

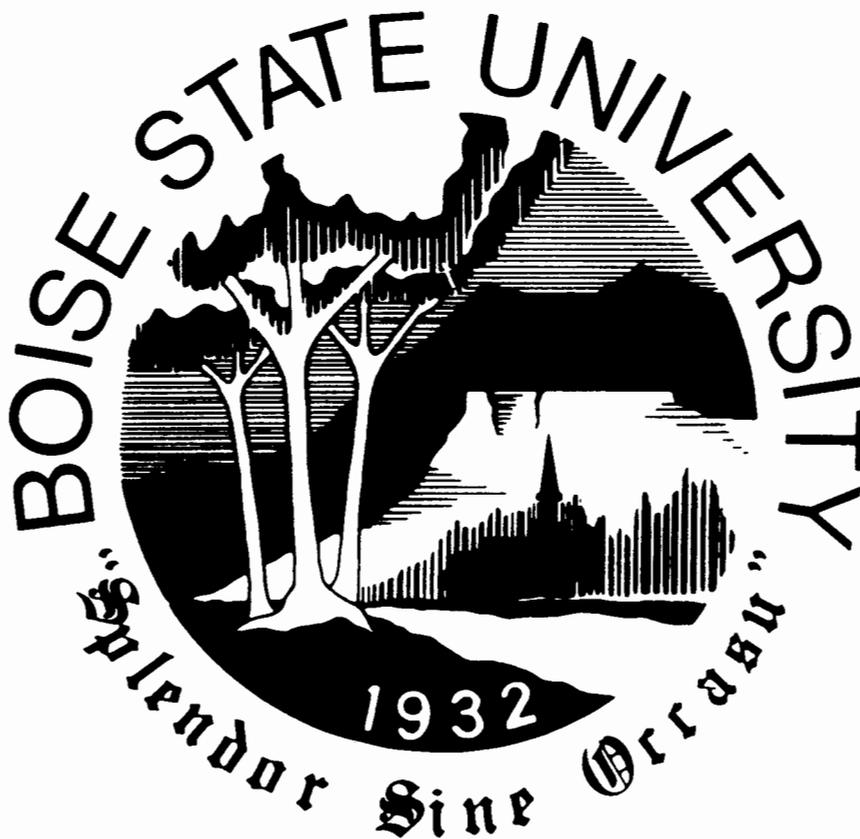
CATALYST

student  
handbook

97.98

boise state university  
BORIS

# STUDENT HANDBOOK



**1997 - 98**

**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 and Human Services.

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# DIRECTORY

## ADMINISTRATIVE OFFICES

	Phone# 385 + Extension
<b>PRESIDENT</b>	
Dr. Charles P. Ruch (B-307) .....	1491
<b>PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>	
Dr. Daryl E. Jones (B-307) .....	1202
<b>ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>	
Dr. Alan Brinton (B-307) .....	4421
<b>VICE PRESIDENT FOR FINANCE AND ADMINISTRATION</b>	
Mr. Harry E. Neel Jr. (A-208) .....	1200
<b>ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION</b>	
Ms. Stacy Pearson (A-208) .....	1200
<b>VICE PRESIDENT FOR STUDENT AFFAIRS</b>	
Dr. David S. Taylor (A-210) .....	1418
<b>ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS</b>	
Mr. Richard Rapp (Career Center) .....	1747

## ACADEMIC DEANS

<b>COLLEGE OF APPLIED TECHNOLOGY</b>	
(ET-301) .....	1508
<b>COLLEGE OF ARTS AND SCIENCES</b>	
Dr. Phillip M. Eastman (SN-100) .....	1414
<b>COLLEGE OF BUSINESS AND ECONOMICS</b>	
Dr. William N. Ruud (B-310) .....	1125
<b>COLLEGE OF EDUCATION</b>	
Dr. Robert D. Barr (E-704) .....	1134
<b>COLLEGE OF ENGINEERING</b>	
(ET-101) .....	3764
<b>COLLEGE OF HEALTH SCIENCES</b>	
Dr. James A. Taylor (H-101) .....	1678
<b>COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS</b>	
Dr. Jane C. Ollenburger (E-717) .....	3776
<b>GRADUATE COLLEGE AND RESEARCH</b>	
Dr. Kenneth Hollenbaugh (MG-140) .....	3647
<b>DIVISION OF CONTINUING EDUCATION</b>	
Dr. Joyce Harvey-Morgan (L-104) .....	3706

# ACADEMIC DEPARTMENTS

Phone#  
385 + Extension

<b>COLLEGE OF APPLIED TECHNOLOGY</b> .....	1508
Business Programs Division .....	3968
Canyon County Division .....	4701
Health and Services Division .....	3968
Industrial/Mechanical Division .....	3968
Industrial Technologies Division.....	3015
Outreach Division .....	1974
Student Support Division .....	1431
 <b>COLLEGE OF ARTS AND SCIENCES</b> .....	1414
Art (LA-252) .....	1230
Biology (SN-223) .....	3262
Chemistry (SN-315) .....	3963
English (LA-228) .....	1246
Geosciences (MG-225) .....	1631
Mathematics and Computer Sciences (MG-235) .....	1172
Modern Languages (E-516) .....	3956
Music (MC-C100) .....	3980
Philosophy (1021 Lincoln Hall, upstairs) .....	3304
Physics (SN-318) .....	3775
Theatre Arts (MC-C100) .....	1596
 <b>COLLEGE OF BUSINESS AND ECONOMICS</b> .....	1125
Accountancy (B-214) .....	3461
Computer Information Systems/Production Management (B-308).....	1181
Economics (B-311) .....	3351
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Marketing and Finance (B-306) .....	3356
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Educational Foundations, Technology and Secondary Education (E-202) .....	1672
Elementary Education and Specialized Studies (E-502) .....	3602
Health, Physical Education and Recreation (G-209) .....	4270

# ACADEMIC DEPARTMENTS

Phone#  
385 + Extension

<b>COLLEGE OF ENGINEERING</b> .....	3764
Civil Engineering .....	4078
Construction Management .....	4078
Electrical Engineering .....	4078
Instructional and Performance Technology .....	1312
Mechanical Engineering .....	4078
<b>COLLEGE OF HEALTH SCIENCES</b> .....	1678
Health Studies (ET-338) .....	3929
Community and Environmental Health (ET-338) .....	3929
Health Information Management Program (H-217) .....	1130
Preprofessional Studies (ET-333) .....	3832
Nursing (SN-107) .....	3907
Advising (SN-107A) .....	3790
Radiologic Sciences (HC-114) .....	1996
Respiratory Therapy (G-108) .....	3383
<b>COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS</b> .....	3776
Anthropology (HWSC-51) .....	3023
Communication (C-100) .....	3320
Criminal Justice (L-166) .....	3407
History (L-192) .....	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 (L-171) .....	3406
<b>GRADUATE COLLEGE AND RESEARCH</b> .....	3647
Graduate Admissions (MG-141) .....	3903/1337
Research Administration (B-319) .....	1574
<b>DIVISION OF CONTINUING EDUCATION</b> .....	1709
Off-Campus Sites	
Canyon County .....	1709 or 4704
Gowen Field .....	1709 or 422-5884
Mountain Home Air Force Base .....	1709 or 828-6746
Twin Falls .....	1709 or 736-2161
McCall .....	1709 or 634-3957
Distance Education .....	1709 or 4216
Weekend University .....	1709 or 3296
International Programs .....	1709 or 3652
Summer School .....	1709
Teacher Inservice .....	1709
Correspondence Courses .....	1709 or 3293
Credit for Lifelong Learning .....	1709
Asia University America Program .....	4099

# STUDENT SERVICES

	Phone# 385 + Extension
Academic Advising Center (MG-105) .....	3664
Affirmative Action Office (A-215B).....	1979
Alternate Mobility Seekers [AMAS] (G-101) .....	3030
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
Children's Center (1830 Beacon St.) .....	334-4404
College of Applied Technology Student Support Division (TS-109) .....	1431
Computer Laboratory (E-417) .....	1435
Cont. Ed., Summer, Off Campus Sites, Weekend Univ., Distance Ed., Int'l Progs. (L-104, West Entrance) .....	1709
Counseling & Testing Center (E-605) .....	1601
Disability Services (A-114) .....	1583
Employment, Student (A-118) .....	1745
English Department Writing Laboratory (LA-220).....	1298
Enrollment Services (A-101) .....	1156
Financial Aid (A-117) .....	1664
Health Insurance Student Representative (A-211) .....	4063
Health Center (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) .....	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 Services Center - College of Business (B-117) .....	3859
Student Special Services (A-114) .....	1583
Student Union, Information .....	1448
Tutorial Services (A-114) .....	3794
Varsity Center Ticket Office .....	1285
Veterans Services (A-111).....	3744
Veterans Clerk (A-111) .....	1505

# DATES TO REMEMBER CALENDAR

## FALL SEMESTER 1997

<b>CLASSES BEGIN</b>	<b>Monday, Aug. 25</b>
Last day for full refund for dropping a class or complete withdrawal from classes	Friday, Aug. 29
HOLIDAY (Labor Day)	Monday, Sept. 1
<b>Last Day to Register or Add Classes</b>	<b>Monday, Sept. 8</b>
Last day for partial refund for dropping a class or complete withdrawal from classes	Monday, Sept. 8
<b>Last Day to Drop Classes</b>	<b>Friday, Oct. 3</b>
<b>Last Day for Complete Withdrawal</b>	<b>Friday, Oct. 3</b>
Mid-Term Examination Week	Monday-Friday, Oct. 6-10
Registration for Spring Semester, 1998, for continuing students	Monday-Friday, Nov. 3 - 26
HOLIDAY (Thanksgiving)	Thursday-Sunday, Nov. 27 - 30
Reading and Preparation Day	Wednesday, Dec. 10
<b>FINAL EXAMS</b> - See Fall "Directory of Classes"	Thursday-Friday, Dec. 11 -12 & Monday -Tuesday, Dec. 15 -16

## SPRING SEMESTER 1998

HOLIDAY - Martin Luther King Jr./Idaho Human Rights Day	Monday, Jan. 19
<b>CLASSES BEGIN</b>	<b>Tuesday, Jan. 20</b>
Last day for full refund for dropping a class or complete withdrawal from classes	Monday, Jan. 26
<b>Last Day to Register or Add Classes</b>	<b>Monday, Feb. 2</b>
Recommended last day to mail "Free Application for Federal Student Aid" to be considered for 1998-99 need-based scholarships	Monday, Feb. 2
HOLIDAY (President's Day)	Monday, Feb. 16
Last day for a partial refund for dropping a class or a complete withdrawal from classes	Monday, Feb. 2
<b>Last Day to Drop Classes</b>	<b>Friday, February 27</b>
<b>Last Day for Complete Withdrawal</b>	<b>Friday, February 27</b>
Last day to file BSU Scholarship App. for merit & need-based scholarships	Monday, March 2
Mid-Term Examination Week	Monday-Friday, Mar. 9 - 13
HOLIDAY - Spring Vacation	Monday-Sunday, March 23 - 29
Registration for Summer & Fall 1998, for Continuing Students	Monday-Friday, April 6 - May 1
<b>FINAL EXAMS</b> -See the Spring "Directory of Classes"	Monday-Friday, May 11 - 15
Graduation Ceremonies	Saturday, May 16

WHERE TO FIND HELP

# part one

## general student information



Correspondence Study - Continuing Education - Room 101, 385-1225  
 Distance Education - Continuing Education - Room 101, 385-1225  
 Honors Program - School Supply - Room 101, 385-1225  
 Health Insurance - Room 101, 385-1225  
 National Student Exchange - Room 101, 385-1225  
 Off-Campus Sites - Continuing Education - Room 101, 385-1225  
 Reading and Study Skills - Room 101, 385-1225  
 Technical Program - Room 101, 385-1225  
 Student Support Program - Room 101, 385-1225  
 International Program - Room 101, 385-1225  
 Weekend University - Room 101, 385-1225  
 Career/Major Choice Assistance - Room 101, 385-1225  
 Career Assessment - Room 101, 385-1225  
 Child Care Information - Room 101, 385-1225  
 Computerized Career Guidance - Room 101, 385-1225  
 Student Information - Room 101, 385-1225  
 Student Organization - Room 101, 385-1225  
 Applied Technology - Room 101, 385-1225  
 Bowling - Room 101, 385-1225  
 State Change or Incomplete - Room 101, 385-1225  
 Purchasing - Room 101, 385-1225  
 Room - Room 101, 385-1225  
 Student Government - Room 101, 385-1225  
 Student Programs Board - Room 101, 385-1225

# WHERE TO FIND HELP

## MONEY MATTERS

- Books, Paper and School Supply Purchases** - Bookstore, First Floor, SUB, 385-1254/1559.
- Financial Aid, Scholarships, Short Term Loans** - Financial Aid, Admin. Bldg., Room 117, 385-1664.
- Health Insurance Claim** - See representative, Admin. Bldg., Room 211, 385-4063.  
The ASBSU representative is located in the Student Union Bldg., 385-3753.
- On-Campus Paycheck** - Cashier, Admin. Bldg., Room 211, 385-1212.
- Part-time Jobs, Work Study** - Student Employment, Admin. Bldg., Room 118, 385-1745.
- Room and Board Payments** - Housing Cashier, Admin. Bldg., Room 213, 385-1612.
- Student Organization Fund Raising Projects** - Student Activities, SUB, 385-1223.
- University Bill Payments** - Cashier, Admin. Bldg., Room 211, 385-1212.
- Veterans Educational Benefits** - Veterans Services, Admin. Bldg., Room 111, 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 53.
- Academic Problems** - Student Special Services, Admin. Bldg., Room 114, 385-1583 or Counseling Center, Sixth Floor, Education Bldg., 385-1601.
- Change of Address** - Registrar, Admin. Bldg., Room 110, 385-3486. Financial Aid, Admin. Bldg., Room 117, 385-1664 (if receiving financial aid). College of Applied Technology Student Support Division, Technical Services Bldg., Room 109, 385-1431 (if you are in an Applied Technology program).
- Copy of Transcript** - Registrar's Office, Admin. Bldg., Room 102, 385-3486.
- Drop or Add a Class, Class Conflicts, Educational Goals, Degree Requirements or Declaring a Major** - See your advisor first; Part-time students check with the Registrar's Office, Admin. Bldg., Room 110, 385-3486; Continuing Education students check with Continuing Education, Library, Room 104 (West Entrance), 385-1709. Applied Technology students - College of Applied Technology Student Support Division, Technical Services Bldg., Room 109, 385-1431.
- Extended Absence from Class** - Individual instructor or in a medical emergency, Student Special Services, Admin. Bldg., Room 114, 385-1583.
- Grade Change or Incomplete** - See your advisor and instructor.
- Graduation Information** - Graduation Clerk, Admin. Bldg., Room 102, 385-3486.
- Transcript Evaluations** - Evaluator, Admin. Bldg., Room 102, 385-3487.
- Tutoring Assistance** - Call Tutorial Coordinator at: 385-3794.
- Withdrawal from School** - Student Special Services, Admin. Bldg., Room 114, 385-1583. Applied Technology students - College of Applied Technology Student Support Division first, Technical Services Bldg., Room 109, 385-1431.
- Writing Assistance** - Writing Center, Liberal Arts Bldg., Room 220, 385-1298.

## **SPECIAL ACADEMIC OPPORTUNITIES**

**Correspondence Study** - Continuing Education, Library, Room 104 (West Entrance), 385-1709.

**Distance Education** - Continuing Education, Library, Room 104 (West Entrance), 385-1709.

**Honors Program** - The Honors Program, Library, Room 408-G, 385-1122.

**Internships/Cooperative Education** - See your Department Chair, Academic Dean or the University Coordinator, Business Bldg., Room 316, 385-1327.

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

**Off-Campus Sites** - Continuing Education, Library, Room 104 (West Entrance), 385-1709.

**Reading and Study Skills** - Department of Teacher Education, Education Bldg., Room 206, 385-3602.

Technical program students go to Academic Skills Development, Technical Services Bldg., Room 215, 385-3084.

**Student Support Program** - Program Director, 1275 Brady Street, 385-3583.

**International Programs** - International Programs, Library, Room 104 (West Entrance), 385-3652.

**Weekend University** - Continuing Education, Library, Room 104 (West Entrance), 385-1709.

## **STUDENT SERVICES**

**Career/Major Choice Assistance** - Career Center, 2065 University Drive, 385-1747.

**Career Employment for Graduating Seniors** - Career Center, 2065 University Drive, 385-1747.

**Child Care Information** - BSU Children's Center, 1830 Beacon Street, at the corner of Oakland Avenue, 385-4404.

**Computerized Career Guidance & Information (CIS and SIGI PLUS)** - Career Center, 2065 University Drive, 334-4404.

**Legal Counseling, Landlord/Tenant Problems, Small Claims Court, etc.** - ASBSU, SUB, 385-1440.

**Disability Services, TTY Telephone** - Student Special Services, Admin. Bldg., Room 114, 385-1583 (V); 385-1454 (TTY).

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

**Veterans Programs, Veterans Who Need Tutoring** - Veterans Services, Admin. Bldg., Room 111, 385-3744.

## **RECREATIONAL-SOCIAL ACTIVITIES**

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

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

**Ethnic Student Organizations: Organización de Estudiantes Latino-Americanos (OELA), Organization of Students of African Descent (OSAD), Intertribal Native Council** - Student Special Services, Admin. Bldg., Room 114, 385-1583.

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

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

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

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

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

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

**Student Programs Board (SPB), Campus Entertainment** - SPB, SUB, 385-3655.

## **PERSONAL MATTERS**

**Discrimination** - Affirmative Action Director, Administration Bldg., Room 215, 385-1979, 385-1436 (TTY).

**Grievance against a Member of the University** - Student Activities, SUB, 385-1223.

**Health or Medical Problem** - Student Health Center, 2103 University Drive, 385-1459.

**Housing Situation, Roommate or Landlord Problem** - See your Resident Assistant, Resident Director or Student Residential Life, Administration Bldg., Room 214, 385-3986, 385-4311 (TTY).

**Personal, Vocational or Educational Concerns** - Counseling Center, Sixth Floor, Education Bldg., 385-1601.

**Sexual Harassment** - Affirmative Action Director, Administration Bldg., Room 215, 385-1979, 385-1436 (TTY).

## **MISCELLANEOUS**

**Idaho Residency Requirements Information** - Cashier's Office, Administration Bldg., Room 211, 385-1212.

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

**Parking Tickets or Information about Parking Requirements** - Parking Services, 2240 University Drive, 385-1681.

**Put an Ad, Letter or Article in the Student Newspaper** - Arbiter Office, 1603-1/2 University Drive (across the street from the SUB) 345-8204.

## **APPLIED TECHNOLOGY PROGRAM CONCERNS**

**Counseling Services** - College of Applied Technology Student Support Division, Technical Services Bldg., Room 109, 385-1431, 385-3154 (TTY).

**Questions about Completing Early** - Instructor and Program Head.

**Questions Concerning Registration and Student Records** - College of Applied Technology Student Support Division, Room 109, Technical Services Bldg., 385-1431.

**Questions about Cooperative Vocational Education Training** - Division Manager's Office, Technical Services Bldg., Room 114, 385-3968.

**Questions about Employability Training Programs** - Technical Services Bldg., Room 211f, 385-1860.

# BOISE STATE UNIVERSITY

## 1997-98 SCHEDULE OF FEES

### EFFECTIVE SUMMER 1997, FALL 1997 and SPRING 1998

	FULL TIME UNDERGRAD	FULL TIME GRAD	PART TIME U.GRAD	PART TIME GRAD	SUMMER 1997 U.GRAD	SUMMER 1997 GRAD
Associated Student Body	\$15.00	\$15.00	.75	.75		
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				
Recreation/Intramural Activity fee	9.00	9.00	.40	.40	1.40	1.40
University Marching Band	3.00	3.00				
Student ID System	6.00	6.00	.75	.75	.75	.75
Intercollegiate Athletics	60.00	60.00	2.00	2.00		
Student Health Insurance	160.00*	160.00*				
Health Center	25.00	25.00			1.00	1.00
Alumni Activities	2.50	2.50				
Scholarship Fee	6.00	6.00				
Outdoor Adventure Program	1.00	1.00				
Child Care Operation Fee	2.50	2.50				
Serv. Learning - Volunteer Service	3.50	3.50	.35	.35		
SUB/Housing Building & Operations Fee	138.50	138.50	13.85	13.85	13.85	13.85
General Building Fee	99.00	99.00	9.00	9.00	9.00	9.00
Recreation Facility Fee	41.00	41.00	4.00	4.00	1.50	1.50
Capital Expenditure Reserve	5.00	5.00				
Computer Lab Fee	22.50	22.50	2.45	2.45	1.50	1.50
Student Support System Fee	10.00	10.00	1.00	1.00	1.00	1.00
Matriculation Fee	524.00	524.00				
Part-Time Fee			63.95	63.95	59.25	59.25
Graduate Fee		261.00		26.00		24.00
<b>Total General Fees-Resident</b>	<b>\$1,147.00</b>	<b>\$1,408.00</b>	<b>\$99.00</b>	<b>\$125.00</b>	<b>\$89.75</b>	<b>\$113.75</b>

#### Non-Resident Tuition

Spring Semester 1994 Students (1)	\$2,356.00	\$2,356.00
Spring Semester 1995 Students (2)	\$2,560.00	\$2,560.00
New & Continuing Students (3)	\$2,940.00	\$2,940.00

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

(2) Applies to continuing non-resident students enrolled as full-time students for Spring Semester 1995.

(3) Applies to all new and continuing non-resident students not included in (1) and (2).

**Western Undergraduate Exchange Fee** \$493.50

#### 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.*

**\*Students with existing health insurance coverage may be exempt from the health insurance plan by filing a refund petition with the Cashier's Office prior to paying fees.**

*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 nonresident fees will be given on the following basis:

- Before classes begin, 100%
- During first five days of classes, 100% less a \$25.00 processing fee. This refund includes tuition, fees and special fees. Overload fees are never refunded. Private music lessons are refunded only during the first week of class.
- During the second five days of classes, 50% less a \$25.00 processing fee. This refund includes tuition, fees and special fees. Overload fees are never refunded.
- After the 10th day of class **NO REFUND**.

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 for weekend classes are honored on the Monday following these deadlines. Compressed classes and those that meet less than a full semester are subject to an equivalent refund calculated on a proportional basis.

Refunds for workshops: 100% refund prior to first day of class, 75% refund prior to 4 p.m. first day of class, no refund of processing fees.

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

All inquiries concerning fees, fee payments and refunds should be directed to the Cashier's Office, Room 211, Administration Building, 385-3699, 385-4068.



# STUDENT HEALTH INSURANCE

## STUDENT HEALTH INSURANCE ELIGIBILITY ADMINISTRATIVE SERVICES

**All full-fee** (eight or more credit hours) **paying students** are covered under the University's Student Health Insurance Program. The premium is included in the fee schedule for each semester. Coverage begins on the first day of classes, or if fees are paid late, on the day fees are paid. 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 until the first day of the fall semester.

**Part-time students** enrolled for three or more credit hours may enroll for the Student Health Insurance at registration if they so desire. The premium is payable each semester in the Cashier's Office during the first 30 days of each semester. **No billings will be sent for the insurance premium.**

**Dependent coverage** is available to dependents of the above students. In order to purchase dependent coverage, the student must also be insured under the Student Health Insurance. Students may enroll their dependents by completing the enrollment form which is attached to the brochure, and paying the premium to the Student Health Insurance Representative in the Cashier's Office. **Dependent coverage is on a voluntary basis and billings will not be sent.**

**Refund Policy:** Any student with existing health insurance coverage may exempt themselves from participation in the Student Health Insurance Plan by completing and **filing a refund petition each academic semester prior to paying fees.** Forms are available from the Health Insurance Representative in the Cashier's Office. Completed forms must be submitted to the Cashier's Office **at the time of payment only.**



# 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, accessible 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.

# VICE PRESIDENT FOR STUDENT AFFAIRS

## part two

# services for students



It was not an answer to a general question of whether the Vice President for Student Affairs should be located in Room 210 of the Administration Building or in the Student Center. The answer was a resounding "no" because the Vice President for Student Affairs office should be located in a building that is accessible to all students.

Dr. David C. Taylor, Vice President for Student Affairs, said that the Vice President for Student Affairs office should be located in a building that is accessible to all students. He said that the Vice President for Student Affairs office should be located in a building that is accessible to all students.

Richard Kapp, Associate Vice President for Student Affairs, said that the Vice President for Student Affairs office should be located in a building that is accessible to all students. He said that the Vice President for Student Affairs office should be located in a building that is accessible to all students.

Judy Wicker, Administrative Assistant, said that the Vice President for Student Affairs office should be located in a building that is accessible to all students. She said that the Vice President for Student Affairs office should be located in a building that is accessible to all students.

Technical Services Building

ENROLLMENT SERVICES STAFF

services for students

Enrollment, Counselor, NAC

# 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

## ENROLLMENT SERVICES

### Operations Office

101 Administration Building - 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 your application, high school transcript or other college transcripts have been received, the staff in Room 101 of the Administration Building can help you.

### New Student Information Center

Northeast entry, Student Union  
385-1820; 385-4254 (TTY)

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.

**Applied Technology** students should go to the College of Applied Technology Student Support Division in the Technical Services Building.

## ENROLLMENT SERVICES STAFF

**Mark Wheeler**  
Dean of Enrollment Services, A105

Teresa Church  
Assistant Dean  
New Student Information Center, SUB

Barbara Fortin  
Assistant Dean, A107

Brenda Ross  
Foreign Student Services Coordinator, A107

Fabiola Juarez-Coca  
Minority Enrollment Counselor, NSIC

Rob Dennis  
Enrollment 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 non-federal agency.

## Emergency Loans

Students who have unexpected expenses can apply for an emergency loan up to \$250 once per school year. Generally, students must be in good academic standing and be enrolled in at least 6 credit hours. Students must complete an application and supply documentation of the emergency situation as well as indicate how the loan will be paid back. If eligible for the loan, students can usually have the money within 24 to 48 hours.

## Reasonable Academic Progress Policy

### General Requirements

- To receive financial aid, an eligible student must:
- be admitted and enrolled for the purpose of obtaining a degree, diploma, or certificate (students enrolled for the purpose of interest and unclassified masters are not eligible);
  - be in good academic standing (i.e., not on probation or dismissal);
  - be progressing toward a degree/certificate at the minimum rate;
  - complete degree requirements within the maximum credits allowed in this policy.

### Credit Information and Requirements

1. All students will be required to complete at least 75% of all *credits attempted*. Example: A student attempts 18 credits during fall semester and 9 credits during spring semester for a total of 27 credits attempted. If the student completed at least 21 credits, the 75% rule of the reasonable academic standard has been met. (See section titled "Reasonable Academic Progress Review" for other examples.)
2. *Credits attempted* are defined as all classes for which a student receives a passing grade, an 'F', an 'I', or a 'W'. (The 'W' is recorded on withdrawals or dropped classes. This period differs in the summer terms.)
3. *Credits completed* are defined as all classes for which a student receives a passing grade of 'A', 'B', 'C', 'D', or 'P'.
4. Development courses (E-010, etc.) will be counted as credits attempted. They will also be counted as credits completed if a passing grade is received for the course.
5. Audit credits do NOT count either as credits attempted or completed.

## Grade Point Requirements

To be eligible for financial aid, a student must maintain a cumulative BSU grade point average above the probationary level (as determined by the State Board of Education). The level is dependent upon the number of credits completed as follows:

Total Number of Credits Completed	Minimum BSU GPA
0-6	1.00
7-32	1.60
33-64	1.80
65 or more	2.00

A student transferring to BSU from another college or university must have a minimum GPA of 2.00 from that institution. University academic standards require a student admitted on probationary status to obtain a 2.00 GPA their first semester at BSU.

## Maximum Credits Allowed for Completion of Degree/Certificate

Students are expected to complete their degree requirements within a reasonable time period. The maximum attempted credits allowed to complete a degree or certificate will be 150% of the credits needed to complete a specific program. These totals are published in the BSU catalog. The total credits attempted will be cumulative (see definition of credits attempted in the "Credit Information Requirements" section). Some examples are listed below.

- MA Special Education requires 33 credits; 50 credits would be allowed.
- BA English requires 128 credits; 192 credits would be allowed.
- Associate in Broadcast Technology requires 69 credits; 104 credits would be allowed.
- Certificate - Industrial Maintenance Technology requires 32 credits; 48 credits would be allowed.

## Progression Toward Higher Degree

Normal advancement must be made between degree programs (certificate to associate; associate to bachelor; bachelor to master; but not bachelor to associate, etc.).

## Reasonable Academic Progress Review

A review of all financial aid files is done at the end of spring semester to see if students have satisfactorily completed at least 75% of their credits attempted during the previous 12 months.

When a student applies for aid for fall 97, spring 98, and/or summer 98:

1. If the student attended summer 96, fall 96, or spring 97, those are the semesters which are examined to see if the student completed at least 75% of the credits attempted during this time period. If the student attended only one or two semesters, the credits attempted during just those particular semesters will be examined.
2. If the student did not attend any of the three above mentioned semesters, the last time the student attended BSU will be examined to see if the student completed at least 75% of all credits attempted during a similar 12 month period. (Note exception #1 in the "Limited Financial Aid Status" section.)

If a student attends BSU summer 96, fall 96, and/or spring 97, those semesters are the ones examined when the student applies for financial aid for the 97-98 academic year.

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 exception from termination of financial aid.

## Limited Financial Aid Status

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

1. Students who have credit deficiencies but have not attended BSU for more than three years.
2. Students who transfer to BSU with a probationary GPA.

### **Appeal Policy:**

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

### **Appeal Process:**

1. A student who has exceeded the maximum credits allowed for completing a degree must:
  - a. Complete the "Financial Aid Termination Appeal Form—Maximum Credits."
  - 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. A student with a credit shortage and/or GPA problem must:
  - a. Complete the "Financial Aid Termination Appeal—Reasonable Academic Progress - Credit Shortage/Insufficient GPA Form."
  - b. Submit the Recommendation Form which has been completed by a professor or staff member (waived for new transfer students and students who have not attended BSU within the last year).
  - c. Submit the most recent grade transcript.

The appeals will be reviewed by the Appeals Committee.

### **Additional information**

Additional information on financial aid programs at Boise State University can be obtained through the following:

- ° The Boise State University Catalog
  - ° The Student Guide to Federal Student Aid programs.
- If you have any questions, please contact the Financial Aid Office, Room 117 Administration Building, 385-1664.

### **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**

Complete withdrawal from the University may require the refund of tuition and fee payment to the financial aid programs or may require the repayment of financial aid received which exceeded tuition and fees. Generally, first time BSU students who receive financial aid will have tuition and fees refunded on a federal prescribed prorata basis. Continuing BSU students will be subject to either the University refund policy or the Federal refund policy. A one hundred dollar administrative fee will be retained by the University. Repayment is required based on the date of the withdrawal. 100% repayment is required if the withdrawal is during the first week of classes; 75% repayment during weeks 2-4; 50% during weeks 5-7; and 25% repayment during weeks 8-10. Examples of the refund and repayment calculations are available in the Financial Aid Office.

## **STUDENT EMPLOYMENT**

**385-1745**

Located in Room 118 of the Administration Building, 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

Margaret Matjeka  
Counselor

Barb Alm  
Associate Director

Chris Woodward  
Counselor

Mike Chambers  
Management Systems Coordinator

Randy Smith  
Employment Specialist

Dennis Haugland  
Counselor

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 provide 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 Applied Technology Student Support Division in the Technical Services Building.

### **REGISTRAR'S STAFF**

**Susanna Yunker**  
Registrar

Carl T. Webster  
Assistant Registrar

Debra Christensen  
Assistant to the Registrar

Yamir Shamim  
Management Systems Coordinator

Elena Knighten  
Administrative Secretary

Kim Asbury  
Registration Coordinator

Genelle Charette  
Transcript Supervisor

Ann Lindley  
Recorder

Sarah Saras  
Chief Evaluator

R.K. Williams  
Veterans Clerk

# CONTINUING EDUCATION

385-1709

The Division of Continuing Education provides students the opportunity to make progress towards completion of associates' and bachelors' degrees through a variety of alternatives; off-campus sites, Weekend University, distance education delivery methods, Summer School, study abroad, correspondence courses, and credit for lifelong learning.

Students can register for Continuing Education courses at the division's offices in Room 104, Albertsons Library, or at any of the off-campus centers.

## CONTINUING EDUCATION STAFF

**Joyce Harvey-Morgan, Dean**

Nancy Ness

Director of Distance Education, Corporate Relations,  
Credit for Lifelong Learning

Linda Urquidi

Director of Region I, Military,  
International Study Tours

Scott Shaw

Director of Region II, Summer Workshops

Molly O'Shea

Director of Asia University America Program

Josie Bilbao

Coordinator of International Programs

Tom Ansbach

Coordinator of Weekend University

Catherine Harris

Coordinator of Teacher Inservice  
Central Registration Unit

Candy Griffin

Coordinator of Canyon County Center

Corrine Smith, Coordinator of Gowen Field Center

Tommie J. Clark

Coordinator of Mountain Home Air Force Base Center

# 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 Administration Building Room 214, or call 385-3986 for assistance.

The office seeks to enhance the residential experience by providing individual assistance and educational programs for married students, single parents, single students, and residence hall students.

The office supervises all applications, assignments and billings for on-campus and University apartments and maintains listings for off-campus accommodations.

## RESIDENCE HALLS

The University has four residence halls, serving over 880 students: J.B. Barnes Towers is a coed hall for 300 students; Chaffee Hall, also coed, has a capacity of 429; Driscoll and Morrison Halls accommodate 80 students each, with Driscoll serving as a coed 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 Housing Cashier's Office 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. The student has the right to appeal to the Associated Student Body Judiciary Board.

## **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; however, dropping below this level does not guarantee release from the contract.

## **UNIVERSITY APARTMENTS**

Boise State University has five complexes with approximately 280 apartment units.

## **How to Apply**

Applications are sent to all students and prospective students who request them. The students should submit the completed form and a \$50 application fee to the Housing Cashier's Office as soon as possible to be placed on the waiting list. The students will be contacted when the apartments they applied for, and are eligible for, become available. It is the responsibility of the student to notify the Office of Student Residential Life of any changes 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, 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 do more than make 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

Dana Kelly

Assistant Director for Business and Operations

Craig Thompson

Assistant Director for Residence Life and  
Coordinator, Conference Housing

### Resident Directors

Greg Mead

John B. Barnes Towers

Rebecca Hancock

Chaffee Hall

Jon Tucker

Driscoll/Morrison Halls

# STUDENT SPECIAL SERVICES

**385-1583 (V), 385-1454 (TTY)**

Educational and general counseling, special service programs, adjudicating appeals for academic record or student status changes, and complete withdrawals are provided in this office. Special programs include services for minority, nontraditional, veterans, women students, and students with disabilities. In addition, the office administers the University Children's Center. Student Special Services is located in Room 114 of the Administration Building.

### Complete Withdrawal

Canceling your enrollment during the semester without recording failing grades requires contacting this office and completing a Petition and Clearance form. Applied Technology students must clear with the College of Applied Technology Student Support Division in the Technical Services Building Room 109 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.

### Disability Services - 385-1454 (TTY)

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

Limited equipment or auxiliary aids such as a TTY, Vantage Closed Circuit Television enlarger, Phonic Ear, Computer Speech Synthesizer, tape recorders, PC screen enlarger, Braille dictionary, Perkins Braille and accessible 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 385-1583 (V) or 385-1454 (TTY) for a copy of the Campus Guide for Students with Disabilities or to make an appointment to meet with the Special Services Coordinator.

### **Children's Center - 334-4404**

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. Two centers are operated: one in the Northeast side of the Pavilion, the other at 1830 Beacon Street, at the corner of Oakland Avenue.

Children of University students, faculty and staff are eligible for enrollment. They must be between 6 weeks and 5 years old. 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.

The Center is accredited by the National Academy for Early Childhood Education 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 Children's 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**

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 among the student organizations, the campus and the community and to promote awareness, understanding and cooperation among 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 located in the SUB Annex II, telephone 385-4317.

### **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 Services Office - 385-3744**

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.

### **STUDENT SPECIAL SERVICES STAFF**

**Marjorie L. Van Vooren**  
Dean

Gaylord D. Walls  
Minority Assistance Coordinator

Blaine Eckles  
Special Services Coordinator

Mary Olsen  
Children's Center Director

Rhonda Hughes  
Administrative Secretary

Judy Schimanski  
Public Service Representative

R.K. Williams  
Veterans Affairs Coordinator

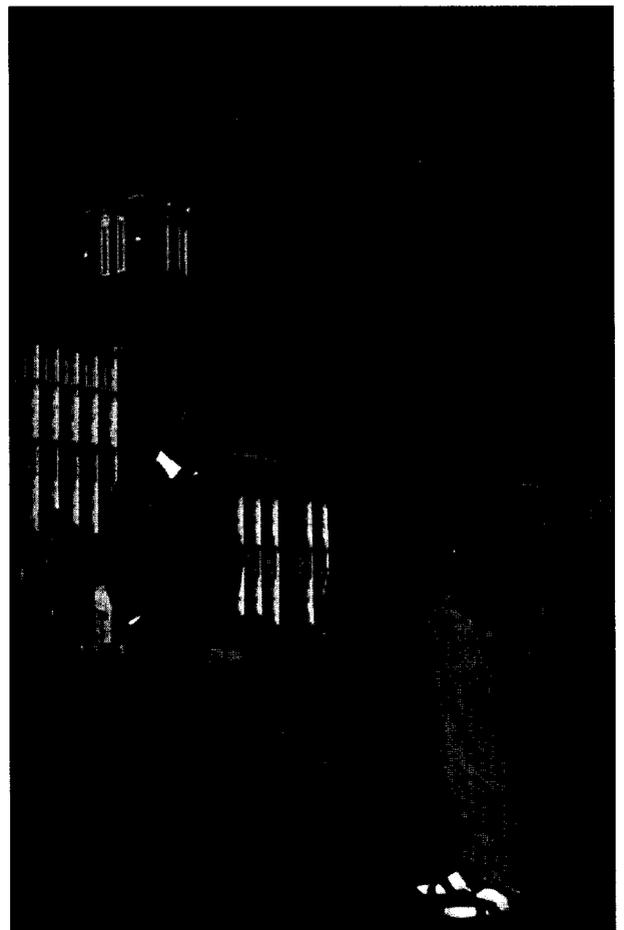
Marta Watson,  
Women's Center Programming Coordinator

## ***Student Assistants to the Dean***

Eve Raezer  
Nontraditional Students

Douglas Salada  
Publications

D. Kaimana Chee  
Minority Retention



# ACADEMIC SUPPORT

385-4049

The Director of Academic Support and Student Orientation directs and coordinates activities related to student orientation, academic advising, tutorial services and other academic support services.

**Janey Barnes**  
Director of Academic Support and  
Student Orientation

## 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 of the Math/Geology Building. The Writing Center, in Room 220 of 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 Services Coordinator. Private tutoring is also available if a certified tutor can be located, but the student pays the tutorial fee.

Tutors are hired and trained by the Tutorial Services Coordinator 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.

**Ellie McKinnon**  
Tutorial Services Coordinator

## ACADEMIC ADVISING CENTER 385-3664

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

The Academic Advising Center is located in Room 105 of the Math/Geosciences 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  
Assistant Coordinator

Jewell Haskins  
Senior Secretary

Staff also includes Peer Advisors



# THE PETERSON-PRECO LEARNING CENTER (PAVILION)

385-1797

The Academic Support Program is supervised by the Athletic Department. This multifaceted program is directed towards maximizing the academic experience for all student-athletes.

The staff of the Academic Support Program is located in the 3,300 sq. ft. Peterson-Preco Learning Center in the BSU Pavilion.

The program includes academic advising and counseling as well as the monitoring of progress toward a degree. Additionally, the program offers a supervised study hall and tutorial service.

All student-athletes are encouraged to take advantage of every academic and athletic resource that Boise State University has to offer.

## TUTORING

Tutorial assistance is a privilege extended to student-athletes from the first day of class throughout the semester. Tutoring is assigned on both a cluster (group) and an individual basis by the tutorial coordinator. Specific course group study sessions are often set up before mid-terms and finals. All athletic academic counselors can and will refer student-athletes for tutoring. Tutors are usually upper division or graduate students, professors or college graduates from the community. The core student tutors are assigned to different study halls.

## COMPUTER LAB

The computer lab is located at the east end of the Peterson-Preco Learning Center in the BSU Pavilion. There are twenty (20) stations available with access to word processing, databases, spreadsheets, Maple (a math and calculus program) and the Internet. Laser printing is available. Online availability of the Library, Business Building and Liberal Arts Building are also available.

The ease of using the computers in the Peterson-Preco Learning Center is a bonus to all students. It is a DOS/Windows lab with monitors available to answer questions and to help with computer needs. 3.5" disks (preferably HD) are required and also can be purchased from the lab.

### Hours:

Monday-Thursday	7:30 am to 10:00 pm
Friday	7:30 am to 5:00 pm
Sunday	4:00 pm to 10:00 pm

## PETERSON-PRECO LEARNING CENTER STAFF

### Fred Goode

Senior Academic Coordinator/  
Director of the Center 385-1103  
(aatgoode@bsu.idbsu.edu)

### Dan Pavel

Academic Counselor/  
Computer Administrator 385-3077  
(aatpavel@bsu.idbsu.edu)

### Lois Crans

Academic Advisor/Tutoring 385-3843  
(aatcrans@bsu.idbsu.edu)



# 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. Parenting issues and family problems are also addressed through our graduate counseling program.

## Testing Services

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

## Eligibility

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

## Hours

Counseling Center services are available on the 6th floor of the Education Building from 8:00 a.m. until 7:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday while classes are in session.

## Appointments

University students may arrange to see a counselor by calling 385-1601 or dropping by the Center's 6th floor location in the Education Building.

## 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.

# BSU RADIO NETWORK

385-3663

BSU Radio Network offers quality educational, informational, and cultural programming and provides student employees an opportunity to work in a professional broadcast environment. Tune in to: RadioVision, the Arts & Performance services at 90.3FM; Chronicle, the News & Information service at 91.5FM; and KBSU-AM Jazz 730. Pick up a copy of our program guide, INPRINT, in the SUB or in our studios (2nd floor/SMITC); call 385-3663 for information.

# HEALTH CENTER

385-1459

## Location

2103 University Drive

## Hours

8:00 a.m. to 6:00 p.m. Monday through Friday; 11:00 a.m. - 2:00 p.m. on Saturday. Summer hours: 9:00 a.m. - 3:00 p.m. Monday through Friday (when school is in session).

## Eligibility

All full-fee-paying students carrying eight credit hours or more are eligible. Part-time students carrying a minimum of three credits may also use the Student Health Center for a fee. Medical privileges are not available to faculty or staff members.

## Fees

Full-fee-paying students have access to nursing and physician services of the Health Center by paying their registration fees. Nominal fees are charged for medications, laboratory tests, X-rays, and certain procedures, if necessary. Part-time students enrolled for a minimum of three credits may use the services of the Health Center for a fee plus costs for medications, tests, X-rays, etc.

## Confidential Records

All medical records are confidential and are not part of the student's University records. Records will not be divulged without the consent of the student unless required by law.

## Services

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

## Services available include:

1. Examination and treatment of illnesses: strep throat, ear infections, upper respiratory diseases.
2. Over-the-counter medications in stock at the clinic are provided at no additional charge; there is a nominal fee for prescription medications (sorry, but we cannot fill prescriptions written by an outside physician).
3. Laboratory tests performed or ordered for the evaluation and treatment of illnesses.
4. Immunizations: TB skin tests, Diphtheria, and Tetanus.
5. Allergy injections.
6. Women's health: annual exam with pap, contraception prescription, etc.
7. Sexually transmitted disease diagnosis and treatment.
8. Some orthopedic care: sprains, strains, contusions; bandages, splints, X-rays of extremities; home physical therapy programs.
9. Minor surgery: removal of warts, cysts, moles, etc.
10. Emergency care: suturing wounds, extremity injuries.

## Staff

The medical staff consists of Physicians, Physician Assistants, Nurse Practitioners, and Medical Assistants.

### HEALTH CENTER STAFF

**Jayne E. Nelson**, PA-C, Director  
Colleen Roberson, Office Manager  
Dave Landis, PA-C  
Theresa Cole, GYN NP  
Jeanette Bower, NP  
Carla Norton, M.A.  
Dr. Debra Clyde, Medical Director  
Dr. Michael Sexton  
Dr. Richard Gage

# WELLNESS CENTER

385-3364

In the business of class schedules, meeting deadlines, and preparing for exams, it is often easy to forget that academic success also depends on such things as healthy eating, regular exercise, stress management, limiting alcohol and other drug use, and learning how to take some time for yourself. We invite you to visit the Wellness Stop in the Student Union Building or the BSU Health and Wellness Center to access information or to schedule an appointment with one of our graduate student staff. It

is our pleasure to assist you in developing a lifetime plan for healthy living. For more information, call 385-3364.

### WELLNESS CENTER STAFF

**Phyllis Sawyer**  
Director

Lisa Ramsey  
Office Coordinator

# CAREER CENTER

385-1747

## Career/Major Choice

Career information and advising, and career-planning assistance can be obtained at the Career Center, 2065 University Drive (corner of Chrisway & University Drive). Students are invited to use this service any time during their University years to assist them in important career decisions and options 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. The Career Center sponsors an annual Career Fair (October 1, 1997) where students may talk with representatives from various businesses, health-care facilities, governmental agencies, and graduate and professional schools. A student can also arrange a visit with an alumni career consultant in a career field of interest through ACT NOW! (Alumni Career Talk), a program co-sponsored by the Career Center and the Alumni Association.

Students may interact with a computerized career-guidance system called SIGI PLUS. Up-to-date occupational information on current employment, wages, outlook, descriptions of occupations or careers nationally and in Idaho may be found on SIGI PLUS and by using the Idaho Career Information System (ICIS). These computer programs are also available to identify colleges and universities offering specific undergraduate and graduate programs.

Assistance with resumes, interviewing, and other job-search skills is available to all students. This assistance is made available through both group workshops and individual meetings with the Career Center staff.

## Career Employment

The Career Center assists graduating students and alumni by providing information about job-hunting techniques and employment opportunities. Graduating students are encouraged to register with the Career Center early in their final year. The office maintains employer information, listings of openings, and arranges for a variety of employers to interview graduating students on campus.

Current information on careers, employment, and the BSU Career Center is available on the Career Center's webpage: <http://www.idbsu.edu/career>.

## CAREER CENTER STAFF

**Richard Rapp**  
Director

Shelley Metzger  
Assistant Director

Carol Hines  
Employment Coordinator



# ALBERTSONS LIBRARY

385-1204

The Albertsons 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 Albertsons Library contains more than 2,054,700 items selected by librarians and teaching faculty in support of University educational programs. Materials include:

- 456,000 volumes
- 4,700 periodicals and other serials
- 62 newspapers
- 166,400 government publications
- 1,223,300 microform pieces
- 127,300 maps
- 59,706 phonodiscs, cassettes and other A-V items

The general collection of books and bound periodicals is located on the upper three floors of the Library. Consult "Catalyst," the online computer catalog of the Library's holdings, for specific classification numbers. Current periodicals and microforms are housed on the first floor.

For use of materials or for study purposes, there are 1,600 reader stations in the Library divided among carrels, large tables and lounge seating. There are also 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 materials and that you are responsible for all materials checked out on your card.

## FIRST FLOOR

### Catalyst

The online computer catalog to the Library's collections is called Catalyst. Through Catalyst the student may discover what books, periodical titles, and other materials are available and where they are located. Examine the Information Series, available in the lobby, for instructions in the use of Catalyst.

### Reference Department, 385-3301/3302

A large collection of bibliographies, periodical indexes (print and CD-ROM), encyclopedias, dictionaries and other reference works to aid Library users in finding needed information. The CD-ROM indexes are available on workstations in the Reference area and in some computer labs across campus. A reference librarian is on duty most hours the Library is open to assist students and faculty in using library materials.

### Government Publications

The Library receives federal, state, local, and Canadian publications on a broad range of topics. U.S. Federal documents are housed on the first floor; this collection is serviced from the main reference desk. State, local, and Canadian publications are housed along with other materials on the three upper floors of the Library.

### Maps

The Library Map collection is world-wide in scope, with emphasis on Idaho and the Northwest. There is a separate card catalog for the Map collections which is serviced from the main reference desk.

### Periodicals

The Current Periodicals Room contains the most recent year or two of unbound periodical issues and the most recent few weeks of newspapers. Once bound, periodical volumes are integrated with the books on the upper floors. The Library keeps loose issues of newspapers until the microform versions arrive.

### 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 or near the book drops. Materials are not considered returned until they are received at the Circulation Desk.

### **Microforms, 385-1263**

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

## **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, CD's, phonorecords, tapes and equipment for use with these materials.

### **Special Collections, 385-1736**

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

**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.

### **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.

**Albertsons Library** is closed on weekends between semesters and on most University holidays. There is a reduced schedule of hours during summer school.

# **STUDENT STUDY/TRAVEL PROGRAMS**

### **International Programs - 385-3652**

This program offers students of any major the opportunity to internationalize their education by living and studying in one or more of eleven countries around the world. Through International Programs, Sophomores, Juniors or Seniors may earn academic credit for study at BSU sites in Spain, France, Germany, Italy, England, Chile, Costa Rica, Mexico, Quebec, Australia and Thailand. No prior second-language experience is necessary. Terms range from two-week travel tours to year-long programs.

#### **INTERNATIONAL PROGRAMS STAFF**

**Josie Bilbao**  
Coordinator

**Linda Urquidi**  
Director

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

The University belongs to a consortium of 124 state-supported colleges and universities that allows students to exchange for a maximum of one academic year to institutions 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 NSE Student Coordinator is located in the ASBSU offices of the Student Union Building.



# STUDENT UNION & ACTIVITIES

385-1448

The 200,000 sq. ft. Student Union facility, **located at 1700 University Drive**, open 360 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:

- A quick walk to the Union and you enter a bright, diverting place that is a welcome relief after classes and studying. The food service by Fine Host offers a wide selection of tasty yet inexpensive sandwiches, entrees, pastries, coffees, sodas and desserts for any appetite. Flexible hours from 7:00am to 9:00pm and friendly service staff complete your experience.
- SPB UNPLUGGED - On Friday nights during the semester, enjoy the music of rock, folk, country classical and coffee house groups brought to you by the Student Programs Board **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 Volleyball Club, just to name a few. Find out what they have to offer by contacting Student Activities at 385-1223.
- Recreation Center featuring video games room, bowling, 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.

**Services Supplied To All BSU Students:** 385-1448  
Student Union Hours, M-F, 6:00 a.m. to Midnight;  
Sat-Sun, 7:00 a.m. to Midnight.

Check with the Information Desk for holiday and intersession hours, which 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.; Sat., 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 over 15,000 titles of books for recreational reading, software, computer equipment, 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.

## Fine Host Offices - 385-1225

- **Student Union Dining** - M-F, 7:30 a.m. to 9:00 p.m.; Sat., 8:00 a.m. to 5:00 p.m.; Sun., 10:00 a.m. to 8:00 p.m.  
Featuring Moxie Java® Gourmet coffees, pastries, sandwiches, premium ice creams, Pizza Hut pizza, hot grill items, salads, pasta and specialty foods are served early in the morning and “into the night” for those who need a late night pick-me-up snack while studying or just visiting.
- **Table Rock Café** - M - F, 7:00 a.m. to 7:00 p.m.; Sat. - Sun., 10:00 a.m. to 5:30 p.m.  
For all persons with meal plans, dining cards and cash, the second floor 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 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.
- **Subway** - in the main lobby of the Education and Science/Nursing Buildings, M -T, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Sat. - Sun., Closed.  
Visit the SUBWAY sandwich shop on campus to experience those out-of-this-world concoctions prepared by their famed “sandwich artists” as you wait. Turkey, beef, Club, or a great Veggie sandwich are just a few of the offerings.
- **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 Manager.

## Information Desk - 385-1448, 385-1024 (TTY)

M - Sat., 7:45 a.m. to 9:00 p.m.; Sun., 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 - Sat, 10:00 a.m. to 6:00 p.m.; Sun. 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 - TH, 6:00 a.m. to 5:30 p.m.; Friday, 6:00 a.m. to 5:00 p.m.; Sat. 10:00 a.m. - 2:00 p.m.; Sun. 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.; Sat. 12 Noon to 1:00 a.m.; Sun. Noon to Midnight.

Offers bowling lanes, a video game room, spacious area for pocket billiards and snooker tables, foosball and shuffle board. 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.

**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. The Volunteer Services Board develops opportunities for students to serve the community. 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                      Recreation Center; by Machines 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
- Wellness Stop                      Student Union Lobby

**Student Union And Activities Administrative Staff**

**Greg Blaesing**

Director, Auxiliary Services, Student Union and Activities

**Brian Bergquist**

Assistant Director, Auxiliary Services, Student Union/Conference Services Coordinator

**Maureen Sigler**

Associate Director, Student Activities

**Rob Meyer**

Assistant Director, Student Activities

**Diana Garza**

Student Organizations Advisor, Student Activities

**Barry Burbank**

Business Manager, Auxiliary Services, Student Union & Activities

**Roger Pritiken**

Facility Services Manager

**Darren Burch**

Technical Services Manager



# CENTER FOR EDUCATIONAL/ MULTICULTURAL OPPORTUNITIES (STUDENT ASSISTANCE PROGRAMS)

385-1754

Several federal programs designed to assist migrant, low income, nontraditional college students are administered through the Center for Educational and Multicultural Opportunities (Room 211, Education Building). For further information contact the **Director of the Center of Educational/Multicultural Opportunities, Dr. John Jensen**, in the Education Building.

## **Elementary Bilingual Teacher Training Program - 385-3680**

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 - 385-3680**

A program for 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**

CAMP is 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**

This program encourages low-income and first-generation individuals over the age of 12 to graduate and enter post-secondary training or education. It provides admissions, financial aid counseling and college information.

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

HEP 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.

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

Provides comprehensive individualized counseling and tutoring services to University students who are low-income, first generation or who have a physical or learning disability. The counseling component assists students with their academic, career, financial and personal needs. Qualified tutors provide one-to-one tutoring or small-group instruction in different academic areas. Small-group workshops are offered to help students adjust to a college lifestyle. The goal of the program is to help students identify and implement ways to increase their success in the University.

## **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. Robert Bahruth**, Coordinator

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

**Dr. John Jensen**, Director  
Gypsy Hall, 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 Moczygomba, Associate Director

### **Student Support Program Staff**

**Greg Martinez**, Director  
Dr. John Jensen, Coordinator

### **Upward Bound Program**

**Dr. Eric Anderson**, Director

# SIMPLOT/MICRON INSTRUCTIONAL TECHNOLOGY CENTER

385-3286

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 at the Center through different academic departments. Services of the Center include:

## **Knowledge Network (Instructional TV)**

A low-power microwave television broadcasting service delivers interactive instruction to home subscribers and 14 off-campus sites in the Treasure Valley. Student producers/operators are used for each course. The classroom facilities also are used to videotape courses for use in remote locations.

## **Classroom Video Production Services**

Television studios, video classrooms, control rooms, field equipment and graphic work stations are used to create teaching materials for University credit courses. Student TV production experiences are available in the Center.

## **Presentation and Imaging Technology**

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. Student graphic artists positions are available in the department. There is a cash charge for student production.

## **Media Software Collection**

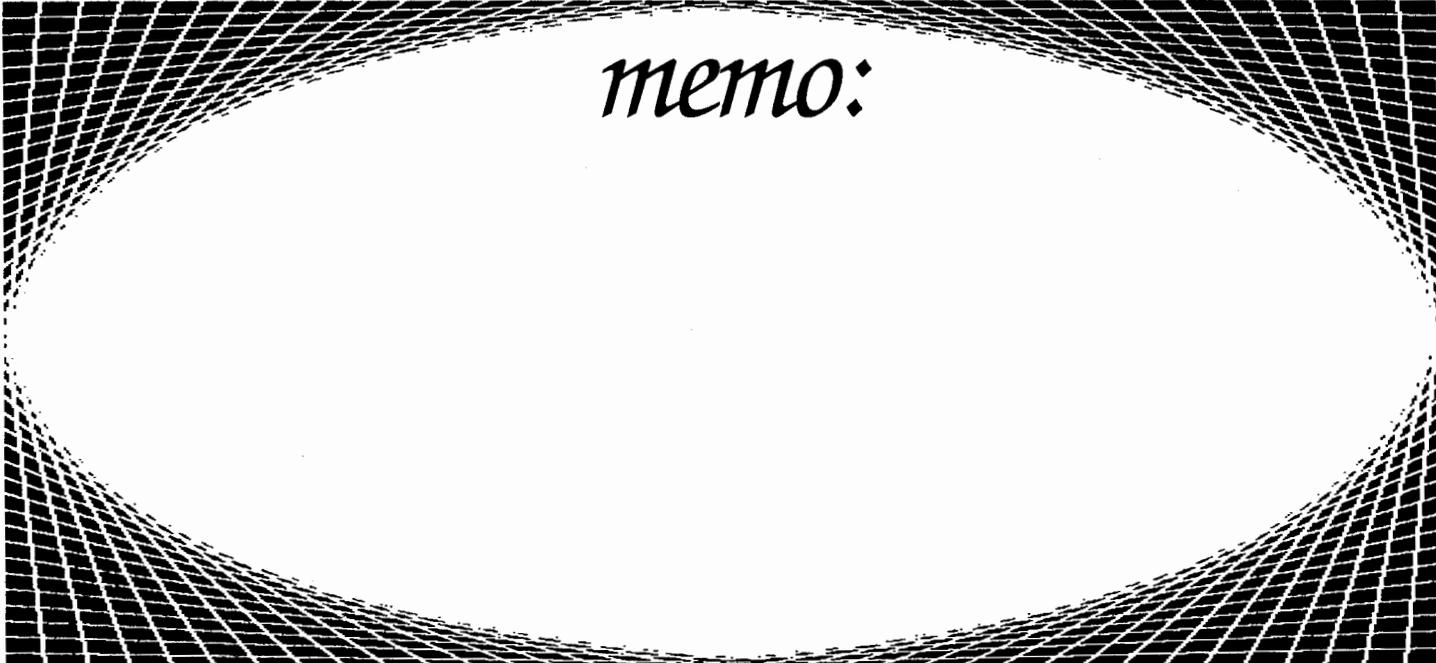
This is a library of selected audio-visual teaching materials that can be used by faculty in regular University credit courses.

## **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.

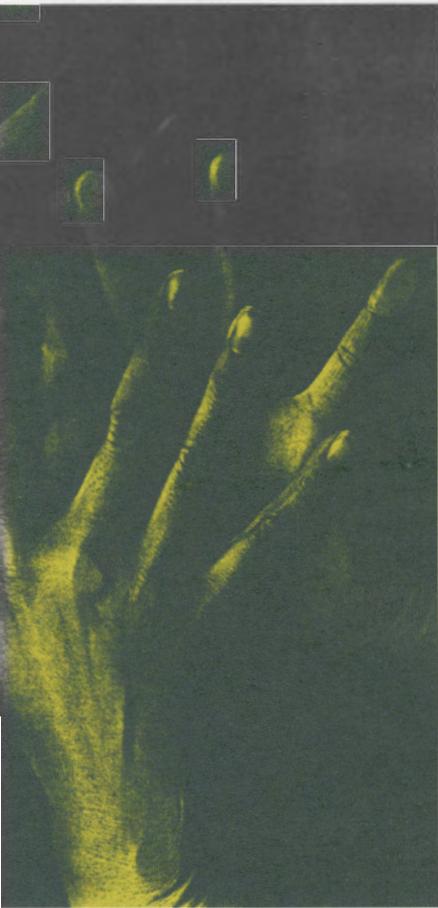
## **Computer-based Instruction and Testing**

A special lab devoted to computer-based instruction is located in the Center. Placement and course testing are also conducted for various departments.



*memo:*

# part three



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.

**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 Records Policy Committee for consideration and action. Two students serve on this committee.

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

**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 and the Student Programs Board. A subcommittee, the Art Advisory Board, develops and interprets Student Union Gallery policy, selects and schedules gallery exhibits and makes recommendations to the Director of Student Union and Activities regarding the purchase of permanent art. The Board of Governors 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 disabled persons. Three students with physical disabilities 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 students, 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 and Programming Groups

ASBSU Officers	385-1440
ASBSU Senators	385-1292
Elections Board	385-1440
Judiciary Board	385-1142
Student Programs Board	385-3674 or 3655
Personnel Selection Committee	385-1440
Student Union Board of Governors	385-1551
Homecoming	385-1223
Volunteer Services Board	385-4240

## Academic/Honorary

Alpha Phi Sigma (Criminal Justice Honor Society)  
 American Advertising Federation Association  
 Anthropology Club  
 Associated Students of Light Technology  
 Association of Psychology Students  
 Bilingual Education Student Organization  
 Business Policies Club  
 Civil Engineering Club  
 College Entrepreneurs Organization  
 Communication Student Organization  
 Council for Exceptional Children  
 Criminal Justice Association

Drafting Club  
 Electronics Club  
 English Majors Association  
 German Club (Temporary)  
 Golden Key National Honors Society (Temporary)  
 Honors Student Association  
 Imago Club  
 Intermountain Post-Sec. Agric. Students of Idaho  
 International Business Organization  
 Masters of Business Administration (MBA)  
 Masters of Public Admin. Student Assoc. (MPA)  
 Mechanical Engineering Club  
 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 Club  
 Pi Kappa Delta (Forensic)  
 Pi Sigma Alpha (Political Science)  
 Political Science Association  
 Pre Law Society

Psi Chi (Psychology)  
Recreational and Small Engine Repair  
Respiratory Therapy Students  
Sigma Gamma Epsilon (Geo-Sciences)  
Sigma Tau Delta (English)  
Societas Biophilia  
Society of Exploration Geophysicists  
Sociology Club  
Student Association for Radiological Technologists  
Teacher Education Association  
Theatre Majors Association  
Visual Arts League  
Vocational Industrial Clubs of America

### **Ethnic**

Asian American Association  
Chinese Students & Scholars Assoc. (Temporary)  
Hui-O-Aloha  
International Student Association  
Intertribal Native Council  
Organización de Estudiantes Latino-Americanos  
Organization of Students of African Descent  
Scottish-American Student Association (S.A.S.A.)

### **Greek**

Alpha Chi Omega Sorority  
Greek Council  
Kappa Sigma Fraternity  
Lambda Delta Sigma Omega Sorority (LDS)  
Lambda Delta Sigma Phi Sorority (LDS)  
Sigma Gamma Chi Fraternity (LDS)

### **Professional**

Alpha Kappa Psi (Business)  
American Indian Science & Engineering Society  
American Production & Inventory Control Society  
American String Teachers Association  
Beta Alpha Psi (Accounting)  
Business Professionals  
Construction Management Club  
Data Processing Management Association  
Delta Epsilon Chi (Marketing)  
Electrical Engineering Club  
Financial Management Association  
Human Resource Association  
Idaho Music Teachers Association  
Music Educators National Conference  
National Art Education Association  
Pi Sigma Epsilon (Marketing)  
Pre-Med Club  
Society of Women Engineers Club (Temporary)  
Student Athletic Trainer's Association  
Student Nurses Association

### **Religious**

Baha'i Association  
Baptist Campus Ministries  
Campus Crusade For Christ  
Campus Ministry  
Christian Students  
College Christian Club  
Intervarsity Christian Fellowship  
Latter-Day Saint Student Association  
Muslim Student Association

Real Life  
St. Paul's Catholic Student Group  
United Methodist Student Movement  
Vedic Philosophical & Cultural Society  
Vineyard Christian Fellowship College Group  
Young Life 101

### **Residence Halls**

Chaffee Hall Government  
Morrison/Driscoll Hall  
Residence Hall Association  
Towers Hall Government

### **Special Interests**

American Civil Liberties Union (ACLU)  
Amnesty International  
Association For Non-Traditional Students  
Bisexuals, Gays, Lesbians & Allies For Div., (BGLAD)  
Boise State Env. Education Diversity (BSEED)  
Broadcasting Club  
bsu.net/org (Temporary)  
College Democrats  
College Republicans  
Conflict Management Service Organization  
Dead Eight Productions  
Feminist Empowerment  
Guitar Society  
Keith Stein Blue Thunder Marching Band  
Marijuana Project of Idaho  
Meistersingers  
Outsiders  
Powerline  
Ranger Club  
Roleplaying and Boardgaming Club  
Scabbard and Blade  
Society for Creative Anachronism  
Students for Quality Child Care  
Symphonic Winds (Temporary)  
Unix/Linux  
Vocal Jazz Ensemble

### **Sports**

Aikido Club  
Alternative Mobility Adventure Seekers (AMAS)  
Baseball Club  
Bowling Club  
Cue-Ball Club  
Kayak Club (Temporary)  
Lacrosse Club  
Powerlifting Club  
Ragin' Matrons Rugby Football Club  
Rock Climbing Club  
Rodeo Club  
Rugby Football Club  
Shotokan Karate Club  
Ski & Snowboard Club  
Skydive Idaho  
Soccer Club  
Swim Club  
Tae Kwon Do  
Ultimate Frisbee Club (Temporary)  
Volley Ball Club  
Women's Soccer Club

## 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, Night, 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 Arts Department	385-3957
Christ Chapel	Physical Plant	385-1442
Intramural/Recreation	Recreation Office	385-1131

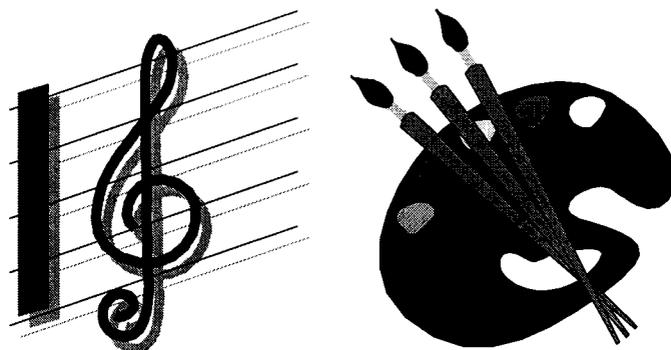
## ART, MUSIC AND THEATRE ARTS

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: Gallery I, located on the first floor of the Liberal Arts Building and 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, including two dance concerts and student showcases; all productions have open auditions. Full-time University students may obtain a free ticket to each major production. The department offers a musical every other year in the spring and also hosts a secondary school festival in February of each year. 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.



# PUBLIC EVENTS FACILITIES

## 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 ballet, musical, symphony, chorus, opera, ensemble or solo performances.

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 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 12,500 seat facility hosting a variety of entertainment including concerts, circuses, ice shows, athletic tournaments and Intercollegiate Athletics sports for Boise State University students and Treasure Valley patrons.

We are the home of the Bronco's Men's and Women's Basketball, as well as Women's Volleyball and Gymnastics. We also host selected Men's Wrestling matches.

Permanent tenants in the building consist of a University Child Care Center, Army Research and Military Science classrooms and offices, Intramural Sports and Recreation with racquetball courts and a weight room, Athletics offices and the Peterson-Preco Learning Center which features a computer lab, study hall and tutorial center.

Pavilion Administration offices are located on the south side of the building between lobbies two and three. Our box office sells all tickets through Select-A-Seat and is open 10:00 am to 4:30 pm Monday through Friday. It is situated on the east side of the building near the parking lot. Phone 385-1766 between 10:00 am and 8:30 pm Monday through Friday.

A \$1.00 discount for Pavilion events is available to BSU students with a student ID card. Students may purchase tickets from a "student pool" which are held for three days after a show goes 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 students through two-(2) three-(3) and four-(4) year ROTC Scholarship programs. These scholarships pay for tuition, \$450 for books and supplies and \$150-a-month allowance for up to ten months each year. All Advanced Course cadets receive the \$150-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. For more information, contact the Military Science Office at 385-3500 or stop by our office located upstairs, around the corner from entrance #3 of the Pavilion.

## RECREATION ON CAMPUS

### 1997-98 Intramural Activities

The Boise State University Recreation 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 recreational facilities on campus are available for drop-in use by students when classes, intramural and varsity sports are not using them. Hours are 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:

**Intramural Activities:** The intramural program offers league and tournament play in a variety of lifetime sports and recreational activities. Students of all abilities and skill levels are welcome and encouraged to participate. The following is a list of Intramural Activities for this year:

#### Fall Semester \*

Basketball (3-on-3)  
Bowling  
Flag Football  
Golf  
Indoor Soccer  
Pool (8-ball)  
Sand Volleyball  
Softball  
Tennis  
Volleyball (4-on-4)

#### Spring Semester \*

Badminton  
Basketball (5-on-5)  
Biathlon  
Bike Polo  
Golf  
Pool (9-ball)  
Racquetball  
Sand Volleyball  
Soccer  
Softball  
Tennis  
Ultimate Frisbee  
Volleyball (6-on-6)

\* **Contact the Recreation Office in Room 1510 of the Pavilion for specific entry and starting dates or call 385-3850.**

### CLUB SPORTS

Currently there are 21 active sport clubs on campus that are organized to compete in aikido, baseball, ultimate frisbee, volleyball, billiards, lacrosse, bowling, rock climbing, rodeo, rugby, skiing, tae kwon do, power lifting, 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, Max Corbet**, is located in the Varsity Center, 385-1515; and the office of the **Olympic Sports Information Director, Lori Orr Hays**, 385-3438, and **Brad Larrondo**, 385-3868 are 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 two guest tickets for football and men's basketball, if available. Part-time students may purchase two guest tickets to an athletic event, if available. For the University of Idaho game in football and men's basketball, full-time and part-time students may purchase one guest ticket. 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 and men's basketball games to pick up student and guest tickets OR until the allotment is gone, whichever occurs first. A maximum of five student I.D. cards per person, may be utilized when obtaining student and/or guest tickets for any athletic event. **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 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 and men's basketball game.
4. University Student Tickets are NOT transferable.
5. University Student I.D. Cards are required for admission to all other regular-season athletic events.

6. Event Entry Procedure: All students and student guests will enter through designated gates for admission to football and basketball events. In football, students and student guests will enter at the northeast gate (near Christ Chapel) of Bronco Stadium. 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 and men's basketball.

Student and guest tickets for football and men'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. After 26 years as a member of the Big Sky Conference, Boise State joined the Big West Conference in 1996. The Bronco men compete for Big West Championships in the sports of football, golf, cross country, basketball, tennis and outdoor track and field. The men also compete in the Pac-10 Conference for 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. 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. The University began competing as a member of the Big West conference in the fall of 1996. The Big West Championships Boise State will compete for include volleyball, basketball, tennis, golf, cross country, gymnastics and outdoor track and field. 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.

## EQUITY IN ATHLETICS DISCLOSURE REPORT

The Department of Intercollegiate Athletics annually prepares an Equity in Athletics Disclosure Report. The report provides information pertaining to gender equity for the following items: participation rates, financial support, coaches and other information on men's and women's intercollegiate athletic programs.

The report is available for review at the Library, the Athletic Department Administrative Office and the ASBSU Office in the Student Union Building.

## BSU NCAA Athletic Teams & Head Coaches

### Men's Sports

### Women's Sports

Football	August through November	Basketball	November through March
Head Coach: Houston Nutt	385-1281	Head Coach: Trisha Stevens	385-1760
Basketball	November through March	Volleyball	September through November
Head Coach: Rod Jensen	385-1952	Head Coach: Darlene Bailey	385-1656
Wrestling	November through March	Gymnastics	January through April
Head Coach: Mike Young	385-3747	Head Coach: Yvonne Sandmire	385-1657
Track/Field	January through May	Track/Field	January through May
Head Coach: Randy Mayo	385-3657	Head Coach: Randy Mayo	385-3657
Cross Country	September through November	Cross Country	September through November
Coach: Mike Dilley	385-3390	Coach: Mike Dilley	385-3390
Tennis	March through May	Tennis	March through May
Head Coach: Greg Patton	334-2674	Head Coach: Jim Moortgat	334-2663
Golf	March through May	Golf	March through May
Head Coach: Bob Campbell	385-3565	Coach: Bob Campbell	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, and several appointed cabinet positions.

The Legislative branch of student government is the Student Senate with one elected Senator from each College plus at-large Senators equal to the number of Colleges. 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 and Vice President 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.

## ASBSU Officers

President T.J. Thomson

Vice President Nico Martinez

## Cabinet Officers

Chief of Staff, Election Board Chair, Executive Assistant, Lobbyist, Personnel Selection Chair, Student Relations Director, Volunteer Services Board Director, National Student Exchange Coordinator.

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	Anne Taylor
College of Business	Jake Klossner
College of Education	Gary Robertson
College of Health Sciences	Jason Howell
College of Social Sciences & Public Affairs	Joseph H. Pearson
College of Technology	Brent Willis
Graduate College	Vacant

## Senators-at-Large

Jason Driever	Lee Swift
Christine Starr	Tony Gonzales
Justin Parker	Michael Mays

Senate Offices are located in the Student Union. Call 385-1292 for information concerning ASBSU student involvement. For Constitution and Senate Acts information, contact the ASBSU offices, 385-1440 or the Advisor, Greg Blaesing, 385-1551.

## 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

Brian Jones

## Student Justices

Chad Brown  
Leila Jones  
John LeVering  
Peter Brockett

## Faculty Justice

Starla Haslip

## 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 tomorrow by creating programs and opportunities for students to improve their learning, and to gain 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.

# part four



## university policies and procedures

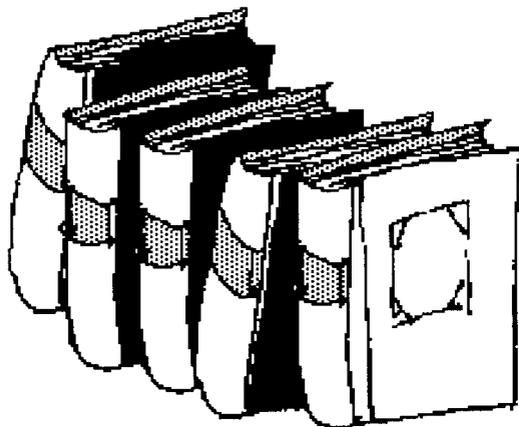
# ACADEMIC REGULATIONS

## 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 eight 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 seven 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 Applied Technology Student Support Division**, Technical Services Building, Room 109. 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

Boise State University uses a 4.0 grading scale. The table below lists the letter grades that instructors use to document their evaluation of your work. This table defines the meaning of each letter grade and specifies the number of quality points that correspond to each grade. Quality points are used to determine your grade-point average (GPA).

Letter Grade	Meaning	Quality Points per Credit Hour	Used to Calculate GPA?
A	Distinguished work	4	Yes
B	Superior Work	3	Yes
C	Average Work	2	Yes
D	Below Average Work	1	Yes
F	Failure	0	Yes
P	Pass; satisfactory work equivalent to a grade of C or higher; credits earned	0	No
I	Incomplete (See regulations listed in this section)	0	No
W	Withdrawal	0	No
AUD	Audit - no credit or grade	0	No
NR	No Report - Instructor has not turned in grade	0	No

## How to Calculate Your Grade Point Average

For each student, Boise State University calculates and documents three types of grade-point averages (GPA):

- Overall cumulative GPA
- Semester GPA
- BSU GPA

Each of the three types of GPA is calculated with the same formula: total quality points you have earned divided by the total number of credits you have attempted.

$$\frac{\text{Total Quality Points Earned}}{\text{Total Credits Attempted}} = \text{GPA}$$

## Classification of Students

In calculating your overall cumulative GPA, BSU uses all courses you have taken at the University and all courses you have transferred from other post-secondary institutions - but only if you received a final letter grade (A, B, C, D, or F) in those transferred courses. If you have repeated a course prior to Fall 1995, only the most recent grade is used in calculating your overall cumulative GPA. For courses repeated Fall 1995 or after, both grades are used in GPA calculations.

All GPA calculations exclude credits for: pass/fail courses in which you earned a grade of P; courses that you registered for but dropped with a grade of "W"; courses you took under audit status (AUD); courses in which you have received a grade of "I" (incomplete) or NR (no report) until they are changed to letter grades.

### Incomplete Grades

Instructors can enter a grade of "I" for incomplete if your work has been satisfactory up to the last three weeks of the semester and extenuating circumstances make it impossible for you to complete the course before the end of the semester.

If you receive an incomplete, you and your instructor will complete a contract stating the work you must do to receive a grade in the class. You will have one year to complete the work. If you fail to do so, you will automatically receive a grade of "F". You may not reenroll in the course for as long as you have an incomplete.

### Dean's List

Undergraduate students who complete twelve or more credits of graded academic work not including pass grades 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.

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 eight 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 half time - 3 or less

## Registration Procedures

### Priority Registration

If you are a continuing, degree-seeking student, you may register during priority registration, which is held in April (for the upcoming summer session and fall semester) and held again in November (for the upcoming spring semester). For exact dates, consult the current academic calendar or the BSU Directory of Classes. During priority registration, students register by appointment, according to a schedule established by the Registrar's Office. If you are a new degree seeking student you will be notified, by mail, of your registration appointment.

## Open Registration

Open registration begins after the fee-payment deadline for preregistered students and runs through the tenth day of the semester. (See the BSU Directory of Classes for specific dates.) If you register during priority registration but fail to pay your fees by the deadline, your registration is no longer valid; therefore, you must attend open registration and register again. If you are admitted as a non-degree seeking student (that is, if you are only taking courses of interest), then you must register at open registration.

**NOTE:** If you fail to register and pay your fees by the deadline specified in the current academic calendar, then it is unlikely that you will be able to register for the current semester. Late registrations require approval from the University Appeals Committee, which grants approval only under extreme extenuating circumstances. For application deadlines, see the academic calendar or the BSU Directory of Classes.

**NOTE:** Your registration is considered final and official only after you have paid all tuition, fees and other charges.

### Credit/Audit Status

During open registration, if space in the class is available, you may register for a course under audit status; that is, you may register for the course with the understanding that you will receive neither credit nor a grade. On your transcript, audit status indicates that you had a seat in the class, but may or may not have participated in class activities. You may change your registration status from credit to audit or audit to credit; however, you may do so only until the tenth day of the semester. To change your registration status, file a drop/add form with the Registrar's Office. If you fail to meet the audit requirements established by the instructor, the instructor may give you a final grade of "NG" (for No Grade); in such a case, the course will not appear on your transcript.

### Adding Classes and Dropping Classes

For a short time at the beginning of each semester, enrolled students may add classes to their schedule or drop classes from their schedule. This section describes the general policies governing adding or dropping classes. Specific instructions for adding or dropping are pub-

lished in the BSU Directory of Classes, as is the deadline for making such changes.

**NOTE:** At certain times during the semester (specified in the BSU Directory of Classes), you may drop or add classes over the telephone. You may also drop or add classes by completing a drop/add form. You are responsible for obtaining the form, filling it out, obtaining any necessary signatures and returning the form to the Registrar's Office for processing. A drop/add form takes effect only when it has been fully processed by the Registrar's Office. For more information about dropping or adding classes, see the BSU Directory of Classes or call the Registrar's Office (385-3486).

Before the semester begins, and through the first week you may add classes to your schedule without first obtaining the instructor's permission, if there is space available in the class. You may continue to add classes after the first day of classroom instruction, up until the end of the tenth day of the semester (see the academic calendar in the BSU Directory of Classes for the exact deadline). However, you first need to obtain the instructor's signature on the drop/add form, indicating that the instructor has granted permission for you to add the class. Instructors may refuse to grant permission if the class is full. They may also refuse permission if your late entry would prevent you from benefiting fully from the class or would prevent other students in the class from doing so.

You may drop classes from your schedule through the sixth week of the semester. (See the academic calendar in the BSU Directory of Classes for the exact deadline.) If you drop a class before the tenth day of the semester, the class will not appear on your transcripts. However, if you drop a class after the tenth day, your transcript will show a grade of W (for withdrawal) for that class.

Beginning Fall 1995, the number of withdrawals (W's) a student may receive while at BSU will be limited. If you are pursuing an Associate's Degree, Advanced Technical Certificate or Technical Certificate program, you may receive up to five (5) W's. If you are pursuing a baccalaureate degree program, you may earn up to ten (10) W's, including any W's received while in an Associate, Advanced Technical or Technical Certificate program. (W's received prior to Fall 1995 are not counted toward the total allowed.)

**Exceptions:** Withdrawals from corequisite courses that must be taken together (primarily lecture/lab courses) will count as one course for permitted withdrawal purposes. Withdrawals received as a result of a complete withdrawal from the University will not count toward allowed total.

If you have exhausted the allowed number of W's, you may receive only an A, B, C, D, P, or F in any succeeding course.

**NOTE:** The University has placed limits on the number of times you may enroll in a course. See repeating a course in this section for more information.

**NOTE:** If you intend to drop a class in which you have been issued University property—such as uniforms, instruments or lab equipment—return the property before dropping the class. If you fail to do so, the Registrar's Office will place a hold on your record and reinstate you in the class.

### **Faculty-Initiated Withdrawal from a Course**

An instructor can withdraw a student from a course if any of the following conditions are present:

- The student fails to attend one of the first two meetings of a class that meets more than once each week.
- The student fails to attend the first meeting of a class that meets once each week.
- The student has not satisfied the entrance requirements for the class.

To withdraw a student for failing to attend one of the first two meetings of a class that meets more than once each week (or the first meeting of a class that meets once each week), the instructor submits a form (Faculty Initiated Drop) to the Registrar's Office. Students withdrawn from a course for failing to attend these specified class meetings may reenroll in the course on a space available basis with the instructor's permission—at any time up to the deadline for registration changes. (See the academic calendar in the BSU Directory of Classes for the exact deadline.) To withdraw a student for failing to satisfy entrance requirements, the instructor or the department must notify the student of the impending withdrawal and then request the withdrawal through the Registrar's

Office. All requests for Faculty-Initiated Withdrawals will be recorded with a grade of "NG" (for No Grade) and will not appear on your transcript.

### **Complete Withdrawal from BSU**

Completely withdrawing from BSU is the process by which a student formally drops all classes. You may request a complete withdrawal at any time up through the sixth week of the semester. (See the academic calendar, in the BSU Directory of Classes for the exact deadline.) If you simply stop attending all classes, rather than formally withdrawing, you will receive a final grade of F in all of your classes. On the other hand, if you completely withdraw from the University, you will receive a W (for withdrawal) for all classes dropped after the tenth day of the semester. Any classes dropped on or before the tenth day do not appear on your transcripts. W's received as a result of a complete withdrawal will not count toward the maximum limit of W's allowed in your program. Once you have withdrawn completely from the University, you can register for classes in the same semester only after petitioning for and receiving approval from the University Appeals Committee.

To begin the process, go to the Office of Student Special Services (Room A-114, phone 385-1583) and request a complete withdrawal. If you are hospitalized, out of the area or otherwise unable to come to the University you may begin the process by telephone or by mail.

### **Administrative Withdrawal from BSU**

An administrative withdrawal is the process by which BSU formally withdraws a student from the University, usually without the student's consent or cooperation. Students may be administratively withdrawn for a variety of reasons, including the following:

- failing to pay tuition, fees, library fines, overdue loans, housing accounts or other charges.
- falsifying information on an admissions application or other University record or document.
- failing to respond to an official summons issued by the University.
- exhibiting behavior that constitutes a clear and present danger to themselves or to others.

All administrative withdrawals will be recorded with a grade NG (for No Grade) and will not appear on your transcript.

For questions about these policies, contact the Registrar's Office, Room A-102, phone (208) 385-4249.

### Probation and Dismissal

To remain in good academic standing, a student must maintain a minimum grade-point average (GPA) for the number of credits earned (including transfer credits) as shown in the chart below. The GPA used to determine probation and dismissal status is the BSU GPA, which includes all BSU credits but excludes transfer grades.

Minimum GPA Necessary to Remain in Good Academic Standing	
Cumulative Credits Earned (Transfer and BSU)	Minimum BSU Cumulative GPA
0 to 6	1.00
7 to 32	1.60
33 to 64	1.80
65 or more	2.00

A student who fails to maintain the minimum BSU GPA will be placed on probation. The record will be reviewed at the end of the next semester and one of the following actions will be taken:

Removal from probation if the cumulative BSU GPA is at or above the minimum.

Continued probation if the cumulative BSU GPA is below the minimum but the semester GPA is 2.0 or higher.

Dismissal from the University if the cumulative BSU GPA is below the minimum and the semester GPA is below 2.0

NOTE: A student who transfers credits to BSU and is admitted on probation must attain at least a 2.0 GPA the first semester. Failure to do so will result in dismissal from the University.

A student who leaves the University while on probation and then returns will remain on probation even if another institution has been attended in the meantime. A student on probation may be ineligible to receive financial aid and may be ineligible to participate in extracurricular activities sponsored by the University.

After one dismissal from the University, a student may not enroll for one semester (not including summer). After a second dismissal a student must wait one year to re-enroll. An appeal to waive the waiting period may be filed with the University Appeals Committee. An appeal form is available from the Registrar's Office, Room A-102, or from the Office of Student Special Services, Room A-114.

### 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 must 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 a jury commitment. If the student feels that jury duty would cause an extreme hardship, he/she may 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 4000-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
- Student classification (freshman, sophomore, etc.)
- Enrollment status (full-time/part-time)
- 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 and Academic Dishonesty Board in this Handbook.)

## **Nondiscrimination**

It is the policy of Boise State University not to discriminate unlawfully against any individual on the basis of age, race, color, religion, sex, national origin, ancestry, disability, veteran status or political affiliation in matters of admission, employment, housing, services or in educational programs or other activities. (See Judicial Procedures 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.

## **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.)

## **Federal Privacy Act and Idaho Open Meeting Law**

It shall be the policy of Boise State University to adhere to The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) which forbids the indiscriminate disclosure of confidential student disciplinary records without the consent of the student involved. This will include disciplinary hearings which will be closed to the public as provided by the Idaho Open Meeting Law unless the defendant waives the right to a closed hearing. The Idaho Open Meeting Law states that "A closed meeting...may be held...to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against...a...public school student" or "To consider records that are exempt by law from public inspection."

## **CODE OF CONDUCT**

The University community expects all members to live by the following standards designed for its general well-being. Any violations of these University policies 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 faculty and three 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 4200-D and 4300-D.)

### **\*2. 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.

### **3. 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.
- f. 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.

## **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.

## **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 underage 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.

### **4. 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.

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

### **6. Physical Assault**

Conduct including, but not limited to, unwanted touching, threats of violence, use of violence and/or fighting is prohibited.

### **7. Sexual Harassment and/or Assault**

Any actions or statements of a sexual nature which are abusive, intimidating, harassing or embarrassing along with implied or stated threats are prohibited. This policy includes unwanted touching or comments, retaliation, threats of violence, use of violence, and sexual assault of any member of the BSU community on or off campus.

### **8. Lewd or Indecent Conduct**

Conduct including, but not limited to, actions which are indecent, vulgar, obscene, profane, offensive or showing lack of decency and consideration for others 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**

Detaining or threatening another person; obstructive or riotous acts in or associated with the University community are prohibited. The above includes verbal 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. Illegal Entry**

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

### **12. Lawful Orders**

Failure to disperse or to leave; disrupting or obstructing

a University building or facility, room or other premise; failure to identify oneself with an identification card; 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.

### 13. **Theft**

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

### 14. **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. Air rifles, pellet or BB guns, paint guns, blow guns, whips, sling shots, bows, crossbows, arrows, axes, machetes, num-chuks, throwing stars, and knives are interpreted as being weapons or firearms.

### 15. **Gambling**

Any illegal game or contest played for money or for any form of property or item of value is prohibited. Gambling includes, but is not limited to, games played with cards, dice, or other gambling devices which involve betting and/or wagering.

### 16. **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.

### 17. **Fiscal Misconduct Policy**

Falsification of BSU or student organization financial records is strictly prohibited. Any pur-

chase or expense made without organization membership approval is 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.

### 18. **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.

### 19. **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. A conviction of the law is not necessary to establish a violation of the Code of Conduct. The burden of proof will be upon the complainant to establish the elements of the law.

## **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.)

# 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 through the Resident Director 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 age, race, color, religion, sex, national origin, ancestry, disability, veteran status, or political affiliation (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 5005-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 5005-A**; for Sexual Harassment/Assault cases, see **Administrative Handbook Policy BSU 5010-A and Sexual Harassment and Sexual Assault Policies and Procedures sections 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 through the Resident Director if the situation is related to University residential facilities or programs):

1. A concise *Statement of Fact* specifying the charge; the individual or group 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. 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

Is a written sanction warning the individual that repeated infractions of the Code of Conduct could result in further sanctions by the Judiciary.

### 6. Residence Hall Probation

Is a written sanction warning the residence hall student 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, a fine and/or community service may also be imposed.

### 7. 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.

3. Any evidence, if applicable.

C. The Office of Student Activities (or Student Residential Life through the Resident Director 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 and Responsibilities**

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

A. The defendant has the following rights:

1. A hearing by a Judicial Board.
2. Notification of the specific charges filed and procedures involved in a Judicial hearing.
3. Access to all documents or evidence pertaining to the complaint entered by complainant and/or witnesses.
4. Notification of the date, time and place of the Judicial hearing at least seven calendar days in advance (three calendar days in advance for residence hall violations where the defendant is a hall resident). The defendant may in writing waive the seven calendar days notice of hearing (or three calendar days for residence hall students). Notice of hearing shall have been fulfilled if a notice has been mailed via U.S. postal service to the local address as listed in the Registrar's Office at least ten calendar days in advance of the hearing or placed in the student's residence hall mailbox at least three calendar days in advance of the hearing.
5. Except in a case interpreted to be a crime of violence, the defendant has the right to have the outcome of the hearing private and confidential. The defendant may waive this right so the complainant involved in the case is notified of the decision and/or sanctions. University personnel with a need to know may be notified of the outcome.

6. To challenge any member of the hearing board or the hearing officer if the defendant feels that the person would be biased in favor of the complainant.

7. To have an advisor present at the hearing. However, the advisor may not address the hearing board or officer at any time.

8. To determine whether the hearing is open or closed to the public.

9. To have witnesses testify at the hearing.

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

11. A declaration in writing is necessary to waive a hearing by a Judicial Board and have the case adjudicated by the appropriate administrative hearing officer or faculty justice. 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 next appropriate administrative hearing officer rather than the Judicial Board.

B. The defendant may consult with the Office of Student Activities (or Student Residential Life through the Resident Director 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 witnesses.
3. Any evidence, if applicable.
4. A waiver of notice of hearing, if desired.
5. A waiver of hearing by Judicial Board, if desired.

C. The defendant shall have the following responsibilities:

1. To represent herself/himself in written statements and in a hearing.

2. To submit all written evidence and a witness list at least 24 hours prior to the designated hearing time.
3. To pick up witness list submitted by the complainant 24 hours prior to the designated hearing time.
4. To arrange for witnesses to attend the hearing.
5. To secure his or her copy of the decision at a time and place specified by the Judicial Board or hearing officer.
6. To follow Appeal Procedures as outlined in Student Handbook (see Part V).
4. To arrange for witnesses to attend the hearing.
5. To pick up all supporting evidence which was submitted by the defendant 24 hours prior to the designated hearing time.

#### **PART IV. Hearing Procedures**

- A. The defendant may appear in person at a hearing. If the defendant does not appear, the Judicial Board will proceed with a review of the case at the stated date, time and place.
- B. The Chief Justice or hearing officer will have discretionary power to limit the number of observers at an open hearing.
- C. 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. No other audio or video recording of the hearing will be permitted.
- D. The decisions and sanctions, if applicable, will be made available to the defendant at a time and place specified by the Judicial Board or hearing officer. It is the responsibility of the defendant to secure his or her copy of the decision.

#### **PART III. Complainant's Rights and Responsibilities**

##### **A. The complainant has the following rights:**

1. To have an advisor present at the hearing, however, the advisor may not address the hearing board or officer at any time.
2. To have witnesses testify at the hearing.
3. Access to all documents or evidence pertaining to the complaint entered by the defendant and/or witnesses.
4. To challenge a member of a Judicial Board or a hearing officer if the complainant feels that the person would be biased in favor of the defendant.
5. To receive the final decision when the complaint is determined to be a crime of violence. In other cases, the decision and sanctions to remain confidential unless the defendant provides a written release.

##### **B. The complainant shall have the following responsibilities:**

1. To represent herself/himself in written statements and in a hearing.
2. To submit all written evidence at the time of filing a complaint.
3. To submit a witness list at least 24 hours prior to the designated hearing time.

#### **PART V. 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 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 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 members of the faculty, two Student Affairs staff members, four students-at-large, the ASBSU President (ex officio), the Chief Justice of the ASBSU Judiciary (ex officio), one 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 students and two 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 majority vote of the total Student Senate membership. Faculty members shall be appointed upon approval by the President of the University.

**C.** Three ASBSU student members and one University faculty member shall be appointed in December, and two ASBSU student members and one 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 case of alleged violations of the 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.

## **Academic Grievance and Academic Dishonesty Board**

### **Responsibilities**

The jurisdiction of the Academic Grievance and Academic Dishonesty Board is established to maintain high academic standards and performance and to protect objectivity and fairness in assigning, administering and evaluating student performance. The Board has responsibility in all matters of grievance pertaining to academic conduct, instructional procedure or testing.

### **Composition**

- A.** Seven student senators appointed by the ASBSU Vice-President, with an attempt being made to select one from each college or division in the University.
- B.** Seven faculty representatives to be appointed by the Chairperson of the Faculty Senate - one from each college or division.
- C.** One representative from the Division of Student Affairs appointed by the Vice-President for Student Affairs, to serve as a non-voting, ex-officio advisor to the plaintiff, defendant and the Board.
- D.** The Chairperson of the Board will be the ASBSU Vice-President who shall vote only in case of a tie. All members will have equal voting privileges. In the event the Chair is disqualified, the Board will elect a new Chair, for that meeting only, from its membership.
- E.** If, prior to the hearing, it can be shown that a member of the Board is directly involved in the case, that person can be removed by a majority vote of the Board. This case can be instigated by the plaintiff, the defendant or a Board member. The removal will apply only to that case.
- F.** Upon removal of a Board member, the defendant and plaintiff will have the option of accepting the decision

of the remaining Board members or having the removed Board member replaced. Any disagreement will result in replacement. If a replacement is made, s/he shall come from the same classification as the removed member (See A-C).

### **Tenure of Office**

- A. All members of the Board shall be appointed by the third week of September and shall serve for a period of one year or until the appointment of a successor.
- B. All vacancies shall be filled in the same manner as in the original appointment.

### **Procedure - Academic Grievance**

- A. In order to obtain a hearing by the Academic Grievance Board:
  - 1. The grievance shall be presented to the concerned party first.
  - 2. If the problem is not solved after contacting the party involved, the plaintiff initiates the grievance process by picking up formal grievance forms from the ASBSU Office (the forms will be accompanied by a memo directing the plaintiff to the Academic Grievance and Dishonesty Board Advisor).
    - a. The grievance shall be presented to the Department Head who will review the case and render a written opinion.
    - b. If not resolved, the Dean of the College shall review the case and render a written decision.
  - 3. The ASBSU Vice-President shall be responsible for ascertaining that the plaintiff has completed the above procedures.
  - 4. The ASBSU Vice-President shall request that the plaintiff file the *Grievance Complaint Form A*.
  - 5. After the *Grievance Complaint Form* has been filed, the ASBSU Vice-President shall notify the defendant named in the complaint form that it has been filed and request that s/he respond using the *Academic Defendant Form B*. The Department Head and College Dean will be notified of the continuing process.
- 6. After proper notification, the defendant shall reply with the *Defendant Form B* within two weeks.
- 7. Two weeks after notification to the defendant, whether or not *Defendant Form B* has been received by the ASBSU Office, the defendant shall be notified by the ASBSU Vice-President as to the time of the hearing. Nonappearance of the defendant will not be interpreted as an admission of guilt.
  - a. The defendant may agree in writing not to contest the case. The Board will then hear the written pleas or statements of the defendant and all other facts or evidence related to the case and render a decision.
  - b. If the defendant does not notify the Board of his/her intentions or does not appear, the Board will proceed with a review of the case at the stated date, time and place.
- 8. At the hearing, by a majority vote of the Academic Grievance Board, it will be decided whether or not the case is valid and will be heard.
- 9. The defendant and plaintiff will each be given the opportunity to elect whether or not to have an open or closed hearing. If either party chooses to have a closed hearing, the hearing shall be closed. (A closed hearing means that no spectators will be allowed. Either party may have witnesses, but the witnesses must wait outside the hearing room except during the time they are giving testimony or are answering questions.)
- 10. Eight members shall constitute a quorum for the assemblage of the Board, with four student members and four faculty members in attendance. If at any time the Board lacks a quorum, the hearing shall recess until such time as a sufficient quorum of the same members from the first meeting can be reassembled. Only those members who have heard all of the testimony and have read all of the material submitted can vote. If the original quorum cannot be reassembled within five school days, then a new hearing shall be scheduled.
- 11. All votes of the Board will be decided by a majority vote.

12. The plaintiff and defendant shall be notified verbally of the decision of the Board immediately after the hearing. Written copies of the decision of the Board shall be distributed to the following offices within two weeks of the decision of the Board:
  - a. Both parties involved in the case (plaintiff and defendant).
  - b. The Dean and his/her designee and the Department Chair.
  - c. The Registrar (if a grade change is involved).
  - d. The President of Boise State University.
  - e. The Provost of Boise State University.
  - f. The Vice-President for Student Affairs.
  - g. The Vice-President for Finance and Administration of Boise State University (if a fee adjustment is involved).
13. Records are to be retained only for the minimum period as determined by the official University record-keeping policy.
14. All academic grievances must be filed by the end of the fifth week in the fall or spring semester immediately following the occurrence of the alleged grievance. For example, a grievance that occurred in the fall semester must be filed by the fifth week of the following spring semester.
15. No grievance will be heard by the Academic Grievance Board during the last two weeks of the semester unless it concerns a course being taken that semester.

### Procedure - Academic Dishonesty

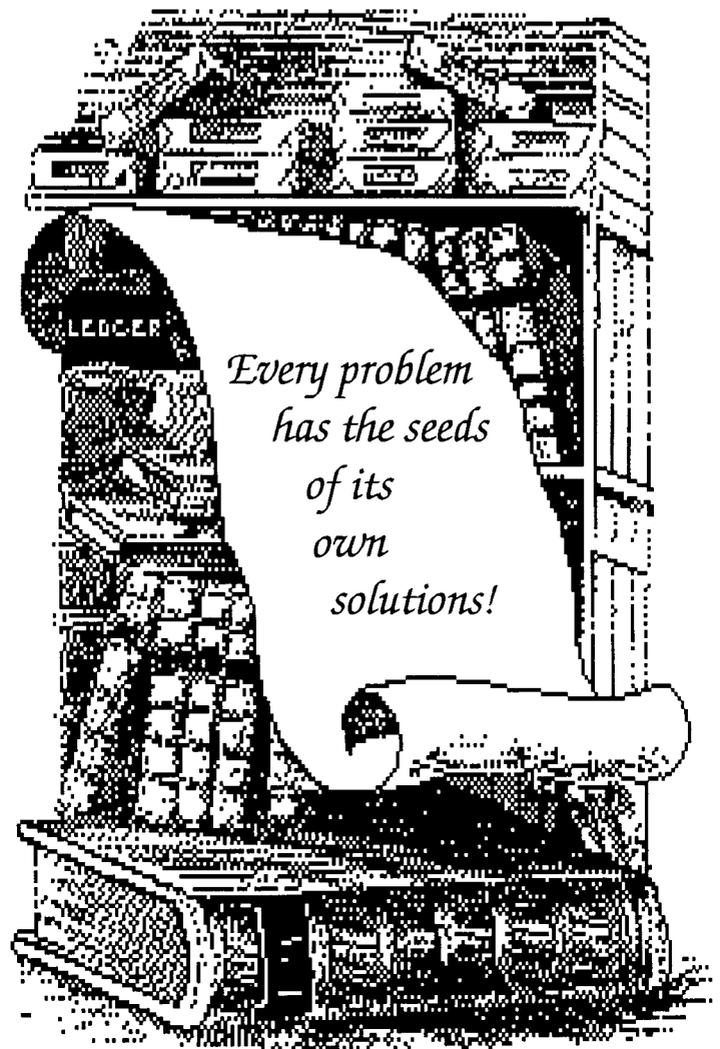
- A. If an instructor wishes to have a cheating or plagiarism offense referred for University action, s/he will confer with the Department Head.
- B. If the Department Head concurs that the incident should be referred for additional action beyond failing the student in the course, the case will be referred to the Dean or his/her designee of the College in which the incident occurred. The Dean of the College of the student's major shall be notified of the action being taken.
- C. The Dean of the College where the incident occurred 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 the Chairperson.

- D. In such a hearing, University Judicial Procedures will be utilized as outlined in BSU Administrative Policy 4200-D and the Student Handbook.
- E. The Academic Grievance and Academic Dishonesty Board will be the final hearing in the event of an appeal.

### Power and Authority

- A. The Board shall be empowered to recommend changes relating to students grades and behavior and to recommend changes relating to academic conduct, instructional procedure and testing.
- B. Recommendations regarding students will be referred to the Vice-President for Student Affairs. Recommendations regarding faculty members will be referred to the Provost of Boise State University.



## 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 and cases involving sexual harassment and/or assault shall be referred directly to the ASBSU Judicial Board. Residence Hall Judiciary power is vested in a judicial board 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.

## 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 Inter-

Greek 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.

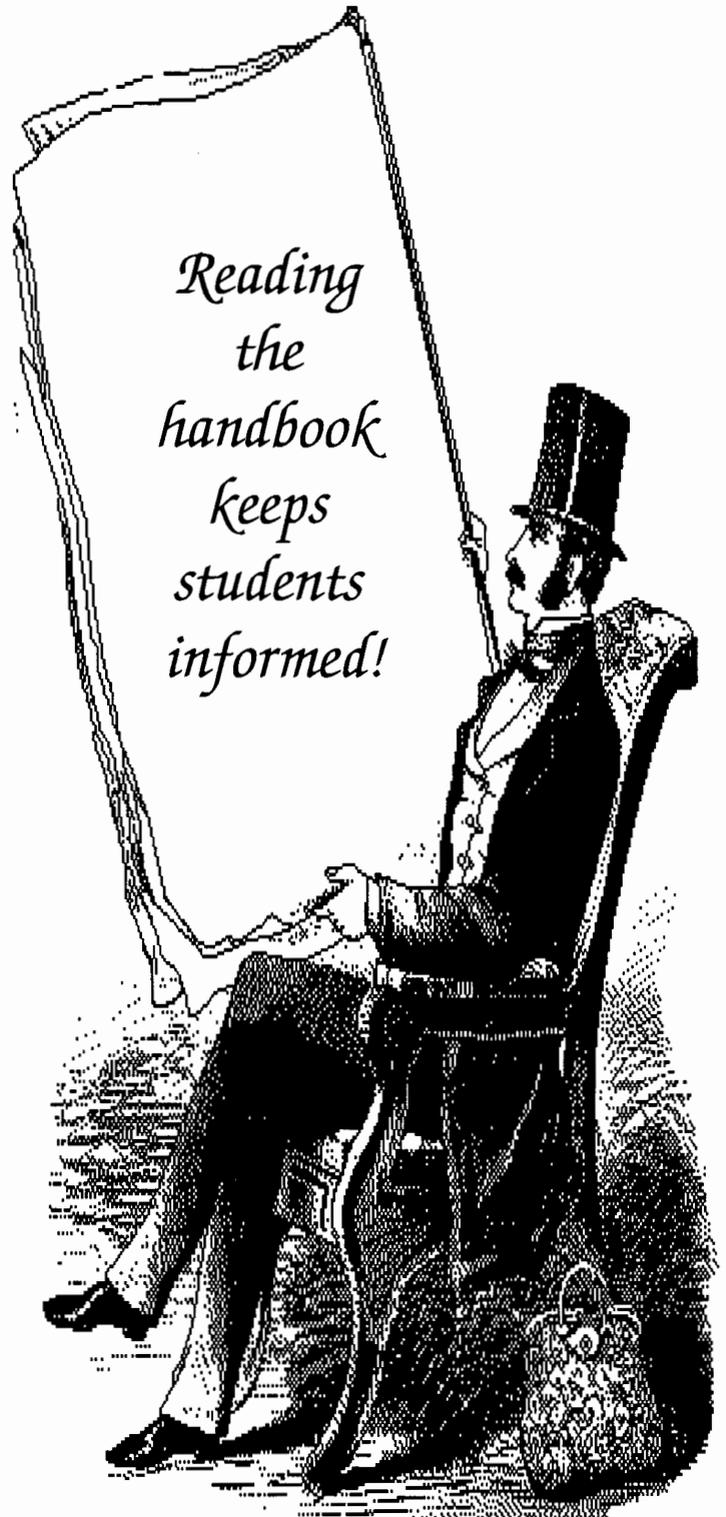
**Responsibilities:** The Student/University Personnel Grievance Board (hereinafter "Grievance Board") has the responsibility to act as the final board of review in complaints arising from grievances filed by students against University personnel. No further appellate provision will be available at BSU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

**Composition:** This board will consist of seven 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 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 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 working days nor later than ten 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 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 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 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. The President or primary officer for an organization must be a full-fee paying student at Boise State University.
3. All voting members and remaining officers must be fee paying students at this institution and carry a minimum of three credit hours.
4. 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

Boise State students interested in organizing a new organization shall:

1. Set an appointment and meet with a Student

Activities Advisor to review the recognition process. At least one individual attending the appointment must be a BSU student currently enrolled for three or more credits. A student I.D. number will be requested at the time an appointment is being scheduled.

2. Complete an "Intent to Organize Card" at the initial meeting with the Student Activities Advisor. The card requests the names, addresses (mail and e-mail) and phone numbers of the students organizing the club as well as a potential name of the group.
3. Obtain from the Student Activities Advisor a "Temporary Organization Privileges Card" which is necessary to access facilities and promotional services.
4. Reserve rooms in the Student Union, or other campus facilities, for a Constitution Development Meeting, an Informational/Organizational Meeting and an Election Meeting. Coordinate meeting times with the Student Organizations Advisor in Student Activities so a Student Activities Advisor can attend and facilitate the Constitution Development Meeting.
5. Advertise and promote the organization and all its meetings throughout campus in an effort to recruit new members.
6. Complete the Constitution Development process (with the assistance of a Student Activities Advisor or with the tutorial program on the Organization Complex computers) and have the membership vote to approve the constitution. Ensure that the organization's BSU constitution meets the University's Constitutional Requirements listed later in this policy. The organization is encouraged to write bylaws for the organization's specific rules of procedure.
7. Submit two copies of the proposed constitution to the Student Activities Office.
8. Complete an "Organization Officer Card" listing the organization's officers and advisor, their addresses and telephone numbers and submit it to the Student Activities Office.

9. File a copy of the constitution or comparable information of the parent organization with the Student Activities Office (if the student organization is affiliated with a community, state, regional or national organization).
10. Maintain communication with the Student Organizations Advisor in the Student Activities Office until the organization receives a notice that Official Recognition has been granted. (The Advisor will review the officers card, the BSU and parent organization constitutions for compliance with all University requirements. When all requirements have been met, a Student Activities Advisor will recommend to the ASBSU Judiciary that the organization be granted official recognition. During the summer months when the ASBSU Judiciary is not in session, the organization will be granted Official Recognition Pending Judiciary Approval.)

## Constitutional Requirements

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

1. **Name.** The name by which the organization will be known.
2. **Statement of Purpose.** The statement of purpose for the organization.
3. **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).
4. **Nondiscrimination Statement.** It is the policy of the University not to discriminate unlawfully against any individual on the basis of age, race,

color, religion, sex, national origin, ancestry, disability, veteran status or political affiliation (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.

5. **Membership.** At least fifty-one percent of the total membership must be fee-paying Boise State University students, carry a minimum of three credit hours, and reflect minimum University academic requirements. **Voter eligibility:** all voting members must be fee paying University students and carry a minimum of three credit hours.
6. **Meetings.** Organizations shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
7. **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. The minimum University requirement is that the President or primary officer for an organization must be a full fee-paying student at Boise State University and all remaining officers must be fee-paying students and carry a minimum of three credit hours.
8. **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.
9. **Removal of Officers and Members.** Grounds for removal shall be spelled out. Process for providing adequate notice of charges, opportunity for a fair hearing and the right of appeal. The form of vote shall also be indicated.
10. **Sources of Financial Support.**

**11. 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 upon completing an "Intent to Organize Card" with a Student Activities Advisor. Temporary recognition is for the purpose of organizing as a group, recruiting members, developing a University-affiliated constitution, completing University requirements for gaining Official Recognition, and holding elections.
2. The following are limited organization privileges extended to temporary organizations:
  - Use of campus publicity services for promoting the organization including the Poster Distribution System, marketing booths, and other services described in the Getting Organized Manual.
  - Use of rooms in the Student Union on three occasions for an organizational meeting, a constitution development meeting, and an election meeting.
  - Photocopying and other services listed on a "Temporary Organization Privileges Card" given to the group by a Student Activities Advisor.
  - 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 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 mandatory Getting Organized meeting scheduled each fall semester.
3. Collect mail at least once a week from the organization's mailbox in the Student Activities Office.

4. Maintain a positive balance in the organization's financial account kept at the ASBSU Business Office.
5. Abide by the minimum Eligibility Requirements for Extracurricular Activities for officers and abide by enrollment standards for organization membership (at least 51% of the membership must be fee-paying students at Boise State University carrying a minimum of three credit hours).
6. Abide by the organization's constitution and stated purpose.
7. 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.
8. When the constitution is revised, submit three revised constitutions to the Student Activities secretary for review and approval by the ASBSU Judiciary.
9. Abide by Boise State University policies, and local, state and federal laws.

#### **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 correct a negative balance in the organization's ASBSU account within three months time.
  - f. Failure to abide by the minimum Eligibility Requirements for Extracurricular Activities for officers or enrollment standards membership.
  - g. Failure to regularly pick up mail from the organization's Student Activities mailbox during the academic year.
  - h. Failure to comply with ASBSU Judiciary's written request to amend the organization's constitution within two months time.
2. Either the Vice President for Student Affairs or the ASBSU Judiciary may withdraw a group's official recognition whenever the above conditions occur or the rules and policies of the ASBSU and/or the University are violated.
  3. Prior to withdrawal of recognition, the group will be warned, given the opportunity to take corrective steps 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.

### 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.

### 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; etc., a student must:

- a. Be currently enrolled as a student.
  - b. Not be disqualified or suspended from the University.
  - 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 are:

#### President or Primary Officer

- a. Enrollment as a full-fee paying student (at least 8 credits) by the tenth day of each semester and continuation as a full-fee paying student throughout the academic term.
- b. Maintenance of a cumulative GPA of 2.00 or better.

#### Other Officers

- a. Enrollment for at least three credits as a fee paying student by the tenth day of each semester and continuation as a fee paying student throughout the academic term.
- b. Maintenance of a cumulative GPA of 2.00 or better.

Each organization may incorporate more stringent requirements in their constitution for officers or other special situations.

3. The minimum standards for the selection and continuation of individuals as officers or appointed officials of the Associated Students of Boise State University (ASBSU) are:

#### Executive Officers, Student Justices and College Senators

- a. Enrollment as a full-fee paying student by the tenth day of each semester and continuation as a full-fee paying student throughout the academic term.
- b. Maintenance of a cumulative GPA of 2.25 or better.

#### At-Large Senators

- a. Enrollment in a minimum of three credit hours by the tenth day of each semester and continuation in three credit hours or more throughout the academic term.
- b. Maintenance of a cumulative GPA of 2.25 or better.

#### Appointed Positions (Other than Executive Officers, Executive Staff, Student Justices, College Senators, and At-Large Senators)

- a. Enrollment by the tenth day of each semester and continuation as an enrolled student throughout the academic term.
- b. Maintenance of a cumulative GPA of 2.25 or better.



In periods between fall and spring and between spring and fall semesters, a student is 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 student with the appropriate eligibility requirements in 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.

# 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 4204-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; failure to identify oneself with an identification card; 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:** Detaining or threatening another person; obstructive or riotous acts in or associated with the University community are prohibited. The above includes verbal 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 or group, the factual details of the incident, the names of witnesses and any applicable dates, times or places. This Statement of Fact must be submitted to the appropriate

academic dean, with a copy to the department head, no later than one working day after the incident. Immediately upon receipt of the Statement of Fact, a hearing should be scheduled to afford the student and the faculty member opportunity to present their positions to the dean.

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

**IV. Procedure for Appeal:** If the dismissal is upheld by the dean and the student desires to appeal the decision, an appeal request must be filed with the Academic Grievance and Academic Dishonesty Board within three 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 and/or a Code of Conduct violation complaint with the ASBSU Judiciary. To lodge a complaint of sexual or gender harassment, contact the Affirmative Action Office and/or the ASBSU Judiciary.

## 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 University action and notifying all parties of the decisions. Refer to the BSU Judicial Procedures and the Code of Conduct, Section 7, Sexual Harassment and/or Assault for more information.

- 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 services 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 4000-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.

## LICENSING FOR PRODUCTS USING BSU NAMES, MARKS AND SYMBOLS

Boise State University's licensing program was established in 1988. The purpose of this program is to protect and control the use of the University's names, marks, slogans, official logos and other related indicia. The University licenses only those products or goods which promote the image of Boise State University and demonstrate quality and good taste.

Any commercial use of the marks, names or symbols associated with Boise State University in any manner must be approved and licensed by the University directly or through its licensing agent prior to the item's production. Student organizations that wish to have items produced that use the Boise State University marks, names or symbols must receive design approval prior to production. Such items produced for resale must be produced by a vendor that is licensed by the Collegiate Licensing Company. Items that are not produced for resale, but are produced for use only by the student organizations' members and the number produced is limited to the number of active members, can be produced at a non-licensed vendor. Design approval for such items is still required prior to manufacture.

For general information, contact:

Director of Licensing  
Boise State University  
1910 University Dr.  
Boise, ID. 83725  
(208) 385-1222

Boise State University Licensing Agent:  
The Collegiate Licensing Company  
320 Interstate North  
Suite 102  
Atlanta, GA 30339

## SOLICITING

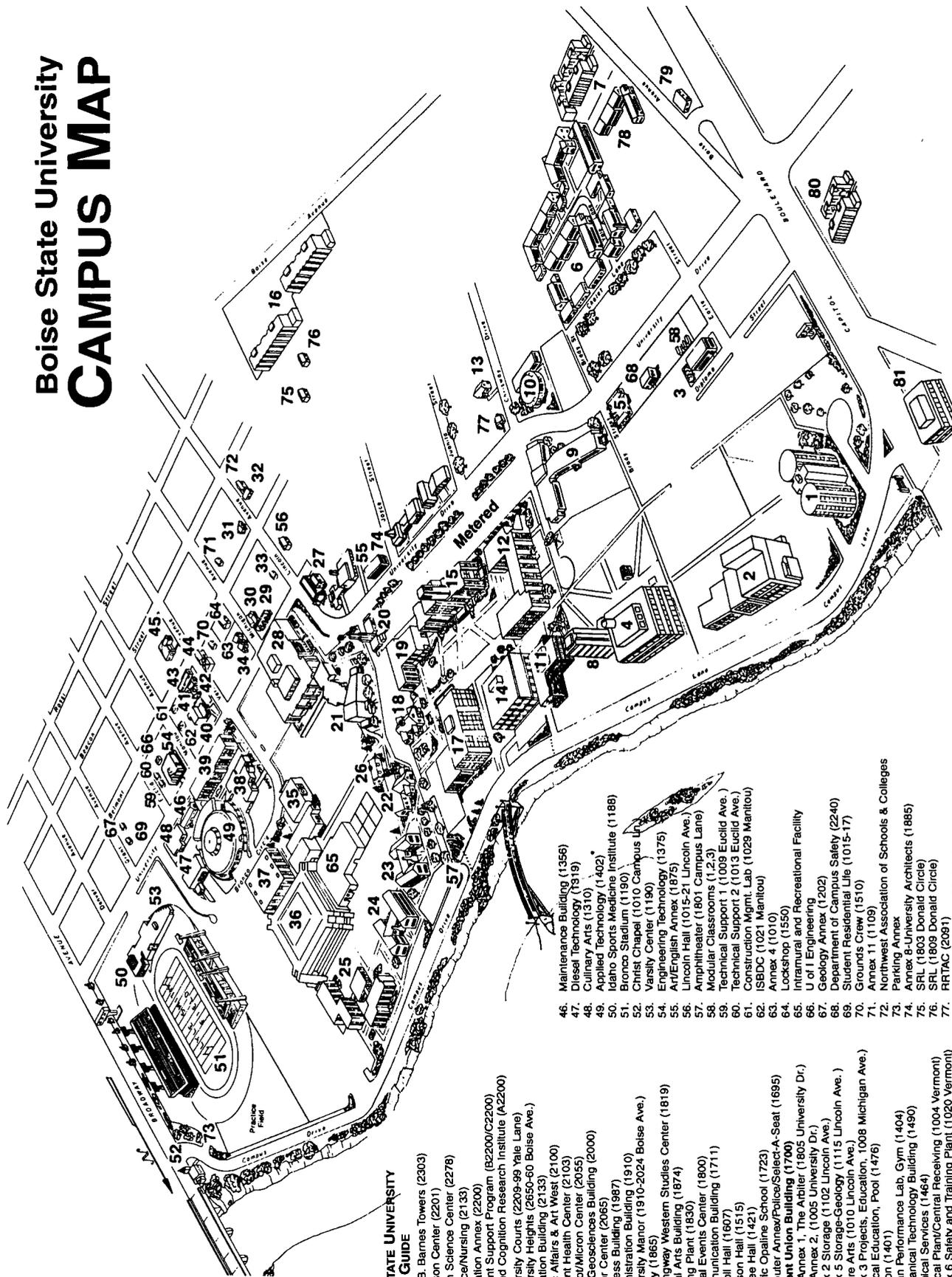
1. A Soliciting Agent is defined generally as any sales person selling a product or service for personal profit or gain. This definition includes religious proselytizer, charity and donation representatives.
2. University Policy:
  - a. All solicitation of students for funds for whatever purpose is prohibited 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.



# 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. Education Annex (2200)
6. Student Support Program (B2200/C2200)
7. Applied Cognition Research Institute (A2200)
8. University Courts (2209-99 Yale Lane)
9. University Heights (2650-60 Boise Ave.)
10. Public Affairs & Art West (2100)
11. Student Health Center (2103)
12. Simplot/Micron Center (2055)
13. Math/Geosciences Building (2000)
14. Career Center (2065)
15. Business Building (1987)
16. Administration Building (1910)
17. University Manor (1910-2024 Boise Ave.)
18. Library (1865)
19. Hemingway Western Studies Center (1819)
20. Liberal Arts Building (1874)
21. Healing Plant (1830)
22. Special Events Center (1800)
23. Communication Building (1711)
24. Driscoll Hall (1607)
25. Morrison Hall (1515)
26. Chaffee Hall (1421)
27. Historic Opaline School (1723)
28. Computer Annex/Pulice/Select-A-Seat (1695)
29. Student Union Building (1700)
30. SUB Annex 1, The Arbiter (1805 University Dr.)
31. SUB Annex 2, (1005 Lincoln Ave.)
32. Annex 2 Storage (1102 Lincoln Ave.)
33. Theatre Arts (1010 Lincoln Ave.)
34. Annex 3 Projects, Education, (1008 Michigan Ave.)
35. Physical Education, Pool (1476)
36. Pavilion (1401)
37. Human Performance Lab, Gym (1404)
38. Mechanical Technology Building (1490)
39. Technical Services (1464)
40. Physical Plant/Central Receiving (1004 Vermont)
41. Annex 6 Safety and Training Plant (1020 Vermont)
42. Annex 7 Educational Talent Search (1024 Vermont)
43. Art/Ceramic/Photo (1426 Belmont)
44. VT Child Care Lap (1504 Belmont)
45. Projects-Social Science (1110 Vermont)
46. Maintenance Building (1356)
47. Diesel Technology (7919)
48. Culinary Arts (1310)
49. Applied Technology (1402)
50. Idaho Sports Medicine Institute (1188)
51. Bronco Stadium (1190)
52. Christ Chapel (1010 Campus Ln.)
53. Varsity Center (1190)
54. Engineering Technology (1375)
55. Art/English Annex (1875)
56. Lincoln Hall (1015-21 Lincoln Ave.)
57. Amphitheater (1801 Campus Lane)
58. Modular Classrooms (1.2.3)
59. Technical Support 1 (1009 Euclid Ave.)
60. Technical Support 2 (1013 Euclid Ave.)
61. ISBDC (1021 Manitou)
62. Annex 4 (1010)
63. Lockshop (1550)
64. Intramural and Recreational Facility
65. U of I Engineering
66. Geology Annex (1202)
67. Department of Campus Safety (2240)
68. Student Residential Life (1015-17)
69. Grounds Ctaw (1510)
70. Annex 11 (1109)
71. Northwest Association of Schools & Colleges
72. Parking Annex
73. Annex 8-University Architects (1885)
74. SRL (1803 Donald Circle)
75. SRL (1809 Donald Circle)
76. RRTAC (2091)
77. University Village (2510 A-E)
78. Theater Arts Annex (2611 W. Boise Ave.)
79. University Park Apts.
80. Health Science Riverside
- 81.

