

BOISE STATE UNIVERSITY

STUDENT

H A N D B O O K



1994-95

STUDENT HANDBOOK

CATALYST



1994 - 95

Student Handbook Editorial Staff

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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 #
PRESIDENT Dr. Charles P. Ruch (B-307)	1491
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS Dr. Daryl E. Jones (B-307)	1202
ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS Dr. Carol Martin (B-307)	4421
VICE PRESIDENT FOR FINANCE AND ADMINISTRATION Mr. Harry E. Neel, Jr. (A-208)	1200
VICE PRESIDENT FOR STUDENT AFFAIRS Dr. David S. Taylor (A-210)	1418
ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS Mr. Richard Rapp	1747

ACADEMIC DEANS

COLLEGE OF ARTS AND SCIENCES Dr. Phillip M. Eastman, Interim (SN-100)	1415
COLLEGE OF BUSINESS Dr. William N. Ruud (B-310)	1125
COLLEGE OF EDUCATION Dr. Robert D. Barr (E-704)	1134
COLLEGE OF HEALTH SCIENCES Dr. Eldon Edmundson (H-101)	1678
COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS Vacant	3776
COLLEGE OF TECHNOLOGY Mr. Thomas L. MacGregor (ET-101)	1508
GRADUATE COLLEGE Dr. Kenneth Hollenbaugh (MG-140)	3647

ACADEMIC DEPARTMENTS

	Phone #
COLLEGE OF ARTS AND SCIENCES	1414
Art (LA-252)	1230
Biology (SN-223)	3262
Chemistry (SN-315)	3963
English (LA-228)	1246
Geosciences (MG-235)	1631
Mathematics (MG-235)	1172
Modern Languages (E-528)	3956
Music (MC-C100)	1596/3980
Philosophy (1015 Lincoln)	3304
Physics (SN-318)	3775
Theatre Arts (MC-C100)	1596
COLLEGE OF BUSINESS	1125
Accounting (B-214)	3461
Computer Information Systems/Production Management (B-308)	1181
Economics (B-311)	3351
Management (B-313)	1313
Marketing and Finance (B-306)	3356
Advising	
Student Services Center (B-117)	3859
Special Project Centers	
Center for Economic Education (E-228)	1193
Center for Management Development (B-305)	3861
Idaho Business and Economic Development Center (1021 Manitou)	3857
Idaho Economic Development Center (1021 Manitou)	3689/3767
Idaho Small Business Development Center (1021 Manitou)	3875
COLLEGE OF EDUCATION	1134
Counseling and Testing Center (E-605)	1601
Educational Foundations, Technology and Secondary Education (E-202)	1672
Elementary Education and Specialized Studies (E-204)	3602
Health, Physical Education and Recreation (G-209)	4270
COLLEGE OF HEALTH SCIENCES	1678
Health Studies (ET-338)	3929
Health Information Management Program (H217)	1130
Preprofessional Studies (ET-333)	3832
Nursing (SN-107)	3907
Advising	3790
Radiologic Sciences (HC-114)	1996
Respiratory Therapy (G-108)	3383

ACADEMIC DEPARTMENTS

COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS	3776
Anthropology (HWSC-51)	3023
Communication (C-100)	3320
Criminal Justice (L-216)	3407
History (L-247)	1255
Masters of Public Affairs Program (PAAW-127)	1476
Military Science (PV-2016)	3500
Political Science (PAAW-127)	1458
Psychology (E-629)	1207
Social Work (E-716)	1568
Sociology (101 Lincoln Hall)	3406
COLLEGE OF TECHNOLOGY	1508
Academic Skills Development (TS215)	3084
Adult Learning Center (AT250)	1645/3681
Center For New Directions (1013 Euclid)	3126
Management Information Services (ET309)	4089
Student Services (TS114)	1431
School of Applied Technology	
Business Programs Division (TS111a)	3968
Canyon County Center (2407 Caldwell Blvd, Nampa, ID 83651)	4701
Employability Training Programs (TS115)	3353
Health & Services Division (TS109)	3968
Industrial/Mechanical Division (TS109)	3968
Outreach Division (TS103)	1974
School of Engineering Technology	
Construction Management/Engineering (ET240)	1319
Instructional Performance Technology (ET301a)	1312
Industrial Technology Division (ET301c)	4049
University of Idaho Engineering at Boise (ET201)	1309
GRADUATE COLLEGE	3647
Graduate Admissions (MG-141)	3903/1337

STUDENT SERVICES

Academic Advising Center (MG-105)	3664
Admissions Department (A-101)	1156
Affirmative Action Office (A-215B)	1979
Alternate Mobility Seekers [AMAS] (G-101)	1951
Arbiter [Student Newspaper] (1603 1/2 University)	345-8204
Associated Student Body Government [ASBSU] (SUB)	1440
Attorney [ASBSU Lawyer] (SUB)	1440
Bookstore (SUB)	1559
Boise State Switchboard (A-54)	0
Campus Police (Data Center Annex)	1453
Campus Safety (2240 University Drive)	1681
Cashier (A-211)	1212
Child Care Center (Pavilion-Gate #1)	3979
College of Technology Student Services (TS-114)	1431
Computer Laboratory (E-417)	1435
Continuing Education, Summer, Evening Programs (L-247)	3706
Counseling & Testing Center (E-605)	1601
Disabled Student Services (A-114)	1583
Employment, Student (A-118)	1745
English Department Writing Laboratory (LA-220)	1298
Financial Aid (A-117)	1664
Health Insurance Representative, Student (A-211)	4063
Health Services, Student (2103 University Dr)	1459
Honors Program (C-210)	1208
Intramurals/Recreation (PV-1510)	1131
Library-General Information	1204
Minority Assistance Services(A-114)	1583
New Student Information Center (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 Centers (E-116 and SUB-105)	1351/3130
Reading Education Center [Study Skills] (E-506)	1672
Registrar (A-102 through 112)	4249
Residence Halls	
J.B. Barnes Towers	3201
Chaffee Hall	1258
Driscoll Hall	1502
Morrison Hall	1978
Residential Life (A-214)	3986
Student Special Services (A-114)	1583
Student Union, Information	1448
Tutorial Services (A-114)	3794
Varsity Center Ticket Office	1285
Veterans Affairs (A-111)	3744
Veterans Clerk (A-111)	1505

DATES TO REMEMBER CALENDAR

FALL SEMESTER 1994

CLASSES BEGIN	Monday, Aug. 29
Last Day to Register or to Add Classes Without Instructor's Consent	Friday, Sept. 2
HOLIDAY (Labor Day)	Monday, Sept. 5
Last Day for a Refund for a Complete Withdrawal from Classes and to Apply for Student Health Insurance Refund	Monday, Sept. 12
Mid-Term Examination Week	Monday-Friday, Oct. 10-14
Last Day to Make Class Changes	Friday, Nov. 4
Last Day to Withdraw from the University	Friday, Nov. 4
Registration for Spring Semester, 1995, for Continuing Students	Monday-Friday, Nov. 7 - 29
HOLIDAY (Thanksgiving)	Thursday-Sunday, Nov. 24 -27
Reading and Preparation Day	Wednesday, Dec. 14
FINAL EXAMS - See Fall "Directory of Classes"	Thursday-Friday, Dec. 15-16 Monday -Tuesday, Dec. 19-20

SPRING SEMESTER 1995

HOLIDAY - Martin Luther King Jr./Idaho Human Rights Day	Monday, Jan. 16
CLASSES BEGIN	Tuesday, Jan. 17
Last Day to Register or to Add Classes Without Instructor's Consent	Monday, Jan. 23
Last Day for Refund for a Complete Withdrawal from Classes and to Apply for Student Health Insurance Refund	Monday, Jan. 30
Last Day to File Financial Aid Form for 1995-96 Need-Based Scholarships	Wednesday, Feb. 1
HOLIDAY (President's Day)	Monday, Feb. 20
Last Day to File BSU Scholarship Application for Merit and Need-Based Scholarships	Wednesday, Mar. 1
Mid-Term Examination Week	Monday-Friday, Mar. 6 - 10
Last Day to Make Class Changes	Friday, March 24
Last Day for Complete Withdrawal	Friday, March 24
HOLIDAY - Spring Vacation	Monday-Sunday, March 27 - April 2
Registration for Summer & Fall, 1995, for Continuing Students	Monday-Friday, April 5 - 28
FINAL EXAMS-See the Spring "Directory of Classes"	Monday-Friday, May 8 - 12
Commencement - PAVILION, 2:00 P.M	Sunday, May 14

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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 211, Admin. Bldg., 385-4063. The ASBSU representative is located in the Student Union Building, 385-3863.

On-Campus Paycheck - Go to - Cashier, Room 211, Admin. Bldg., 385-1212.

Part-time Jobs, Work Study - Go to - Student Employment, Room 118 Admin. Bldg., 385-1745.

Room and Board Payments - Go to - Housing Cashier, Room 213, 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 111, Admin. Bldg., 385-3744.

ACADEMIC CONCERNS

Academic Advising or Changing Your Advisor - Go to-the department of your major for assignment or reassignment of an advisor. For more information about academic advising, see page 46.

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 - Registrar's Office, Room 102, 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's Office, Room 110, Admin. Bldg., 385-3486; Night students check with Continuing Education, Room 247, Library, 385-1709. Technical Students-Go to- College of Technology Student Services, Room 114, Technical Services Building, 385-1431.

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, 385-3583.

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

STUDENT SERVICES

Career Employment for Graduating Seniors - Go to - Career Center, 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 SIGI PLUS) - Go to - Career Center, 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, TDD Telephone - Go to - Student Special Services, Room 114, Admin. Bldg., TDD 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 111, Admin. Bldg., 385-3744.

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: Organización de Estudiantes Latino-Americanos ((OELA), Organization of Students of African Descent (OSAD), Native American Student Association (NASA) - Go to - Student Special Services, Room 114, Admin. Bldg., 385-1583.

Outdoor Adventure Program For Physically Disabled (AMAS) - Go to - Room 101A Gymnasium, 385-3030.

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 Ticket Office, 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, 385-3874.

PERSONAL MATTERS

Discrimination - Go to - Affirmative Action Director, Room 215, Administration Building, 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, Administration Building, 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 215, Administration Building, 385-1979.

MISCELLANEOUS

Idaho Residency Requirements Information - Go to - Vice President For Finance and Administration, Room 208, Administration Bldg., 385-1200.

Lost and Found - Go to - Information Desk, First Floor, SUB, 385-1448.

Parking Tickets or Information about Parking Requirements - Go to - Parking Services, 2240 University Drive, 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 114, Technical Services Bldg., 385-1431.

Questions about Cooperative Vocational Education Training - Go to - Division Manager's Office, Room 109, Technical Services Bldg., 385-3968.

Questions about Employability Training Programs - Go to - Room 115, Technical Services Bldg., 385-3353.

Older Workers' Employment Program - Go to - Room 115, Technical Services Bldg., 385-1392.

BOISE STATE UNIVERSITY

1994-95 SCHEDULE OF FEES

EFFECTIVE FALL 1994, SPRING 1995 and Summer 1995

	FULL TIME UNDERGRAD	FULL TIME GRAD	PART TIME U.GRAD	PART TIME GRAD	SUMMER 1995 U.GRAD	SUMMER 1995 GRAD
Associated Student Body	\$15.00	\$15.00	\$	\$	\$	\$
Student Program Board	6.00	6.00	.50	.50	.50	.50
BSU 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	.75	.75
Intercollegiate Athletics	48.00	48.00				
Student Health Insurance	148.00*	148.00*				
Health Center	25.00	25.00			1.00	1.00
Alumni Activities	2.50	2.50				
Scholarship 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	134.00	134.00	13.40	13.40	13.40	13.40
General Building Fee	99.00	99.00	9.00	9.00	9.00	9.00
Capital Expenditure Reserve	5.00	5.00				
Computer Fee	13.00	13.00	1.50	1.50	1.50	1.50
Matriculation Fee	414.50	414.50				
Part-Time Fee			56.85	56.85	56.85	56.85
Graduate Fee		216.00		22.00		22.00
Total General Fees-Resident	\$938.00	\$1,154.00	\$82.00	\$104.00	\$84.00	\$106.00

Non-Resident Tuition

Spring Semester 1992 Students (1)	\$1,518.00	\$1,518.00
Spring Semester 1994 Students (2)	\$1,830.00	\$1,830.00
New Students (3)	\$2,093.00	\$2,093.00

Western Undergraduate Exchange Fee \$395.00 \$395.00

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

(2) Applies to continuing non-resident students enrolled as full-time students for Spring Semester 1994.

(3) Applies to all new non-resident students.

FALL & SPRING SEMESTER:

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

SUMMER:

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

Non-resident tuition and Western Undergraduate Exchange fees are in addition to total resident fees.

CANYON COUNTY CENTER TECHNICAL PROGRAMS

Fees: Matriculation - \$428.00; Health - \$148.00; Maintenance - \$104.00; Total = \$680.00 For more information concerning Canyon County fees call 385-1431.

REFUNDABLE UPON INDIVIDUAL APPLICATION THROUGH THE 10th DAY OF CLASSES

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

TUITION AND FEES POLICIES

TUITION AND FEES

All of the fees, tuition and other charges are due and payable for registered students by the deadlines established prior to the beginning of each semester in the Academic Calendar. Students who register after the fee payment deadline are required to pay within 48 hours of registering. Special fees and overload fees are due and payable at the time registration fees are paid.

REFUND POLICY

When a regularly enrolled student drops or withdraws from Boise State University, a refund of registration charges including non-resident fees will be on the following basis:

Before classes begin 100%

During first ten days of classes 100% less a \$10.00 processing fee

After the 10th day of class **NO REFUND**

Special fees are not refundable after the first day of classes. Overload fees are not refundable. Private music lessons are refunded only during the first week of class.

This policy also pertains to part-time students, including special evening classes. No special consideration is given to late registrants in extending the refund policy. The university reserves the right to deduct from the refund any outstanding financial obligations a student may owe. Upon completion of the drop or withdrawal process, a refund check will be prepared and issued in approximately three weeks from the date of the drop or withdrawal.

Refunds are based on the date of the drop or withdrawal, not from the date of last attendance of class.

Students who drop or withdraw during the refund period and have used financial aid funds to pay all or part of registration fees, tuition or room and board costs will be refunded based on a financial aid repayment formula.



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 211, 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 paying 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. Located at 2240 University Drive.

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

Please refer to current parking brochure.

CAMPUS HOUSING PARKING

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

ACCESSIBLE PARKING

Students, staff and faculty with physical disabilities may obtain an Accessible Parking permit by presenting a written request from their physician to the Office of Student Special Services, Room 114, Administration Building.

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 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 and 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.

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**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 of the Administration Building and ask for David 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 Room 107. 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 entry, Student Union - 385-1820

The New Student Information Center provides information and coordinates activities for prospective students, whether new freshmen or

transfers, high school age or "nontraditional" adults or minority students. Contact NSIC regarding admissions counseling, campus visits and special programs, such as BSU Preview programs, hosted throughout the state each spring, and New Student Orientation, held on campus at the beginning of each fall and spring semester.

Technical Program students should go to the College of Technology Student Services, Room TS114.

ADMISSIONS STAFF

Stephen Spafford, Dean, A105

Gertrude Arnold, Associate Dean of Admissions
and Director of Admissions Counseling,
New Student Information Center, SUB

Mark Wheeler, Assistant to the Dean, A107

Julie Underwood, Assistant Director
Admissions Counseling, NSIC

Brenda Ross, Foreign Student Services Coordinator, A107

Charla Dunn, Undergraduate Admissions Suprv, A101

Maricruz Lenhart, Minority Student Admissions
Counselor, NSIC

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 Free Application for Federal Student Assistance (FAFSA). 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 any person or agency.

Eligibility

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 follows:

1. Full-time freshmen will be required to complete 18 new credits their first year at BSU.
2. All other full-time students will be required to complete 24 new credits per year.
3. All half-time students (enrolled in 6-11 credit hours) will be required to complete the equivalent of 6 new credits per semester.
4. Quarter-time students (enrolled in 1-5 credit hours) must complete 100% of the credits enrolled in at the end of the 10th day of the semester.
5. "F" grades, repeated "C" and "D" grades, incompletes, individual course withdrawals and complete withdrawals after the 10th day of classes count as credits attempted but not completed.
6. New credits refer to classes taken for credit for the first time. They may be graded, pass/fail or improved "F" grades. Courses repeated to improve "C" and "D" grades do not qualify as new credits as they have already been counted in credit totals. They should be taken in addition to the minimum credits required each term.
7. Remedial courses (E-010, etc.) will be counted as hours attempted; as hours completed if a passing grade is received.
8. To qualify for financial aid, students must be enrolled at least half time (Undergraduates in 6 credits per semester; graduate students in 5).
9. Credit shortages may be made up by enrolling in 7-11 new credits per semester as a half-time student, or 13 or more as a full-time student. All credits in addition to the minimum requirements are applied to the shortage.

Maximum Time Frame Allowed for Completion of Degree

<u>Degree/Certificate</u>	<u>Full-time</u>	<u>Part-time</u>
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.

Limited Financial Aid Status

The following students will be granted limited 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; or
3. Students with shortages of six or fewer credits.

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

1. Students who transfer to this University with a probationary GPA; or
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 EMPLOYMENT

385-1745

Located in Room 118 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.

Students interested in employment are encouraged to pick up "A Guide to Student Employment" available in the Student Employment office.

FINANCIAL AID AND STUDENT EMPLOYMENT STAFF

Lois Kelly, Director
Rita Shelley, Associate Director
Barbara Alm, Counselor
Francie Katsilometes, Counselor
Margaret Matjeka, Counselor
Chris Woodward, Counselor
Kathy Gibson, Loan Coordinator
Sue Graff, Progress Coordinator
Randy Smith, Employment Specialist
Roxanne Gunner, Employment Specialist

REGISTRAR

385-3486

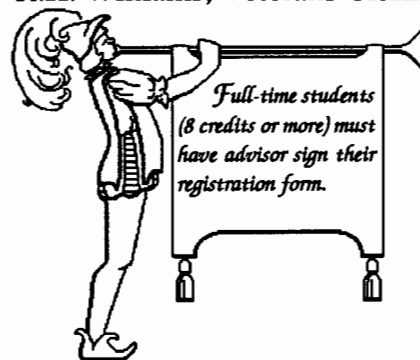
The Registrar's Office staff can answer questions you have about your Boise State University transcript and about credits earned or transferred from other colleges. They can answer questions concerning your cumulative academic record and help if you wish to obtain a copy of your University transcript 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.

Applied Technology students should go to the College of Technology Student Services Center, Room TS114.

REGISTRAR'S STAFF

Susanna Yunker, Registrar
James Watson, Associate Registrar/Director SIS
Debra Christensen, Assistant to the Registrar
Debbie Afoa, DP Production Services Coordinator
Diane Applegate, Administrative Secretary
Kim Asbury, Registration Coordinator
Diane Carico, Assistant to the Associate Registrar
Janice Gropp, Transcript Supervisor
Ann Lindley, Recorder
Sarah Saras, Chief Evaluator
R.K. Williams, Veterans Clerk



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 four residence halls, serving over 750 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.

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, 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 social 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 four complexes with approximately 220 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 application fee 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 tenants must be enrolled as full-time students 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 comes 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).

STUDENT RESIDENTIAL LIFE STAFF

Dr. Richard McKinnon, Director
David Boerl, Assistant Director
for Business and Operations
Craig Thompson, Assistant Director for Residence
Life and Coordinator, Conference Housing

ACADEMIC ADVISING CENTER

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 105 of the Math/Geology Building and is open Monday - Friday, 8:00 a.m. to 5:00 p.m.

Wednesday evening appointments are available upon request.

ACADEMIC ADVISING CENTER STAFF

Cindy Smith
Coordinator

Kimber Shaw
Academic Advisor

Jewell Haskins
Senior Secretary

Staff also includes Peer Advisors

PETERSON-PRECO LEARNING CENTER (PPLC)

The Peterson-Preco Learning Center (PPLC) is part of the Boise State Athletic Department's Academic Support Program. The PPLC is open to all students, athletes and non-athletes. Many of the University's tutorial programs are held in the PPLC. The PPLC also has a new computer lab that is open to all students during regular school hours. For questions call Dan Pavel, 385-3077.

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 Student Special Services 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. Technical Program students must clear with the College of Technology Student Services in Room TS-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 in Room 243 in the Math/Geology Building. The Writing Center, in Room 220 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 attend 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 Student Special Services 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 (TDD)

Information and orientation sessions, assistance with registration, interpreters, note takers and tutorial assistance are some of the services provided by Student Special Services for disabled students. The Special Services Coordinator also authorizes accessible parking permits for students with limited mobility.

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

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

Child Care Center - 385-3979

Child care services are provided for 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, faculty and staff are eligible for enrollment. They must be toilet trained and between 2 1/2 and kindergarten age. The number of faculty and staff children admitted is approximately ten percent (10%) of the total enrollment. The Center is licensed by the City of Boise to serve sixty (60) children.

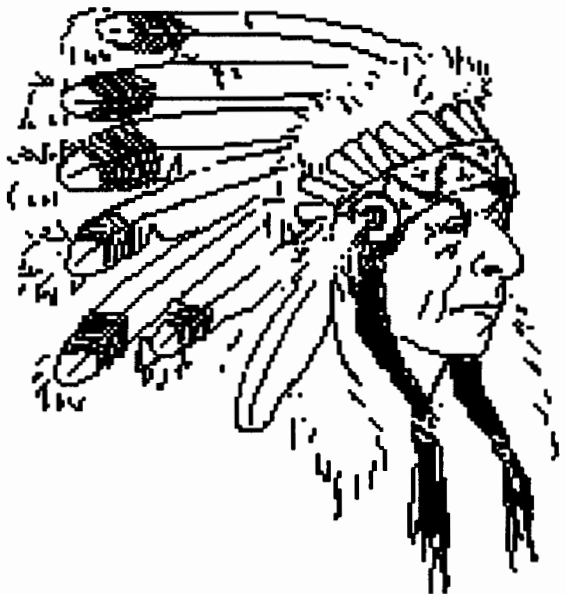
The Center is accredited by NAEYC and provides an educational development program for the total child with a staff of Professional Early Childhood Educators. Students from a number of academic and vocational departments carry out field placements and class observations during the academic year.

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.

Multicultural Affairs - 385-1583 (SUB Annex II)

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 minority retention and assists in developing additional services.

The office assists minority, disadvantaged and "at risk" students in their academic efforts and also provides limited support to various multi-ethnic organizations that serve the needs of students and therefore assist in the retention of these specified student populations. The primary objective is to provide opportunities for interaction between the student organizations, the campus and the community and to promote awareness, understanding and cooperation between students, faculty, staff, administration and the community. Resources such as multi-ethnic, multicultural, differently abled panels and videos are examples of means to promote awareness. The office also provides programming for the Multi-Ethnic Center.



Nontraditional Students • 385-1583

Support services are provided on an individual or group basis to assist adult students in the transition of returning to school. Our nontraditional student assistant will address your concerns about a variety of issues from how to apply for admission to class selection, test anxiety, stress management and personal problems that may affect your success in school. A weekly support group is available as well as a mentoring program. A free monthly newsletter concerning these topics is available upon request. Referrals are made to campus and/or community organizations and agencies.

Veterans Affairs - 385-1679

Our staff of veteran-student counselors is 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 Coordinator in the Administration Building Room 111, Counseling Center or other assisting agencies.

Women's Center - 385-4259 (SUB Annex II)

The Center offers educational programming about women's contributions, achievements, concerns and potential in addition to providing resources and services designed to enhance the quality of student life and promote academic success. It is a safe and supportive place to meet, study or relax.

The utmost care is given to ensure that the programs and services of the Center are accessible to all who need them. While they are designed primarily to address the needs of women students, they are open to all students as well as other members of the University and community. The Center is a "point of entry" where concerns of BSU women can be handled directly or referred to the appropriate University office or community agency.

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, Senior Secretary

Pam De Loyola, Receptionist/Interviewer

R.K. Williams, Veterans Affairs Coordinator

Student Assistants to the Dean

Dave Matte, Publications

Barbara Wright, Nontraditional Students

Joe Loa, Minority/At Risk Coordinator

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

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 are generally scheduled for 50 minutes with a six-session limit.

COUNSELING CENTER STAFF

Dr. James Nicholson, Director
& Counseling Psychologist

Dr. Richard Downs, Counseling Psychologist

Dr. Anne Marie Nelson, Counseling Psychologist

Ms. Sue Saldin, Counselor, M.Ed.

Ms. Carol Pangburn, Counselor, M. Ed.

Ms. Chris Morse, Counselor, M.A.

CAREER CENTER

385-1747

Career information, advising, planning and employment opportunities for all students and alumni can be obtained in the Career Center, 2065 University Drive. Students are invited to use 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 from 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).

The Career Center also assists graduating students and alumni by providing information about job-hunting techniques and employment opportunities.

Graduating students are encouraged to establish a file with the office early in their final year. This 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 campus and maintains listings of job openings.

CAREER CENTER STAFF

Richard Rapp, Director
Counselor, Vacant

Carol Hines, Placement Coordinator

Sherry Hederer, Receptionist

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. Medications in stock at the clinic are provided at no additional charge

6. Minor surgery: removal of warts, cysts, 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
1 registered nurse
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

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 1,843,000 items selected by librarians and teaching faculty in support of University education programs. Materials include:

416,000 volumes
4,700 periodicals and other serials
57 newspapers
153,700 government publications
1,090,200 microform pieces
123,900 maps
56,200 phonodiscs, cassettes and other A-V item

The basic collection of books is located on the third and fourth floors of the Library Building. During renovation the various parts of the book collection will be shifted several times. By Spring 1995 books and bound periodicals will be in their permanent locations on the 2nd, 3rd and 4th floors.

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 carrels, large tables and lounge seating. There are also small study rooms available for small group use. Students are requested to respect the rights of colleagues by helping maintain a quiet study atmosphere in the Library.

Please remember that you must have your Student I.D. Card in order to check out Library material.

FIRST FLOOR

Catalyst

The online computer catalog index to the Library's collections. Through catalyst 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 bibliographies, periodical indexes, 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.

Periodicals

Periodicals, loose issues and bound volumes, are at present divided between the Current Periodical Room, 1st Floor, and the future McCain Reading Room, 2nd Floor. Ask at any service counter for help in locating the particular title you need. After renovation has been completed (Spring 1995), current issues will be arranged alphabetically by title in the Current Periodical Room. Bound volumes of periodicals, presently being assigned classification numbers, will be integrated with the general book collection.

Circulation Desk, 385-1204

The place where books are checked out 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.

Microforms, 385-1263

The Library collection of general microforms is located on the first floor. Help in using microform equipment may be requested in the Microform work room.

Government Publications and Maps, 385-3559

Includes a large collection of federal, state and local publications on a broad range of topics. The library map collection is world wide in scope, with emphasis on Idaho and the Northwest. The Library is a depository for U.S., Idaho and Canadian documents.

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.

PLEASE NOTE: FOOD AND DRINK ARE NOT PERMITTED IN THE LIBRARY.

There is a vending room where snacks and beverages may be purchased and consumed. The vending room is located off the entrance vestibule.

Pay telephones: vending room.

Campus telephone: next to information center across from circulation.

Special Note: During 1994 the Library will be in the midst of a building addition and a complete renovation. During the renovation phases, collections and services will be moved two or three times. Library users are urged to be both patient and persistent.

Special Collections, 385-1736

Includes rare books, the Idaho collection, the University archives, photographs and manuscript collections.

LIBRARY HOURS

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 7:00 p.m.
Saturday	7:30 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 10:00 p.m.

Special Collections

Monday - Friday 8:00 a.m. - 5:00 p.m.

Special Collections is Closed on weekends, between semesters and on most University holidays.

There is a reduced schedule of hours during summer school.

STUDENT UNION & ACTIVITIES

385-1448

The 200,000 sq. ft. Student Union facility, located at 1700 University Drive, open 362 days of the year, celebrates over 50 years of serving students as the “living room” of BSU. More than 8,000 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 130 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, deli 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 130 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 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 9:00 p.m.; Sa, 7:30 a.m. to 5:00 p.m.; SU, 11:00 a.m. to 8:00 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, Taco Bell, KFC, Lavincita fresh pasta, specialty foods, fresh pastries.
- **Table Rock Café** - M - F, 7:00 a.m. to 7:00 p.m.; Sa - Su, 10:00 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 Residence 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 2:00 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 - Th, 7:45 a.m. to 9:00 p.m.; F-Sa, 7:45 a.m. - 10:00 p.m.; 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 - 385-1108

M - Saturday, 10:00 a.m. to 6:00 p.m.; Sunday, 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 - 385-4171

M - F, 8:00 a.m. to 6:30 p.m.; Saturday, 9:00 a.m. - 2:00 p.m.; Sunday, Closed. 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 - Th, 9:00 a.m. to Midnight; F, 9:00 a.m. to 1:00 a.m.; Sa, 12 Noon to 1:00 a.m.; 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, in-line skating, whitewater rafts, tents, camping accessories, basketballs, footballs and volleyball and softball sets. The ORC also has 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.

Uniglobe V.I.P. Travel - 338-7499

M-F, 9:00 a.m. to 5:00 p.m. Every aspect of travel planned from a convenient on-campus location. Located on the first floor on the main concourse, an experienced travel consultant can help you find the most for your money whether domestic or international. Come by and pick up brochures on a variety of destinations.

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 130 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 130+ 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
• 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

John Schalk, Technical Services Manager

CENTER FOR MULTICULTURAL/EDUCATIONAL OPPORTUNITIES (STUDENT ASSISTANCE PROGRAMS)

Several federal programs designed to assist migrant, low income, nontraditional college students are administered through the Center for Multicultural and Educational Opportunities (Room 211, Education Building). Other grants offer assistance 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 - Student Support Program - 385-3583 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 - 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 to 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 Idaho Falls, Wilder and Ontario 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.

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.

Upward Bound Program - 334-3118

Instruction, personal and career counseling comprise this program designed to generate skills and motivation necessary for success beyond high school. Daily sessions are held at three high schools as well as an annual on-campus residential summer session and a college Bridge summer component which brings program graduates to BSU for the summer session.

Bilingual/ESL Programs Staff

Dr. Jay Fuhriman, Director

College Assistance Migrant Program (CAMP) Staff

Dr. John Jensen, Director
Antonio 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 Moczygemba, Associate Director

Student Support Program Staff

Director, Vacant
Dr. John Jensen, Coordinator

Upward Bound Program
Eric Anderson, Director

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, Seniors or Graduates may earn academic credit for study and travel outside the United States. Terms range from two-week travel tours to year-long programs. Through two consortia of universities, Boise State offers programs in Spain, France, Germany, Italy, England, Chile and Australia. In addition, BSU Studies Abroad offers programs in Morelia, Mexico; Quebec, Canada and Tokyo, Japan.

Studies Abroad Program Staff

Josie Bilbao, 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.

SIMPLIT/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 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

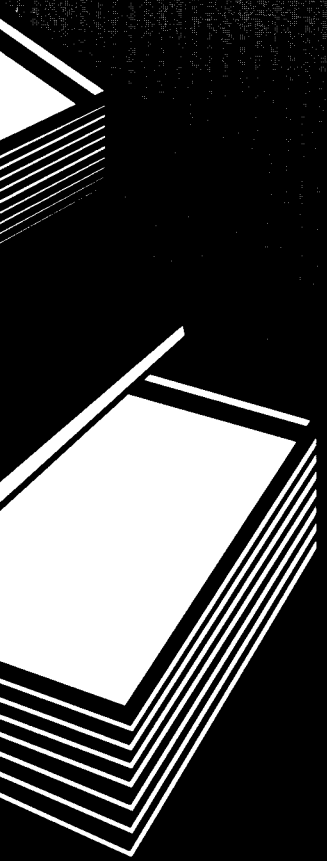
This is a library of selected audio-visual teaching materials that can be used by faculty in regular University credit courses.

Campus Services

The Simplot/Micron Instructional 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.

3

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.

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.

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

Curriculum Committee supervises all undergraduate offerings at the University determining that curricular changes be compatible with existing programs, feasible under given circumstances and consistent with the educational objectives of the University under state and federal law.

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.

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

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 University Committees/Boards

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.

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.

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

ASBSU Judiciary (See Article IV ASBSU 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.

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.

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.

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.

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

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.

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.

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.

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.

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, and five faculty and staff members.

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

Publications Board provides oversight and guidance for the student newspaper with the responsibility to represent the constituent elements of the University community as they relate to the matters concerning the newspaper. The board is made up of 19 members representing students, faculty, staff and the community, with 12 of the members being students.

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.

Resident Review Committee is 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).

Special Events Center Board of Directors establishes regulations to govern the operation of the Special Events Center. The Board is composed of three students-at-large (no two from the same school) who will serve for a minimum of two years, the ASBSU President, student chairperson of the Student Union Board of Governors, Director of Student Programs Board, Morrison Center Director of Operations, Chairperson of Theatre Arts, Chairperson of Music Department, Student Union Director and Assistant Director.

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, an ASBSU senator delegate, the Director of the Student Programs Board, seven students-at-large and one community member at large.

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.

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.

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.

Women's Center Advisory Board assists in the development of policies and priorities for the operation of the Women's Center. It is a fifteen-member board comprised of student, faculty and staff.

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. You will also find a variety of information about events and activities at the Student Activities Office.

ASBSU Groups

ASBSU Officers	385-1440
ASBSU Senators	385-1292
Elections Board	385-1223
Judiciary Board	385-1223
Student Programs Board	385-3674 or 3655
Personnel Selection Committee	385-1440
Student Union Board of Governors	385-1551
Homecoming Volunteer Services	385-1223

Academic/Honorary

- Advertising Federation
- Alpha Phi Sigma
- Anthropology Club
- Associated Students of Light Technology
- Associated Students of the College of Technology
- Association for Collegiate Entrepreneurs
- Association for Respiratory Therapy
- Association of Psychology Students
- Business Policies Club

- Civil Engineering Club
- Communication Students
- Criminal Justice Association
- Delta Epsilon Chi (Marketing)
- Drafting Club
- Electronics Club
- Engineering Club
- English Majors Association
- German Club
- Honors Student Association
- Institute of Electrical & Electronics Engineers
- International Business
- Kappa Kappa Psi (Marching Band)
- MBA Association
- Mechanical Engineers Club (Temporary)
- MPA Student Association
- Omicron Delta Epsilon (Economics)
- Organization of Chemistry Students
- Organization of Graduate Student Social Workers
- Organization of Student Social Workers
- Phi Alpha Theta (History)
- Philosophy Club
- Physical Education Majors and Minors Club
- Pi Kappa Delta (Forensic)
- Pi Sigma Alpha (Political Science)
- Political Science Association

Post Secondary Agriculture Students of Idaho
Psi Chi (Psychology)
Sigma Gamma Epsilon (Geo-Sciences)
Sigma Tau Delta (English)
Societas Biophilia
Society of Exploration Geophysicists
Sociology Club
Student Association for Radiological Technology
Student Athletic Trainers Association
Teacher Education Club
Theatre Majors Association
Visual Arts League
Vocational Industrial Clubs of America

Cultural

Asian American Association
Hui-O-Aloha (Temporary)
International Student Association
Native American Student Association
Organización de Estudiantes Latino -Americano
Organization of Students of African Descent

Greek

Alpha Chi Omega Sorority
Beta Sigma Epsilon Fraternity
Delta Lambda Phi Fraternity
Greek Council
Iota Chi Beta Sorority (LDS)
Iota Phi Sorority (LDS)
Kappa Sigma Fraternity

Professional

Alpha Kappa Psi (Business)
Beta Alpha Psi (Accounting)
Construction Management Association
Data Processing Management Association
Financial Management Association
Human Resource Association
Idaho Music Teachers Association
Music Educators National Conference
National Art Education Association
Office of Professionals of BSU
Pi Sigma Epsilon
Student Nurses Association

Religious

Advent House
Baha'i Association
Baptist Campus Ministries
Campus Crusade For Christ
Campus Ministry
Chi Alpha Pentecostal
Christian Students
College Christian Club
Episcopal Canterbury Club
Frontlines

Latter-Day Saint Student Association
Muslim Student Association
Real Life
St. Paul's Catholic Student Group
United Methodist Student Movement
Young Life 101 Club

Residence Halls

Morrison Hall
Residence Hall Association
Towers Hall

Special Interests

Alternate Mobility Adventure Seekers (AMAS)
American Civil Liberties Union (ACLU)
Amnesty International
Association For Non-Traditional Students
Bisexuals, Gays, Lesbians, and Allies For Diversity
Bronco Optimist Club
Bronco Ranger Club
Campus Greens
Circle K International
College Democrats
College Republicans
Guitar Society
Idaho Citizen's Alliance of BSU
Independent Theater Workshop
Intercollegiate Knights
Keith Stein Blue Thunder Marching Band
Meistersingers
Outsiders
Roleplaying and Boardgame Club
Scabbard and Blade
Skydive Idaho
Society for Creative Anachronism
Student Productions
Students for Quality Child Care
Symphonic Winds
Veterans Forum
Voice For Animals
Voices For Censorship Awareness
Voices For Human Rights
Young Women's Christian Association (YWCA)

Sports

Aikido Club
Baseball Club
Boise State Stampeders
Bowling Varsity Club
Fencing Club
Lifting Club (Temporary)
Racquetball Club
Rock Climbing Club
Rodeo Club
Rugby Football Club
Shotokan Karate Club
Tae Kwon Do
Won Hop Loong Chuan

Scheduling of BSU Facilities

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

Facility	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 Courses)	Assistant to Registrar	385-3486
Classrooms - Night or Summer (Extended Day Courses)	Continuing Education	385-3295
Classroom - Non-University or University Co-sponsored usage	Physical Plant	385-1442
Gym or Auxiliary Gym	P.E. Department	385-4270
Special Events Center	Student Union Scheduling Office	385-1677
Pavilion	Pavilion Manager	385-1900
Morrison Center	Director of Operations	385-1609
Stage II, Morrison Center	Theatre Art Department	385-3957
Christ Chapel	Physical Plant	385-1442
Intramural/Recreation	Recreation Office	385-1131

ART, MUSIC AND THEATRE ARTS

Throughout the school year, the **Art Department** sponsors exhibits in a variety of media and styles by regional and nationally known artists, as well as work by University art faculty and senior art students. Lectures and workshops are offered for students and the public in conjunction with many of the exhibits. There are two art galleries on campus: 1)BSU Gallery of Art, located on the first floor of the Liberal Arts Building and 2) Gallery II, located in the Public Affairs and Art West building (formerly Campus School). The Art 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 alternate springs 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 stage house that can accommodate virtually any type of event and seats 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 385-1681 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 385-1596.

PAVILION

The Pavilion is a 12,000 seat public event facility hosting a variety of entertainment including concerts, circuses, ice shows, athletic tournaments and Bronco basketball 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.

The new Peterson-Preco Learning Center is located on the second level of the Pavilion between entrances #2 and #3. The facility is available to all BSU athletes/students and features a computer lab, open study hall and

tutorial center. More information about the center may be obtained by calling Fred Goode, Sr. Academic Advisor, at 385-1103 or Dan Pavel, Computer Lab Supervisor, at 385-3077.

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 is 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 two-(2) 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 program has a mission to encourage students to become involved in recreational activities, regardless of their abilities, in order to develop a lifetime interest in recreation, leisure and fitness. The 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 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 Recreation Office, located in Room 1510 of the Pavilion or call 385-1131.

The 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:

1994- 95 Intramural Activities

Fall Semester *

California Softball
Sand Volleyball
Tennis Singles
Golf
Flag Football
Table Tennis
Throton
3 Player Basketball
4 Player Volleyball
8 Ball Pool
Water Basketball
Racquetball
Bowling
Pickleball

Spring Semester *

5 on 5 Basketball
6 Person Volleyball
8 Ball Doubles
Racquetball Doubles
Water Volleyball
3 Point Free-throw
Bowling
Wallyball
Badminton
Ragball
2 Pitch Softball
Soccer
Tennis Doubles
Golf Tourney
Bike Polo
Ultimate Frisbee

***Contact the Intramural/Recreation Office in Room 1510 of the Pavilion for specific entry and starting dates.**

CLUB SPORTS

Currently there are ten active sport clubs on campus that are organized to compete in aikido, baseball, bowling, fencing, karate, rock climbing, rodeo, rugby, skiing and soccer. 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. For information call Student Activities at 385-1223 .

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 for football, men's basketball, and women's basketball, 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 games, men's basketball games and women'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 men's and women's basketball.
3. All **full-time University students** must present their Student I.D. Card and a student ticket for admittance to any home football game, men's basketball game or women'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. For men's 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, men's basketball and women's basketball.

Student and guest tickets for football, men's basketball and women's 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 Student Union Ticket Office. 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:

- A. 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.
- B. Student ticket allotments and entry procedure for post season tournaments (including conference championships) are governed by the NCAA or the respective conference for which the championship is being held. Because of this, students will be required to purchase tickets for any post season athletic event. 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, golf 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 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.

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, golf 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 Boise State gymnastics team has no conference affiliation. 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.

BSU NCAA Athletic Teams & Head Coaches

Men's Sports

Football	August through November	
Head Coach:	Pokey Allen	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	
Coach:	Mike Dilley	385-3390
Tennis	March through May	
Head Coach:	Greg Patton	334-2674
Golf	March through May	
Head Coach:	Bob Campbell	385-3565

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	
Head Coach:	Ed Jacoby	385-3657
Cross Country	September through November	
Coach:	Mike Dilley	385-3390
Tennis	March through May	
Head Coach:	Mike Edles	334-2663
Golf	March through May	
Coach:	Todd Bindner	385-3565

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 educational, 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

Jeff Klaus
President

Darryl Wright
Vice President

Gary Capron
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 & Sciences

Nancy Gray

College of Business

Dan Nabors

College of Education

Jodie Farnsworth

College of Health Sciences

Sean Brandt

College of Social Sciences & Public Affairs

Jack H. Ward Jr.

College of Technology

Joe Jackson

College of Applied Technology

James A. Kreiger

Graduate College

Vacant

Senators-at-Large

Jerry Banks

Mari Duvall

Dan Gus

Tim Helgerson

Bob McKie

Dannii McLin

Brett Paternoster

Lindsey Truxel

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 ASBSU Constitution upon request of the ASBSU President or Student Senate, has original jurisdiction in cases of alleged violations of University or ASBSU regulations and other ASBSU actions except where delegated to lower judicial bodies, delegates local authority to lower ASBSU recognized judicial bodies, hears appeals from decisions of lower judicial bodies, enjoins ASBSU government officials from taking action contrary to the decisions of the ASBSU Judiciary, and reviews and recognizes all constitutions of any entity seeking recognition from the ASBSU.

Chief Justice

Mardi Coffelt

Student Justices

Kent Briggs

Brad Ebert

Craig Shanholtz

Faculty Justices

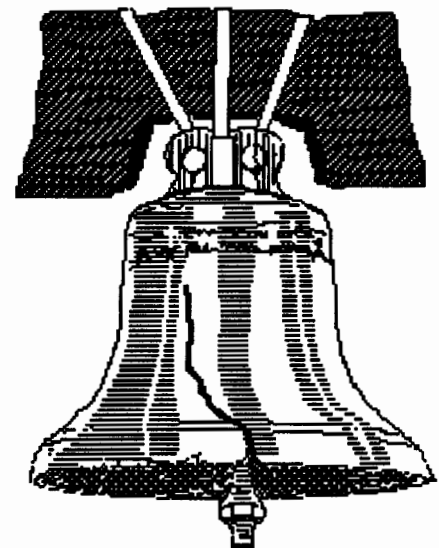
Dr. Wallace G. Kay

Andrea Pomerance

Judicial Procedural Advisor

Maureen Sigler

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



ASBSU Code of Ethics

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

1. The principal purpose of student government is to promote educational, social and cultural activities; to act as the official voice of the student body; to facilitate participation in the University community and to work for the betterment of the University.
2. To further these ends, it is essential that student leaders merit the confidence of their constituents, endeavoring to be at all times models of honesty and integrity.
3. Student leaders should strive to continually improve their knowledge about issues of concern to students and to seek out all sides of issues before making decisions.
4. Student leaders should attempt to safeguard themselves and the University community against those who misuse their power and authority in ways harmful to the good of the students.
5. Student leaders should strive to build for today and for tomorrow by creating programs and opportunities for students to improve their learning and skills, and to learn new skills which will improve their quality of life and aid in achieving the maximum educational benefit from the University.
6. Student leaders should encourage involvement of students and other members of the University community without regard for age, race, religion, color, national origin, ancestry, sexual orientation, disability, veteran status, political affiliation in matters of admission, employment, housing, educational programs.
7. It is the responsibility of student leaders to follow the rules and regulations of the University, the state and city and the United States of America. It is the further responsibility of student leaders to see that others in the University also follow these rules and if student regulations become obsolete or irrelevant, to see that these rules are updated according to the rules set down by the appropriate governing body.

memo:

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UNIVERSITY POLICIES & PROCEDURES



ACADEMIC REGULATIONS

Academic Advising

Academic advising is the process by which you receive help in forming your educational goals and planning ways to achieve them. Advising may include program planning and course selection, becoming familiar with degree requirements, and discussing career options.

All students who want to register for 8 or more credits per semester are required to obtain an advisor's signature on their Official Advising/Registration form. It is recommended that students registering for 7 or fewer credits also meet with an academic advisor.

Most official faculty, some administrative staff and some experienced students (hired and trained by departments) serve as academic advisors. If you have chosen a major field of study, work with an advisor in your **academic department**. If you have chosen a major within the field of Business, your first advising contact is in the **College of Business Student Services Center** in the Business Building, Room 117. If you have chosen an Applied Technology program or the Bachelor of Applied Sciences program, your first advising contact is in the **College of Technology Student Services**, Technical Services Building, Room 114. If you have not chosen a major field of study or you are not seeking a degree, work with an advisor in the Academic Advising Center, Math/Geology Building, Room 105.

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 chair.
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 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 - limited to 7 or fewer credit hours each semester
- 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. For the purpose of enrollment verification to banks, federal financial aid and other outside agencies, the following schedule of minimum requirements will be used:

Undergraduate:

- Full-time - 12
- Three-quarter time - 9-11
- One-half time - 6-8
- Below half time - 5 or less

Graduate:

- Full-time - 9 or more
- Three-quarter time - 6-8
- One-half time - 4-5
- Below One-half time - 3 or less

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 Drop/Add Form and
 - a. take to 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:

Instructor's Signature Required for adding classes from the second through tenth week of classes. Because signatures are required, the **TELEPHONE DROP/ADD PROCESS IS NOT AVAILABLE DURING THIS PERIOD.** No signatures required for dropping classes during this period.

1. Complete a Drop/Add Form and
 - a. obtain each course **instructor's signature** authorizing the adding of a class, including section changes. Instructors' signatures are not required for drops during this period.
 - b. take to Registrar's Office for processing.
 - 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 during the first week of classes must obtain a Registration Form from the Registrar's Office and obtain the approval of their advisor (if enrolling in 8 or more credits).
2. Students will not be allowed to register after the 10th day of classes.

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 Student Special Services Office. Technical students must first clear with the College of Technology Student Services Office (TS-114) before reporting to the Student Special Services Office (A-114). If you are physically unable to come to the office, then telephone or write for a petition for a complete withdrawal. No requests for complete withdrawal will be accepted after the last day of the tenth week of scheduled classes without documentation of extenuating circumstances (see "Right of Appeal" below). 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: Within a current semester, a student may appeal for a complete withdrawal after the deadline and prior to the end of the semester. The appeal must be based on extenuating circumstances beyond the control of the student that physically prevent completing course requirements and from communicating with or notifying the University before the withdrawal deadline. Documentation of the extenuating circumstances must be provided. The appeal must be filed with the Dean of Student Special Services.

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 the 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

A 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 GPA is 2.00 or higher. Notification of dismissal is by letter (to the most recent mailing address) sent two weeks after the close of a semester.

C. Reinstatement

1. All students dismissed from Boise State University for academic reasons will be required to sit out for a period of one year following the first dismissal and for a period of two years following each subsequent academic dismissal. Appeals for earlier reinstatement may be submitted in writing to the University Appeals Committee. Forms are available in the Registrars's Office and Student Special Services Office.
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.)

Graduation Rate Information

In accordance with the Federal Student Right-to-Know Act, Boise State University publishes the following completion and/or graduation rates for full-time (12 credit hours or more) new entrants who enrolled in one of the University's Certificate, Associate or Baccalaureate programs:

1. Certificate programs: New freshmen who entered in fall, 1990 or spring, 1991 and graduated by end of summer, 1992 = 50%.
2. Associate programs: New freshmen who entered in fall, 1989 or spring, 1990 and graduated by end of fall, 1992 = 24%.
3. Baccalaureate programs: New freshman who entered in fall, 1986 or spring, 1987 and graduated by end of fall, 1992 = 22%.

4. Baccalaureate programs: New transfer students who entered with an estimated average of 33 transfer credits in fall, 1986 or spring, 1987 and graduated by end of fall, 1992 = 34%.

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.

Students should first contact their instructors, informing them of their jury commitment. The student is 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. Taking responsibility for all course work or make-up work.

Only in case of extreme hardship can the student request and receive a postponement for their jury commitment. If the student feels that jury duty would cause an extreme hardship, he/she should contact the Office of the Provost, B 307.

Dead Week

No examinations 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.

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-D (Student Records). The policy statement in its entirety is contained in the Administrative Handbook of Boise State University. Any students, faculty or staff who have questions regarding 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.

Commencement

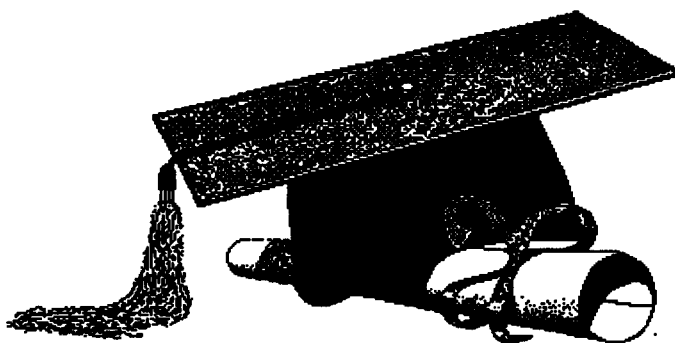
Commencement is a ceremonial event held annually in May to honor certificate, associate degree, baccalaureate degree and masters graduates from the previous August and December and candidates for May.

Students who wish to participate in the May ceremony and are completing degree requirements during the summer session following Commencement may be allowed to participate. These are considered to be special requests and must be reviewed on an individual basis by the Academic Dean of the student's major. If approved, written notification must be forwarded to the Registrar no later than April 15.

All students who have applied for graduation are sent information in March about Commencement requesting their intentions to participate and information about ordering caps and gowns.



Graduation honors listed in the Commencement Program and honor cord eligibility are based on cumulative GPA for all semesters completed for August and December graduates. For May candidates, it is based on the cumulative GPA as of the end of the Fall Semester. Spring grades cannot be computed in determining honors for commencement but will be reflected in the honors recorded on each student's transcript. Graduate students and students receiving a second baccalaureate degree are not eligible for GPA honors.



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 ensuring 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 does 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 ensure 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 disability 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 s/he 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 and Driscoll 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.

GUIDELINES FOR ENFORCEMENT AND MONITORING OF ALCOHOL RULE

(Adopted by Idaho Board of Education, November 18, 1993)

Statement of Purpose

These guidelines are intended to provide greater consistency in interpretation, enforcement and sanctions

related to the State Board of Education and Board of Regents of the University of Idaho alcohol rule. Each higher education institution under the jurisdiction of the Board should take steps to implement these guidelines.

Lewis-Clark State College, Eastern Idaho Technical College, the University of Idaho, Idaho State University and Boise State University shall submit to the State Board of Education a comprehensive plan to address the consumption and possession of alcoholic beverages on campus, including under-age drinking. Each year the institutions shall report on the implementation and effectiveness of the plan. The plan shall specifically address how the institution implements the Board rule and the requirements of the Drug Free Workplace Act and the Drug Free Communities and Schools Act. North Idaho College and the College of Southern Idaho are encouraged to comply with these guidelines.

Interpretation

Consumption of alcohol is prohibited in general use areas as defined in IDAPA 08.01.08.100.01 and is permitted only in living quarters of persons of legal age (individual dormitory rooms and presidential residences) and other appropriate areas designated by campus presidents upon Board approval.

Distribution of alcohol to a minor is prohibited at all locations.

Institutions should make it clear that students are considered adults and are expected to be responsible for their own behavior. Institutions should point out that institutions of higher education face the same problems, including alcohol abuse, that society in general faces.

Institutions shall cooperate with law enforcement officials in their endeavors to enforce the state law and local ordinances.

Enforcement

Each institution shall identify a person who is responsible and accountable for monitoring/enforcing rules, policies and programs related to the consumption and sale of alcoholic beverages to students.

Institutions shall apprise students, faculty, alumni and the general public of their intent to enforce the Board rule and these guidelines.

A clear means of reporting violations to university officials and/or law enforcement agencies shall be developed and implemented.

Institutions shall adopt policies requiring that student and employee organizations affiliated with the institution adopt and enforce policies consistent with the Board's rule and these guidelines as a condition of affiliation with the institution.

Sanctions

First Infraction

The institutions shall establish infractions and sanctions as clearly delineated as possible relating to any first infraction.

Second Infraction

1. Infraction - Without injury; or without conduct likely to lead to injury.

Sanction - Referral to judicial council or similar authority for action which must include a treatment and/or educational program.

2. Infraction - With injury; or conduct likely to lead to injury.

Sanction - Referral to the proper administrative body of the institution for action must include notification to the criminal justice system, strict probation and a treatment or educational program.

Third Infraction

1. Infraction - Without injury; or without conduct likely to lead to injury

Sanction - Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, suspension from school for one semester.

2. Infraction - Injury; or conduct likely to lead to injury.

Sanction - Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, referral to the criminal system and expulsion from the institution for one year.

Education

The institutions shall maintain well-publicized educational programs aimed at alcohol/drug abuse prevention and treatment.

The Board shall encourage the development of alcohol/drug abuse prevention and treatment programs by identifying effective programs and by providing the necessary funding.

The Board encourages the institutions to provide staff doctors, psychiatrists, psychologists, counselors and resident advisors in every campus or affiliated residence appropriate to student populations.

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. Retaliation against any student filing a judicial complaint or against any student cooperating as a witness will be considered harassment.

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/Weapons

- a. In order to preserve safety and security on campus and because of their recognized danger, weapons of any type, such as firearms, knives, explosives, incendiary devices, etc. are not permissible on University owned or controlled property or in student living quarters, except as expressly authorized by law or institutional policy.
- b. Possession or use of fireworks in any University building or on campus is prohibited, except as expressly authorized by law or institutional policy.
- c. Occupants in University housing and off-campus housing are subject to Boise City ordinances and State laws. State Code interprets air rifles, pellet or BB guns as being weapons or firearms.

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, or
- 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 cases, see Administrative Handbook Policy BSU 1001-A; for Sexual Harassment cases, see Administrative Handbook Policy BSU 1002-A and Sexual Harassment section in this handbook.)

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.

PART IV. Appeal Procedures

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

1. The decision or sanction was unreasonable;
 2. The Judicial Board or Hearing Officer was biased;
- or

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

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

B. Appeals from the lower judicial body should be made to the next higher body through the Office of the Vice President for Student Affairs; i.e., Residence Hall Judiciary to ASBSU Judiciary to Student Policy Board. When a student or group appeals a decision of a judicial body, all recommended action is placed in a pending status until the appeal process has been exhausted. In the event 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., Student Residential Life hearing officer to Student Union and Activities or Faculty Justice hearing officer to the Vice President for Student Affairs.

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

Student Policy Board

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

The Student Policy Board is the highest and final board in the judicial appellate structure and as such will hear appeals from cases heard by the ASBSU Judiciary. In instances where it is necessary for the Student Policy Board to become the judicial body of first jurisdiction, one-half of the Board will become the hearing body and the other half an appeal body as designated by the Vice President for Student Affairs.

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

The Student Policy Board is composed of two (2) members of the faculty, two (2) Student Affairs staff members, four (4) students-at-large, the ASBSU President (ex officio), the Chief Justice of the ASBSU Judiciary (ex officio), one (1) Student Senator (ex officio) and the Vice President for Student Affairs who serves as 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.

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 and 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. Student applications shall be recommended to the ASBSU President. Faculty Justices shall be recommended to the President of the University.
 1. The voting members of this selection committee shall be: a former Chief Justice or a past student member of the ASBSU Judiciary either of which will be 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

- A. To interpret the Constitution upon request of the ASBSU President or Senate.
 - B. 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.
 - C. To delegate local authority to lower ASBSU recognized judicial bodies.
 - D. To hear appeals from decisions of lower judicial bodies.
 - E. To enjoin ASBSU government officials from taking action contrary to the decisions of the ASBSU Judiciary.
 - F. To review and recognize all constitutions of any entity seeking recognition from the ASBSU.
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.

Academic Grievance and 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 and 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 Provost 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: 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, s/he 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 defendant 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 recommendation of the Board. All parties to the grievance will be notified of the President's decision in writing within ten (10) working days after s/he 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 by the Student Policy Board, approved by the University administration and administered by the Director of Student Union and Activities. The Student Policy Board recognizes ASBSU's role to regulate student organizations within its constitutional authority. 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 is an organization.
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 the 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.
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 and be allowed to speak in their behalf before the ASBSU Judiciary.

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.

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,
 - d. Failure to have a student officer 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 two (2) months time.

Scheduling Procedures

1. An officer of a recognized organization 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, appropriate action may be taken 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.
- 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 appointed official(s) of that organization.

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



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 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/her 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 are prohibited. The above include 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 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 views and to examine all issues of interest to them. They are also free to support causes by orderly and peaceful assembly which will 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.

1. 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.

2. 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.

SEXUAL HARASSMENT

The University has the responsibility to maintain a 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.

SEXUAL ASSAULT POLICIES AND PROCEDURES

Following is a summary of procedures developed to ensure that all reports of sexual assault are handled in accordance with BSU policy and state and federal laws:

1. Students who have been assaulted are encouraged to call campus police (385-1453), campus security (385-1681), any residence hall staff or member of the University faculty or administration. Emergency telephones are located throughout the campus.

2. Victims of assault may file complaints with police or with the ASBSU Judiciary or both.

- a. The ASBSU Judiciary is responsible for hearing a case, making a judgement, determining appropriate action and notifying all parties of the decisions.

- b. Students who pursue their claim through the law enforcement system may be assisted by University personnel and will be provided counseling, assistance with contacting the Rape Crisis Center and services of the Student Health Center.

3. Victims may have on-campus living arrangements or class schedules changed if changes are reasonably available.

AIDS POLICY

1. 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.

2. Students testing positive for HIV antibody or having been diagnosed as having AIDS shall under normal circumstances be permitted to attend classes and utilize university service in an unrestricted manner.

3. The determination of whether an infected student should be restricted from attending class, living in University residence halls or participating 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.

4. 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.

5. The University shall provide education and information about HIV infection and the disease AIDS.

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 the Vice President for Student Affairs (385-1418), Health Promotions Director (385-3364) or the Counseling and Testing Center for information and referrals (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. A Soliciting Agent is 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.

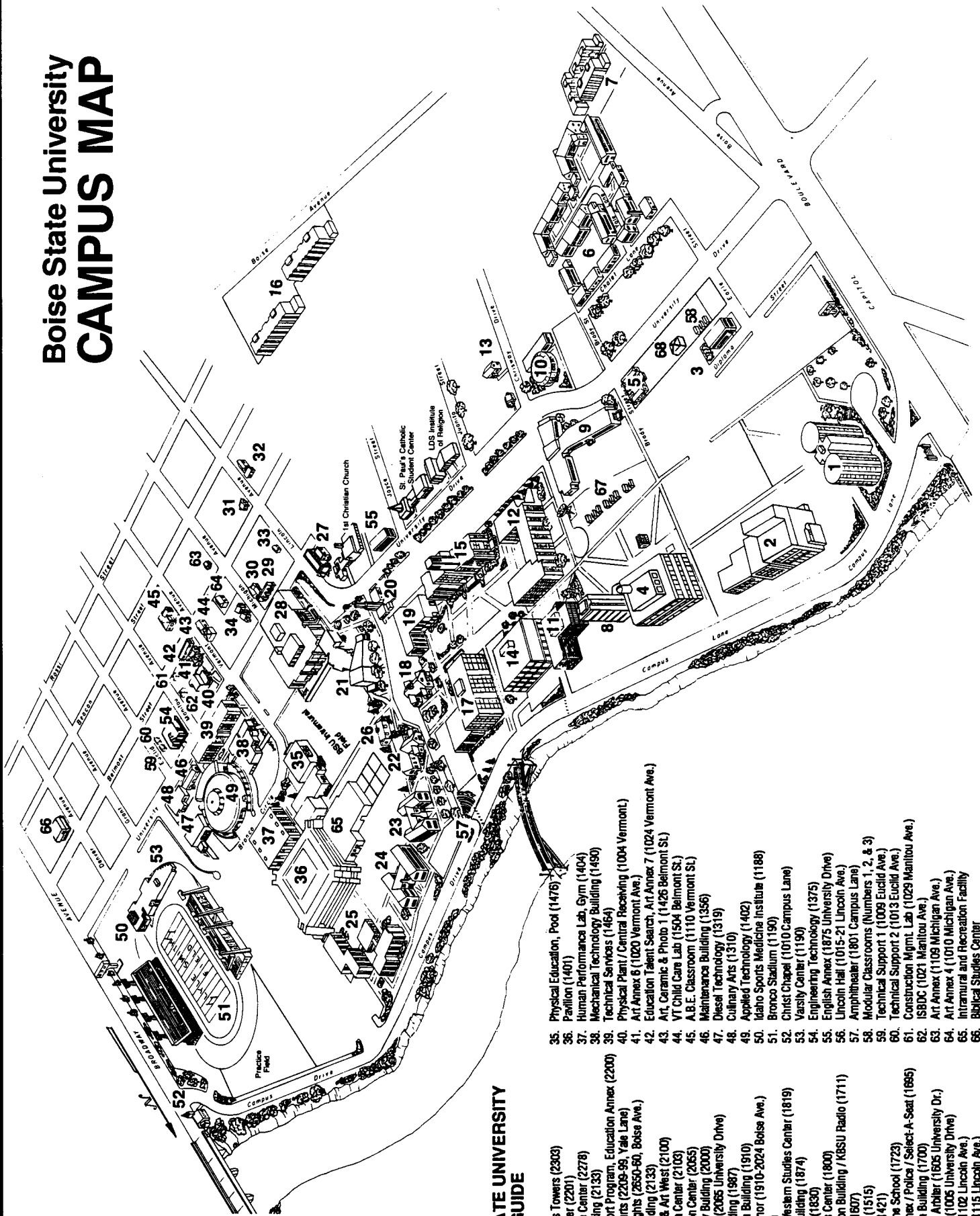
ANIMALS ON CAMPUS

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. John B. Barnes Towers (2303)
2. Morrison Center (2201)
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 (2085 University Drive)
14. Business Building (1967)
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. Discoll Hall (1607)
24. Morrison Hall (1515)
25. Chaffee Hall (1421)
26. Historic Opaline School (1723)
27. Computer Annex / Police / Select-A-Seat (1885)
28. Student Union Building (1700)
29. SUB Annex 1, Athler (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. Theater Arts (1010 Lincoln Ave.)
34. Art Annex 3 (1005 Michigan Ave.)
35. Physical Education, Pool (1476)
36. Human Performance Lab, Gym (1404)
37. Mechanical Technology Building (1490)
38. Technical Services (1464)
39. Physical Plant / Central Receiving (1004 Vermont)
40. Art Annex 6 (1020 Vermont Ave.)
41. Education Talent Search, Art Annex 7 (1024 Vermont Ave.)
42. Art, Ceramic & Photo 1 (1426 Belmont St.)
43. VT Child Care Lab (1504 Belmont St.)
44. A.B.E. Classroom (1110 Vermont St.)
45. Maintenance Building (1356)
46. Diesel Technology (1319)
47. Culinary Arts (1310)
48. Applied Technology (1402)
49. Idaho Sports Medicine Institute (1188)
50. Bronco Stadium (1190)
51. Christ Chapel (1010 Campus Lane)
52. Varsity Center (1190)
53. Engineering Technology (1375)
54. English Annex (1875 University Drive)
55. Lincoln Hall (1015-21 Lincoln Ave.)
56. Amphitheater (1801 Campus Lane)
57. Modular Classrooms (Numbers 1, 2, & 3)
58. Technical Support 1 (1009 Euclid Ave.)
59. Technical Support 2 (1013 Euclid Ave.)
60. Construction Mgmt. Lab (1029 Manitou Ave.)
61. ISBDC (1021 Manitou Ave.)
62. Art Annex 4 (1010 Michigan Ave.)
63. Art Annex 1 (1005 University Drive)
64. Art Annex 2 (1102 Lincoln Ave.)
65. Intramural and Recreation Facility
66. Biblical Studies Center
67. Modular Classrooms (Numbers 4-11)
68. Department of Campus Safety (2240 University Dr.)



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