Grievance Board, the complainant should: first present the complaint to the University employee concerned; if no solution is reached, the complaint should be presented to the appropriate department head or supervisor and to the unit head or dean of the appropriate college or administrative unit. If the complaint is against a dean or unit head, it should be presented to the appropriate vice president. If it is against a vice president, it should go directly to the Grievance Board. The complaint should be presented to and addressed by the appropriate University officials within a reasonable amount of time.
2. If the grievance is not resolved after contacting the employee, department head or supervisor, unit head/dean or appropriate vice president it should be presented in writing to the Assistant Director of Student Activities on the appropriate Student/University Personnel Grievance Board form available in the Student Activities Office.
3. When the Assistant Director of Student Activities has received the written grievance, he/she will convene the members of the Grievance Board within five (5) working days to determine if the Grievance Board has jurisdiction.

4. If the Grievance Board determines that it does not have jurisdiction, the complainant will be directed to the appropriate individual or body to handle the grievance.
5. If the Grievance Board determines that it does have jurisdiction, the Director of Affirmative Action or a designated member of the board, will notify the de-fendant of the grievance in writing including a bill of particulars and ask him/her to respond in writing within five (5) working days.
6. If the Grievance Board accepts the grievance for hearing, the Director of Affirmative Action or a designated member of the board, shall then issue a Notice of Hearing which will set the date, time and place of the hearing (no sooner than five (5) working days nor later than ten (10) working days from the notice) and an Order of Hearing.
7. If, after reviewing the case, the Grievance Board rules that a violation occurred, then all information pertaining to the case will be forwarded to the President of the University, within five (5) working days of the conclusion of the hearing with a recommendation for action, for final review and disposition. All parties to the grievance will be notified in writing of the re-commendation of the Board. All parties to the grievance will be notified of the President's decision in writing within ten (10) working days after he/she has received the recommendations of the Grievance Board.
8. If, after reviewing the case, the Grievance Board rules that a violation did not occur, the case will be closed. All parties to the grievance will be notified in writing of the decision of the Board within five (5) working days of the conclusion of the hearing. The notification will be deemed made when the recommendation is deposited in the United States Mail addressed to the last known address of the parties.

# STUDENT ORGANIZATION 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 Union and Activities. 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 this Institution.
3. All groups of students fitting the definition of an organization must be officially recognized by the 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 institutional 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.

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.

## C. Recognition Steps for New Organizations

1. Set an appointment and meet with the Assistant Director of Student Activities to review the recognition process and sample constitution.
2. Turn in an Intent to Organize card to the Student Activities Secretary to indicate your intent to start a new organization.
3. Develop a BSU constitution and bylaws for the organization (see constitutional requirements below).
4. Submit three (3) copies of the proposed constitution to the Student Activities Secretary.

5. Complete an Organization Officer Card listing the organization's officers and advisor, their addresses and telephone numbers and submit it to the Student Activities Secretary. This information must be updated within four weeks after the beginning of each fall semester and within ten days of any election.
6. If the student organization is affiliated with a community, state, regional or national organization, file a copy of the constitution or other information of the parent organization with the Student Activities Secretary.
7. Review the constitution with an appointed student justice of the ASBSU Judiciary to prepare it for the Judiciary Board's review.
8. An elected or appointed representative of the organization shall meet with the ASBSU Judiciary Board. During the review of the constitution, the ASBSU Judiciary may recommend changes to clarify the language or to comply with the nine constitutional requirements as outlined below.
9. Make recommended changes of the constitution and submit three (3) copies of the final draft to the Student Activities Secretary. The student justice appointed to your organization will review the final draft.
10. Upon the completion of all of the above requirements and recommended changes in the constitution, the ASBSU Judiciary will grant official recognition to the organization (see Getting Organized manual available in the Student Activities Office for definition of official recognition).

### Constitutional Requirements

There are at least nine (9) 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. This organization shall be subject to the regulations and policies of Boise State University, the Constitution of the Associated Students of Boise State University and all local state and federal laws. Boise State University policies and procedures and the ASBSU Constitution shall take precedence over the constitution of a regional/national organization.
  - c. Affiliation with a community, state, regional or national organization (if applicable).
3. **Nondiscrimination Statement.** It is the policy of the University to oppose and prevent discrimination on the basis of race, color, religion, sex national origin, age or handicap (sex: excludes organizations which have been determined exempt according to federal law). The University requires

each organization to include a nondiscriminatory statement in their BSU constitution . The University also requires each organization to submit a copy of the charter, constitution, and bylaws of the parent organization where applicable. This is necessary to determine whether discrimination for the aforementioned reasons is encouraged on any level.

4. **Membership.** At least fifty-one percent (51%) of the total membership must be full fee paying Boise State University students, and reflect minimum University academic requirements. **Voter eligibility:** all voting members must be full fee paying University students.
5. **Officers.** How these officials are selected and replaced, the qualifications for office and officer duties. Method of electing officers, specific time of elections, type of vote, term limits and methods for filling vacancies. All officers must be at least full fee paying students at Boise State University.
6. **Advisor.** The organization is required to have an advisor. The organization is encouraged to use BSU faculty and staff. Explain the duties and role of the advisor within the organization and the University.
7. **Removal of Officers and Members.** Process for providing adequate notice of charges, opportunity for a fair hearing and the right of appeal.
8. **Sources of Financial Support.**
9. **Constitutional Revision.** Any changes in a group's constitution require the approval of the ASBSU Judiciary. The steps for approval are the same as those for new organizations.

### D. Temporary Recognition Status

1. Temporary recognition status is assigned to new organizations for a maximum of two (2) months for the purpose of organizing as a recognized group, recruiting members, developing a University affiliated constitution, and holding elections.
2. The following are limited organization privileges extended to temporary organizations:
  - Use of rooms in the Student Union for organizational meetings;
  - Use of the Poster Distribution System and other campus publicity services for promoting your organization;
  - Fund raising limited to the collection of dues from members in order to establish an organizational treasury.

### E. Maintaining Recognition Status

The privileges of Official Recognition Status will continue when organizations fulfill all of the following conditions:

1. *Complete an Organization Officer card within four (4) weeks at the beginning of each fall semester and within ten days of any election;*
  2. At least one student officer for the organization attends the student organization information meetings scheduled each fall semester;
  3. Collect mail at least once a week from the organization's mailbox in the Student Activities Office;
  4. Abide by the organization's constitution and stated purpose;
  5. When requested to do so by the ASBSU Judiciary, the organization must amend its constitution to reflect current Boise State University policies and local, state and federal laws.
  6. When the constitution is revised, submit three (3) revised constitutions to the Student Activities secretary for review and approval by the ASBSU Judiciary.
  7. Abide by Boise State University policies, and local, state and federal laws.
- d. Failure to have a representative attend the mandatory Getting Organized meeting held during each fall semester;
  - e. Failure to regularly pick up mail from the organization's Student Activities mailbox during the academic year.
  - f. Failure to comply with ASBSU Judiciary's written request to amend the organization's constitution within a reasonable amount of time.
2. Either the Vice President for Student Affairs or the ASBSU Judiciary may withdraw a group's official recognition whenever the above conditions occur or the rules and policies of the ASBSU and/or the University are violated.
  3. 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.

#### **F. 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.

#### **G. Withdrawal of Recognition**

1. The process of withdrawing a group's official recognition begins when it has ceased to function as evidenced by any of the following:
  - a. Notice of dissolution from officer and/or advisor;
  - b. Failure to hold any meetings over a twelve-month period;
  - c. Failure to submit a current roster of officers within four weeks of the beginning of each fall semester or within ten days of an election;

#### **H. 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.

##### **Scheduling 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.

### **Eligibility Requirements for Extracurricular Activities**

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, the Student Policy Board requires that:

1. In order to represent the University or a recognized student organization in any extracurricular activity of an intercollegiate nature such as debates;

regional or national student, fraternal or organizational conferences; competitions, workshops, clinics, cheerleader or beauty contests, etc., a student must:

- a. Be currently enrolled as a student;
  - b. Not be disqualified or suspended from the University; and
  - c. Meet the standards (academic, enrollment, behavior) of the University organization being represented.
2. The minimum standards for the selection and continuation of individuals as officers, or appointed officials of student, organizations or the Associated Students of Boise State University are:
    - a. Maintenance of a cumulative GPA of 2.00 or better; and
    - b. Enrollment as a full-fee paying student by the tenth day of each semester and continuation as a full-fee paying student through the academic term. In periods between Fall and Spring and between Spring and Fall semesters, a student is still eligible to continue in her/his position as long as s/he met the requirements in the previous semester and is intending to continue as a full-fee paying student the following semester.

The Student Policy Board encourages ASBSU and other student organizations to set additional standards that they deem necessary and beneficial to that organization.

The Student Policy Board feels that the duty of relieving a student from the position s/he holds because of lack of compliance with the aforementioned requirements is the responsibility of the appointment official(s) of that organization.

# OTHER UNIVERSITY POLICIES

## UNLAWFUL CONDUCT OR INTERFERENCE ON UNIVERSITY PROPERTY

Reference: Idaho Code, Section 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.

## MAINTAINING ORDER

Reference: BSU Policy 4104-B.

I. **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 s/he 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, s/he 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 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.

## SPEAKER'S POLICY

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

C. The determination of whether an infected student should be able to attend class, remain in University residence 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.

## **SEXUAL HARASSMENT**

The University has the responsibility to maintain an harassment free environment. Any student who believes that s/he has been sexually harassed (defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature) or harassed because of his/her gender by any BSU student, staff or faculty, has the right to file a grievance with the Affirmative Action Committee. To lodge a complaint of sexual or gender harassment contact the Affirmative Action Office.

## **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 s/he 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 service in an unrestricted manner.

## **ALCOHOL AND DRUG POLICIES**

Boise State University wishes to encourage a chemically healthy environment for its students, guests and employees. To this end, the University: (1) developed policies and procedures regarding a drug-free work place; (2) promotes education and training programs, both internally and externally, regarding alcohol and drug use/abuse; (3) implemented an Employee Assistance Program; (4) provides wellness programs and activities for employees and students; and (5) participates in numerous community support and resource base programs.

In the interest of the personal health and safety of the campus community, Boise State University will not condone or ignore alcohol or drug abuse. Further, the illegal manufacture, distribution, dispensation or possession of a controlled substance on University owned or controlled property will not be tolerated.

Boise State University will assist members of the campus community who are experiencing problems with alcohol or drugs in making informed decisions about appropriate use as well as the adverse consequences of alcohol or drug abuse on one's health and behavior.

Boise State University prohibits illegal possession, consumption, manufacture, and distribution of alcohol and drugs by students in college or university owned, leased or operated facilities and on campus grounds. Any individual who violates the policies stated in the Code of Conduct in the Student Handbook may be subject to any or all of the following: expulsion, suspension, conduct probation, censure, restitution/compensation.

Any questions regarding these policies and/or requests for assistance should be directed to:

Vice President for Student Affairs - Administration Building 210 (385-1418)

Health Promotions Director, Human Performance/Wellness Alliance -Old Gym (385-3364)

The Counseling Center for information and referrals - Sixth floor of the Education Building (385-1601).

## **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 Union and Activities.
  - 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 Union and Activities 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 Union and Activities.

- 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 merchandising 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 Union and Activities in the Student Union.

## **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 proselytizer, charity and 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. An agent may visit or conduct business with a specific student only when invited or requested by that student.

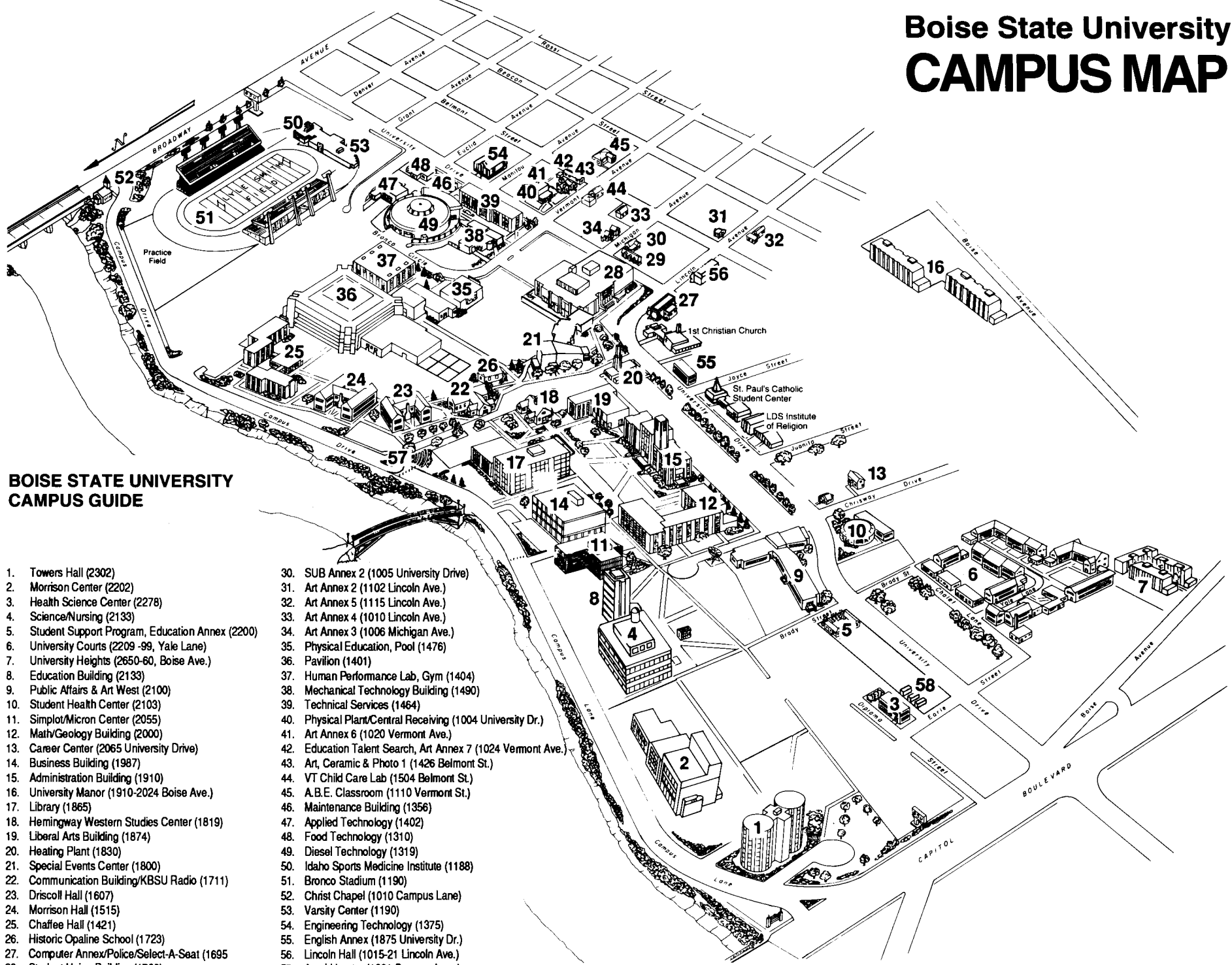
- c. Sales representatives may use certain restricted facilities in the Student Union with the express written consent of the Director of Student Union and Activities. They are also encouraged to advertise in the recognized student newspaper.

### **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.

**memo:**

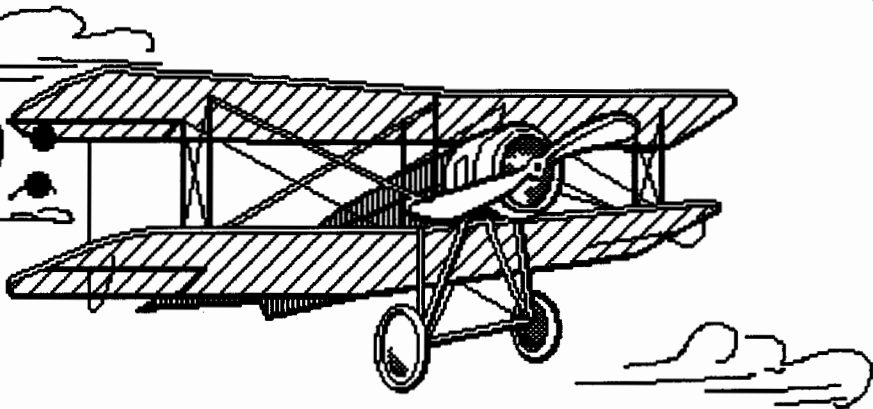
# Boise State University CAMPUS MAP



## BOISE STATE UNIVERSITY CAMPUS GUIDE

1. Towers Hall (2302)
2. Morrison Center (2202)
3. Health Science Center (2278)
4. Science/Nursing (2133)
5. Student Support Program, Education Annex (2200)
6. University Courts (2209-99, Yale Lane)
7. University Heights (2650-60, Boise Ave.)
8. Education Building (2133)
9. Public Affairs & Art West (2100)
10. Student Health Center (2103)
11. Simplot/Micron Center (2055)
12. Math/Geology Building (2000)
13. Career Center (2065 University Drive)
14. Business Building (1987)
15. Administration Building (1910)
16. University Manor (1910-2024 Boise Ave.)
17. Library (1865)
18. Hemingway Western Studies Center (1819)
19. Liberal Arts Building (1874)
20. Heating Plant (1830)
21. Special Events Center (1800)
22. Communication Building/KBSU Radio (1711)
23. Driscoll Hall (1607)
24. Morrison Hall (1515)
25. Chaffee Hall (1421)
26. Historic Opaline School (1723)
27. Computer Annex/Police/Select-A-Seat (1695)
28. Student Union Building (1700)
29. SUB Annex 1, University News (1605 University Dr.)
30. SUB Annex 2 (1005 University Drive)
31. Art Annex 2 (1102 Lincoln Ave.)
32. Art Annex 5 (1115 Lincoln Ave.)
33. Art Annex 4 (1010 Lincoln Ave.)
34. Art Annex 3 (1006 Michigan Ave.)
35. Physical Education, Pool (1476)
36. Pavilion (1401)
37. Human Performance Lab, Gym (1404)
38. Mechanical Technology Building (1490)
39. Technical Services (1464)
40. Physical Plant/Central Receiving (1004 University Dr.)
41. Art Annex 6 (1020 Vermont Ave.)
42. Education Talent Search, Art Annex 7 (1024 Vermont Ave.)
43. Art, Ceramic & Photo 1 (1426 Belmont St.)
44. VT Child Care Lab (1504 Belmont St.)
45. A.B.E. Classroom (1110 Vermont St.)
46. Maintenance Building (1356)
47. Applied Technology (1402)
48. Food Technology (1310)
49. Diesel Technology (1319)
50. Idaho Sports Medicine Institute (1188)
51. Bronco Stadium (1190)
52. Christ Chapel (1010 Campus Lane)
53. Varsity Center (1190)
54. Engineering Technology (1375)
55. English Annex (1875 University Dr.)
56. Lincoln Hall (1015-21 Lincoln Ave.)
57. Amphitheater (1801 Campus Lane)
58. Modular Classrooms (Numbers 1, 2 & 3)

memo:



A series of horizontal lines for writing, consisting of 14 lines spaced evenly down the page.

**Study! Study!  
Study!**



**Study! Study!  
Study!**

