Student Handbook
2011 ~ 2012

BOISE STATE
UNIVERSITY

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Section 1 - Introduction

About the Handbook
This handbook is intended as a tool to assist students at Boise State University. Although it contains a wealth of important information, it should not be considered a binding contract between any person and Boise State University. Also, there are instances where you will be directed to other websites and publications that will provide more complete and detailed information. This handbook is subject to change, and is updated frequently. Therefore, you may want to review it often for the most current information. Welcome to Boise State!

Boise State University Mission Statement

1. Type of Institution

Boise State University is a comprehensive, urban university serving a diverse population through undergraduate and graduate programs, research, and state and regional public service.

Boise State University will formulate its academic plan and generate programs with primary emphasis on business and economics, engineering, the social sciences, public affairs, the performing arts, and teacher preparation. Boise State University will give continuing emphasis in the areas of the health professions, the physical and biological sciences, and education and will maintain basic strengths in the liberal arts and sciences, which provide the core curriculum or general education portion of the curriculum.

2. Programs and Services

Baccalaureate Education:
- Offers a wide range of baccalaureate degrees and some qualified professional programs

Associate Education:
- Offers a wide range of associate degrees and some qualified professional programs
    - Effective July, 1 2009 most associates degree and professional technical programs have transferred to the College of Western Idaho.

Graduate:
- Offers a variety of masters and select doctoral degrees consistent with state needs

Certificates/Diplomas:
- Offers a wide range of certificates and diplomas

Research:
- Conducts coordinated and externally funded research studies

Continuing Education:
- Provides a variety of life-long learning opportunities

Technical and Workforce Training:
- Offers a wide range of vocational, technical and outreach programs*

Distance Learning:
- Uses a variety of delivery methods to meet the needs of diverse constituencies

3. Constituencies Served

The institution serves students, business and industry, the professions and public sector groups throughout the state and region as well as diverse and special constituencies. Boise State University works in collaboration with other state and regional postsecondary institutions in serving these constituencies.

Student Affairs Mission Statement

The role of Student Affairs is to promote student success; enhance student growth and development; and assist in developing an institutional climate that promotes intellectual inquiry, celebrates diversity, and promotes acts of civility. Furthermore, the mission of Student Affairs is to:

- Create a community that reflects the composition of our global society;
- Make available and promote services and programs that facilitate a successful transition to Boise State University, thereby creating pathways to student success;
- Foster and enhance academic achievement by connecting campus and community activities in a seamless and meaningful learning experience;
- Provide students with opportunities to experience cultural, social, recreational, spiritual, political, and intellectual connections with each other and the rest of the Boise State University community;
- Prepare students to become contributing members of the global society by ensuring that they are ready to join the workforce, committed to lifelong learning, and willing to participate in civic activities at local, regional, and national levels;
- Foster and promote a healthy and safe learning environment that encourages the academic and personal growth of students and supports healthy behaviors and lifestyle choices;
- Enhance the reputation of Boise State University as an institution of distinction and choice among students, by providing them with an exceptional, relevant, well-rounded learning experience.

About Boise State

Welcome to Boise State University, Idaho's metropolitan research institution. You are now a member of the Bronco family! This section of the handbook includes information about characteristics that make Boise State distinct, such as its history, location and traditions.

History

Boise Junior College was founded in 1932, the height of the Great Depression, by Bishop Middleton S. Barnwell. In its first year, the college had 70 students and fourteen faculty members. Boise Junior College was governed by the Episcopalian Church until 1934. The school became Boise College in 1965, when it began offering four-year baccalaureate degrees, and became Boise State College in 1969. Boise State College then gained university status in 1974, and became Boise State University. Boise State is now the largest university in Idaho, with nearly 20,000 students from all 50 states and 65 different countries.

Faculty

Boise State professors have been recognized with numerous awards and honors. The award-winning faculty includes Idaho Environmental Educator of the Year, national Marketing Educator of the Year and Idaho Nurse of the Year for Academic Education. Boise State has also had eleven Idaho Professor of the Year honorees since 1990. Our faculty provides expert

commentary for the NBC Today show, New York Times, Washington Post and USA Today. They also serve as consultants internationally at The Hague, the Chinese National Academy of Sciences and the United Nations.

Research

A talented and dynamic faculty, with credentials from top research institutions and with distinguished backgrounds in industry, has fueled our progress as a metropolitan research university of distinction. Undergraduate, master's and doctoral students work alongside faculty in vital research areas such as sensor development, geochemistry and geophysics, public and health policy, novel materials, biomolecular studies and nanoelectronics. Our research programs are supported by significant and increasing external funding from federal and state agencies, and from private businesses and industry. The university's growing intellectual property portfolio has great potential for commercial development and technology transfer.

Location

Boise, the City of Trees, is Idaho's state capital and the third largest metropolitan area in the Northwest United States. A city of great variety, Boise boasts numerous recreational, cultural and business opportunities. Just a short distance from the Boise State campus, students can enjoy an array of outdoor activities, including hiking, camping, fishing, and hunting, river rafting and skiing. Boise also offers cultural events, such as the Idaho Shakespeare Festival, performances by the Boise Philharmonic and Ballet Idaho and the Gene Harris Jazz Festival. Also, a footbridge adjoins the campus to Julia Davis Park, where the Boise Art Museum, Idaho State Historical Museum and Zoo Boise are located. The Boise economy is based on high technology, agricultural products, tourism, government agencies, and manufacturing. We hope you will enjoy all that the Boise community has to offer!

Symbol

The Boise State symbol is an abstract depiction of the city of Boise skyline, represented by three vertical lines. This symbolizes our many connections to the city of Boise, our relationship and intellectual contributions to the capital city and most of all, our identity as a Metropolitan University. The dark blue background represents the Boise River and all that it offers to our community. This river, that borders our beautiful campus, reminds us of how our vibrant and distinct contributions flow, like the water, from the campus to all areas of the Treasure Valley and eventually to the communities of Idaho, the nation and around the world. The light blue represents the sky and the mountains surrounding us, symbolizing our ability to reach far beyond our physical boundaries and further than our eyes will allow. As a result we have the opportunity to impact the entire state and nation with our innovative thoughts, original research, and progressive ideas. With only the sky as our limit, our possibilities are endless!

Mascot

The mascot was selected by a group of students in 1932. They chose the Bronco because wild horses could be found near Boise, many students rode horses at the time, and because of the prevalence of farming and ranching in the Boise area. Coaches, administration and students approved the choice, and the Bronco became the official mascot. The Bronco is now named Buster. Buster Bronco placed third in the 2007 Sports Illustrated Power Mascot Ranking and was selected for the seventh annual Capital One All American mascot team in 2008.

Colors
Boise State's school colors were also selected in 1932. The students decided on orange and blue because they wanted colors that were different from the colors of their rivals in the region. Students proudly wear the orange and blue to show their Boise State spirit.

Fight Song
Go Orange, Go Big Blue, Fight, Fight, BSU
Fight Broncos celebrate the orange and blue
Boise will stand and cheer for BSU
Fight for distinction and our alma mater
bravely defending BSU
Fight on Courageously for Boise State
Success and Honor make her great (B S U)
Boise's proud tradition heads up competition
Glory for B - S - B - S - U
Go! Orange! Go! Big! Blue!
Fight! Fight! B-S-U!
Fight Song MP3

Boise State University Statement of Shared Values

Boise State University is committed to personal and social development, educational excellence, and civic engagement. Membership in the campus community is a privilege and requires its members to conduct themselves ethically with integrity and civility. Campus community members enjoy the same rights and freedoms that all U.S. citizens enjoy, including personal responsibility for one's own conduct, behavior and speech.

In a culture of intellectual inquiry and debate, where the search for knowledge and discovery flourish, campus community members are expected to demonstrate civility, abide by norms of decorum, and adhere to the principles of civil discourse. "Being civil means being constantly aware of others and weaving restraint, respect and consideration into the very fabric of this awareness," (Forni, 2002, p. 9).

Higher education has the duty to educate students to be responsible citizens. Boise State strives to provide a culture of civility and success where all feel safe and free from discrimination, harassment, threats or intimidation.

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members are expected to adhere to these common values (Josephson, 2002).

Academic Excellence – engage in our own learning and participate fully in the academic community's pursuit of knowledge.

Caring – show concern for the welfare of others.

Citizenship – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.

Fairness – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

Respect – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn't resort to intimidation, coercion or violence to persuade.

Responsibility – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.

Trustworthiness – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

Section 2 – Academic Resources

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Academic Advising

Academic Advising is important to your success at Boise State. An advisor can help you outline a college program to reach your goals by giving you information about degree programs, courses, campus resources, college policies/procedures, and career opportunities. If you are an undergraduate student pursuing an academic degree, you can view and change your major or minor on BroncoWeb by accessing the 'View/Change My Major/Minor Plans' link in the My Academics section. If you already have selected a major, contact your academic department to connect with an advisor. If you have not yet chosen a major, you can work with an advisor from Advising & Academic Enhancement, which is located in the Academic and Career Services Building in Room 111, 1464 University Drive, (208) 426-4049.

Academic Appeals

Students have the right to appeal any academic policy or requirement. Appeal forms are available either online through the registrar's Office, or in-person at the Registrar's BroncoWeb Help Center, Admin Building, Room 110. If you have questions, call (208) 426-4129.

The decision to approve or deny the appeal will be based on the following conditions:

- Extenuating circumstances make it impossible for the student to comply with the policy or requirement.
- An undue hardship on the student would result from a strict application or interpretation of the policy or requirement.

- NOTE: Extenuating circumstances must be beyond the student's control and the undue hardship must be a condition fare more serious than simple inconvenience.

Academic Calendar

The academic calendar lists the important dates and deadlines for the academic session. The calendar is also where you will find the final examination schedule. The current Academic Calendar, as well as calendars for upcoming semesters, can be found on the Registrar's website, http://registrar.boisestate.edu/.

Academic Grievances (Policy #3130A and 3130B)

If a student has a grievance pertaining to a grade appeal, academic conduct, instructional procedure or testing, the student must first consult the course instructor. If the student is unable to resolve the issue with the instructor, he or she should contact the department chair. If the situation is still not settled, the student should contact the dean of the college that oversees the department. If the dispute is unresolved after going through this process, the student may contact Vice Provost for Undergraduate Studies for further guidance at (208) 426-4062. The Office of the Provost/Vice President for Academic Affairs is located in the Administration Building, suite 202. After all these steps have been taken, the student may request for the case to be referred to the Academic Grievance Board/Grade Appeals Board. Link to policy manual:
http://www.boisestate.edu/policy/III_academicaffairs_student.shtml

Albertsons Library

The library contains a large collection of books, periodicals, maps, government documents and much more. It is also a great place to study! Visit the Albertsons Library online for more information about their hours, services and resources.

University Catalog

For current information about Boise State, its academic colleges and degree requirements, consult the University Catalog.

Canceling Classes for Adverse Weather Conditions

Boise State has procedures regarding the cancellation of classes in the event of adverse weather and driving conditions. View the Closure Procedures

Commencement Information

Commencement is the graduation ceremony held every December and May to honor those who are receiving a certificate, associate degree, baccalaureate degree, masters degree or doctoral degree. Commencement occurs in the Taco Bell Arena and tickets are not required. For more information on commencement, visit http://academics.boisestate.edu/provost/commencement/

Extended Absence from Class

If you will be missing classes for an extended period of time, be sure to contact your instructors. If you are missing class due to a medical emergency, you may contact the Office of the Vice President for Student Affairs, Admin Building, Room 107, (208) 426-1418.

Extended Studies

Extended Studies expands the educational reach of the University by offering classes at regional sites, through distance education, during the summer, through its "After Work" programs, and

even at high schools through concurrent enrollment programming. Extended Studies also offers noncredit, personal enrichment and professional development programs. The Division of Extended Studies is located at 220 E. Parkcenter Blvd, Boise, (208) 426-1709.

Grading System

Boise State University uses a plus/minus grading system on a 4.0 grading scale. For more information about the grading system, consult the Registrar's Office, Admin Building, Room 110, (208) 426-4980 or http://registrar.boisestate.edu.

Graduation Information

When you have met all the degree requirements for your major, you can apply for graduation on BroncoWeb. To learn more about graduation requirements, the application for graduation and the deadlines click here for graduation information or contact a graduation evaluator in the Registrar's Office, Admin Building, Room 110, (208) 426-3486.

Honors College

The Honors College at Boise State University offers talented, highly motivated students the personalized attention of a small liberal arts school while drawing upon the resources of a metropolitan research university. Open to majors from all academic disciplines, the mission of the college is to provide students with exceptional opportunities. To find out more about what the Honors College has to offer and how you can apply, call (208) 426-1208, email honorscollege@boisestate.edu or visit the Honors College offices located in Driscoll Hall.

Intensive English Program

The Intensive English Program provides students with opportunity to improve their English language skills. Emphasis is placed on rigorous English language skills development, university preparation, and intercultural understanding and communication. For more information contact the Intensive English Program, Liberal Arts Building, Room 120, (208) 426-1921, or iepassistant@boisestate.edu.

International Learning Opportunities

International Learning Opportunities (ILO) offers opportunities for students to participate in study abroad, the National Student Exchange and other international learning opportunities. Additionally, this office supports Boise State faculty with USAC teaching abroad applications, Fulbright scholars, fosters international collaboration in scholarly endeavors, and facilitates the development of international cooperative agreements. For more information contact the International Learning Opportunities, Academic and Career Services Building, Room 114, (208) 426-2630, or studyabroad@boisestate.edu.

International Student Services

Location: Second Floor, Student Union Building
Telephone: (208) 426-3652
Email: internationalinfo@boisestate.edu

Jury Duty

Boise State University supports civic engagement and encourages students to be responsible citizens by fulfilling their obligation when called upon for jury duty. However, there are situations where jury duty may create an extreme academic hardship. In these cases, Boise State

may request a postponement. To determine what is considered an extreme academic hardship, visit the Undergraduate Studies site, http://academics.boisestate.edu/undergraduate/, and read the information about Jury Duty.

National Student Exchange

The National Student Exchange program (NSE) is a unique opportunity to enhance your education. Nearly 200 institutions in the United States (including Boise State University), Canada, Puerto Rico, US Virgin Island and Guam are members of NSE. NSE coordinators negotiate exchanges at the member institutions. For more information contact the National Student Exchange, Academic and Career Services Building, Room 114, or (208) 426-2630.

Schedule of Classes

Course listings are available on BroncoWeb, or you can view the Registrar's Schedule of Classes. You may also add and drop classes on BroncoWeb during your registration period. Contact the BroncoWeb Help Center, Administration Building, Room 110, (208) 426-2932, if you need help with viewing the schedule. If you need assistance in selecting your classes visit your faculty advisor or an academic advisor in the Gateway Center.

Service Learning

Service Learning at Boise State University exists to foster active citizenship and enhance learning through academically-based community service. Courses with a Service-Learning component provide students with an opportunity to apply course concepts to a community service project. For more information, contact the Service-Learning Office, Simplot-Micron Building, Room 102, (208) 426-1004, or servicelearning@boisestate.edu.

Student Records: Family Educational Rights and Privacy Act (FERPA)

The Family Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a federal law that limits the amount of information that can be released about students to people outside the University without students' specific written permission. Additional information about FERPA, including the privacy request and release of information form, is available through the Registrar's Office.

Testing Services

For all testing information, contact University Testing Services at (208) 426-2762. Testing Services offers COMPASS (for math and English placement), CLEP tests and additional test proctoring services. They are located at 1464 University Drive, Academic and Career Services Building, Room 115.

Tutoring Services

Need some extra help in a class? Check out the tutoring options available to you through Advising & Academic Enhancement, located in the Academic and Career Services Building in Room 111, 1464 University Drive, (208) 426-4049.

Withdrawal from the University

If you are considering withdrawing from Boise State, it is a good idea to speak with your academic advisor first. If you do not have an advisor, see the previous section about Academic Advising. If you decide to withdraw, you must drop all classes on BroncoWeb. If the semester withdrawal deadline has passed, you are liable for fees and you must make an appointment with

the Registrar's Office to begin the appeal process. Also, if you are receiving financial aid, you should consider the impact that a complete withdrawal may have on your current and future financial aid. Contact the Financial Aid Office for more information.

The Writing Center

The Writing Center is a free service open to all members of the Boise State community and a place where you can find support for your writing efforts. The Writing Center is located in the Liberal Arts Building, Room 200, and the phone number is (208) 426-1298.

Section 3 – Campus Resources / Student Services

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Student Mediation Program
Student Union Building
Ticket Office (Student Tickets)
University Sustainability
University Dining/Food Services
University Health Services (*name changed recently from* Health, Wellness & Counseling Services)
University Housing

University Security
Veterans' Services
Vice President for Student Affairs
Women's Center

Admissions

The Admissions Office responds to prospective and newly admitted students. They provide information about Boise State, host campus tours, conduct information sessions, process applications for admission, evaluate application materials for admissibility to Boise State, and coordinate international student admission and outreach. In addition enrollment counselors visit high schools and attend college fairs both in state and out of state to share information about Boise State.

If you would like more information about the university and the application process, Admissions is the place to go for answers. The Admissions Office is located at 1700 University Drive, Boise, ID 83725-1320 (on the west end of the first floor on the Student Union between the Information Desk and the Special Events Center). Reach the office by phone at (208) 426-1156.

Affirmative Action/EEO

It is the mission of the Office of Equal Employment Opportunity/Affirmative Action to ensure Boise State University compliance with federal, state, and local laws and regulations pertaining to non-discrimination and affirmative action. The office creates and monitors the Boise State Affirmative Action Plan and implements innovative programs to increase Boise State's awareness of and commitment to diversity, equity and affirmative action in the workplace.

> *It is the policy of Boise State University not to discriminate against any individual in matters of admission, employment, housing, services or in the educational programs or other activities based on non-meritorious factors including, but not limited to, discrimination on the basis of age, race, color, religion, sex, national origin, ancestry, disability, veteran status, or political affiliation. It is the policy of the university not to discriminate against any individual on the basis of sexual orientation in the following areas: personnel decisions, housing, student admissions and evaluation, facilities, or in educational programs or other activities*(Boise State Policy on Nondiscrimination and Affirmative Action). Call (208) 426-1979 for more information.

Alumni Association

The Boise State Alumni Association connects, celebrates and engages alumni and friends of the University to build lifelong relationships that support the future of our University. The association works to attract the best and brightest students through scholarships, provides social activities such as parties before home football games, Homecoming festivities, reunions and a pre-commencement celebration. The Alumni Center is located at 1173 University Drive, across the street from Bronco Stadium. Call (208) 426-1698 for information.

Boise State Bookstore & Bronco Shops

For textbooks, school supplies and more, visit the Boise State Bookstore located on the first floor of the Student Union Building. You can also find all your official Bronco gear at the four Bronco Shop locations around the Treasure Valley.

BroncoCard/Campus ID

Your BroncoCard is your key to campus life. Among many other functions, your BroncoCard grants you access to your residence hall, holds the balance for your meal plan and flex dollars, allows you to print in the university computer labs and is necessary to get your free student ticket for football games. The Campus ID/Bronco Card Office is located on the first floor of the Student Union. For more information, call (208) 426-4171.

BroncoMail (Student Email)

All current Boise State University students can log in to their BroncoMail powered by Google email accounts at http://broncomail.u.boisestate.edu/. You can forward your BroncoMail to an email address of your choosing. For more information, consult the Help Desk, (208) 426-4357

BroncoTEC

Purchase computers, software and other technical supplies from BroncoTEC, located on the first floor of the Student Union. Many of these items are available at discounted "academic" prices if purchased through BroncoTEC while you are enrolled at Boise State.

BroncoWeb / BroncoWeb Help Center

BroncoWeb is your portal to your student account. You can add and drop classes, change contact information, view and accept financial aid, apply for graduation and perform numerous other tasks on BroncoWeb. For assistance, contact the BroncoWeb Help Center, Administration Building, Room 110, (208) 426-BWEB (2932).

Calendar of Events

To stay informed about events on campus, visit the Boise State Events Calendar.

Campus Read

The Campus Read committee of students, faculty and staff, works with the President's Office on selecting a book that will encourage students to read beyond textbooks; raise awareness and tolerance of intergenerational and cultural likenesses and differences; promote academic discourse and critical thinking; provide an introduction to the expectations of higher education; integrate an academic and social experience into the campus community; and create a sense of community by increasing student-to-student and student-to-faculty interaction. For more information about Campus Read, visit the website, http://academics.boisestate.edu/undergraduate/campus-read/.

Campus Recreation

Campus Recreation offers activities that are exciting, challenging, and fun. The Student Recreation Center serves as the hub for university students, faculty, staff, and alumni who want to participate in physical activity. Campus Rec provides competitive and recreational sports, fitness classes and personal training, outdoor trips and education, as well as informal recreation opportunities such as cardio and strength training. The Student Recreation Center is located adjacent to the Student Union Building at 1515 University Drive. For more information visit our website at rec.boisestate.edu or call (208) 426-1131.

Career Center/Bronco Jobs

The Career Center at Boise State can assist students in a variety of ways. They can help you plan and implement career objectives, find student employment and experiential education opportunities and meet your post graduate career goals. Visit the Career Center at 1464 University Drive in the Academic and Career Services Building, Room 111, or call (208) 426-1747. You can also check out BroncoJobs, an online database for Boise State students and alumni where employers list job opportunities and internships.

Children's Center

The Boise State University Children's Center provides a quality child care program for the children of full and part-time Boise State students, faculty and staff. The center is located at 1830 Beacon Street. For more information, call (208) 426-4404.

Computer Labs

There are numerous computer labs available for use by students on campus. These labs provide computer systems, software, and printers for you to do your work at no cost (printing costs may vary). There are also laptop computers available for checkout at the Student Union Information Desk for use in the Student Union Building.

Conference Services/Catering

Planning an event on campus? Contact Conference Services for all your room reservation needs. Their offices are located on the second floor of the Student Union. They can be reached by phone at (208) 426-1677. Would you like to serve refreshments at your event? If so, University Catering can assist you with your food service needs. Contact them at (208) 426-3890.

Convocation

Convocation is Boise State's official kickoff event for the fall semester. Taking place the Friday prior to the start of the term, the Administration as well as faculty and student representatives welcome the new students and their family members and set the stage for the upcoming academic year. The event is followed by the Blue and Orange celebration including food, fun and activities co-sponsored by the Future Alumni Network.

Counseling Center

Counseling Services provides a broad spectrum of counseling, consultative, evaluative, teaching, training and research functions. Their staff includes masters level licensed counselors, doctoral level licensed psychologists, and pre- and post-masters level interns. Counseling Services is located at 1529 Belmont Street on the second floor of the Norco Building. To learn more, call (208) 426-1601.

Disability Resource Center

The Disability Resource Center is responsible for ensuring that Boise State University maintains an educationally and physically open, accessible environment for students with disabilities. The office is located in the Administration Building, Room 114. You can also reach the DRC by phone at (208) 426-1583.

Enrollment Services

Enrollment Services team members strive to provide enrollment-related services that are seamless, customer-friendly, student centered and efficient. Enrollment Services encompasses Admissions, Financial Aid & Scholarships, New Student and Family Programs, and the Registrar's Office. Enrollment Services is located in the Administration Building, Room 107. For more information, call (208) 426-2384.

Financial Aid & Scholarships

The Financial Aid and Scholarship Office provides information, guidance, and help with federal, state, and campus grants, loans and scholarships. Students should complete the on-line FAFSA form used to determine eligibility for federal aid. Get the process started at www.fafsa.ed.gov. You can contact the financial aid office by sending an email to faquest@boisestate.edu, call (208) 426-1664, or come by the office in the Administration Building, Room 113. Many questions are addressed on the Financial Aid & Scholarships website, http://financialaid.boisestate.edu/.

Games Center

Located on the first floor of the Student Union, the Games Center features a billiards area, foosball, a video/pinball arcade, and bowling lanes with automatic scoring. Share the fun and take the kids bumper bowling, or join your friends for Monte Carlo or Glow Bowling at night. Contact the Games Center by phone, (208) 426-1456.

Health Insurance - Student Health Insurance Plan (SHIP)

The Student Health Insurance Plan (SHIP) provides health care coverage for full-fee paying students and their dependents, seamlessly integrating campus primary care services with community specialty care, emergency services and hospitalization. For more information, call the SHIP office, (208) 426-2158. The SHIP waiver application can be found on BroncoWeb. Please contact the SHIP Office at SHIP@boisestate.edu with any questions.

Information Desk

The Info Desk, located on the first floor of the Student Union Building, is an excellent resource for students. There you can check out laptop computers, purchase tickets for sporting events, add Bronco Bucks to your Bronco ID, and much more! Reach the Info Desk by phone, (208) 426-INFO (4636).

International Student Services

The International Programs Office provides support services to international students in the areas of immigration, academics, cross-cultural challenges, and adjusting to life at Boise State University. For more information about IPO services, call (208) 426-3652 or visit the office Student Union Building, Second Floor.

Legal Services for Students

The Associated Students of Boise State University (ASBSU) provides free attorney consultations with a local private lawyer for most legal problems you may have. This service is available to all eligible Boise State students. ASBSU Student Legal Services is located within the Office of Student Rights & Responsibilities in the Norco Building, Room 116. If you would like to schedule an appointment or get more information, call (208) 426-1527. You can also visit www.boisestate.edu/osrr for more information.

Mailing Services (Bronco Express)

Bronco Express is where you will find everything necessary to ship a package. Bronco Express is located on the first floor of the Student Union Building, (208) 426-5403.

Multicultural Student Services

The Multicultural Student Services is committed to raising awareness and understanding about marginalized and oppressed groups in both minority and dominant culture, creating understanding about the needs of these groups and providing opportunities to all for action and interaction. For more information, call (208) 426-5950. The Multicultural Student Services is located on the second floor of the Student Union Building.

New Student & Family Programs

New Student and Family Programs coordinates Boise State first-year experience programming, including new student orientation, first-year mentorship opportunities, events for parents and families, convocation, the First-Year Read, and many other events throughout the year to help new students make a successful transition to life at Boise State University. The office also provides several different leadership development opportunities for students, including the orientation leader position. Contact the office by phone, (208) 426-1679, or stop by. NSFP is located on the first floor of the Student Union Building.

Parking & Transportation

The Transportation and Parking Services office is located at 1607 University Drive (corner of Lincoln and University, 1st floor of Lincoln Parking Garage), (208) 426-PARK (7275).

Payment & Disbursement Center/Account Maintenance Center

The Payment and Disbursement Center is available to process all payments associated with the student account, post departmental deposits, and assist students in understanding their student account. Location: Administration Building, Room 211. Phone: (208) 426-1212

The Account Maintenance Center is available to assist students in understanding their student accounts. Account Representatives can research and explain charges, payments and financial aid disbursements and determine how these affect the balance on the student account. They are also available to help students with payment plans and to approve short term loans. The Center also processes all refunds on the student account. Location: Administration Building, Room 211. Phone: (208) 426-2134

Printing & Graphics / Campus Copy

Printing and Graphic Services provides Boise State University cost-effective graphic communication products and services. This includes design services, Campus Copy and the Sign Shop. You will find locations and more information on the Printing and Graphic Services website.

Registrar's Office

The Office of the Registrar provides quality support and personal service, emphasizing processes related to the integrity and accuracy of academic records, registration, enrollment data, course administration, and graduation. The office is located in Room 110 of the Administration Building. Contact the Registrar by phone at (208) 426-2932.

Student Employment/Work Study

Information about student employment, work study and internships is available at the Career Center. Visit the Career Center at 1464 University Drive (behind the Student Union and across the street from Campus Rec), or call (208) 426-1747. You can also check out BroncoJobs, the Career Center's online database for Boise State students and alumni. Employers list jobs (full-time, part-time, seasonal, on-campus, off-campus) and internships.

Student Mediation Program

Boise State University offers mediation services for disputes through a cooperative partnership between the Boise State University Conflict Management Program and the Office of Student Rights and Responsibilities. Mediation is a voluntary, informal, and confidential method for addressing disputes involving students and other members of the University. If you would like to schedule an appointment or get more information, call (208) 426-1527 you can also visit http://www.boisestate.edu/osrr/ for more information.

Student Union Building

The Student Union Building (SUB) is the community center of the university, serving students, faculty, staff, alumni, and guests. By whatever form or name, a university union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the university. (The Role of the College Union)

Ticket Office (Student Tickets)

Students can purchase discounted movie tickets at the Student Union Info Desk. The Student Football Ticket Policy also states that full-time fee paying students are eligible for one free student ticket and can purchase 1 one discounted guest ticket for each home game. Bring your valid Boise State Student ID to the Athletic Ticket Office, the SUB Info Desk Ticket Office, or the Taco Bell Arena Ticket office to pick up or purchase your student or guest tickets. For more ticket information, call the Info Desk, (208) 426- 4636.

University Sustainability

Find out more about what Boise State is doing to be Environmentally Sustainable. The university's green initiatives are led by the Office of Energy Research, Policy and Campus Sustainability. The office is located in the Mathematics/Geosciences Building, Room 140. For information, call (208) 426-4840.

University Dining / Food Services

There are many dining options on campus. To find out more, visit the University Dining Services Website.

University Health Services *(name recently changed from Health, Wellness & Counseling Services)*

University Health Services is an academic support service, seamlessly integrating medical, counseling and wellness services to optimize the health of students and the campus community. University Health Services is currently located in their new location at 1529 Belmont Street, in the new Norco Building directly behind Campus Recreation. For Medical Services, please call (208) 426-1459. For Wellness Services, call (208) 426-5686. For Counseling Services, call (208) 426-1601.

University Housing

Boise State offers a variety of living options for students. There are traditional style residence halls, suites and apartments. To find out more information, visit University Housing. The University Housing office is located in Chaffee Hall, (208) 447-1001.

University Security

If you need assistance from University Security, call (208) 426-1453. If it is an emergency, call 911. The Department of University Security is located at 1001½ Lincoln Avenue.

Veterans Services

Boise State has been designated as a "Military Friendly" school for the excellent service we provide to our veterans. If you are, or will be a veteran of the United States military, you will want to contact the Veteran's Service Office to use your veteran benefits at Boise State. Visit the office in the Administration Building, Room 111, or call (208) 426-1505.

Vice President for Student Affairs

The role of Student Affairs is to promote student success; enhance student growth and development; and assist in developing an institutional climate that promotes intellectual inquiry, celebrates diversity, and promotes acts of civility. To find out more information, visit the Vice President's website, http://www.boisestate.edu/vpsa/, or call (208) 426-1418. The Office of the Vice President for Student Affairs in located in the Administration Building, Room 107.

Women's Center

The Boise State Women's Center empowers students to achieve their goals and promotes social change by providing educational outreach, support services, and a safe place. The center also offers the services of a Violence Awareness and Response Coordinator (VARC), a full-time professional social worker who assists students experiencing stalking, sexual assault, sexual harassment, or relationship violence. The Women's Center is currently located in the Student Union Building. You can reach the center by phone at (208) 426-4259.

Section 4 – Opportunities for Involvement / Student Life

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Student Involvement & Leadership Center
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Student Radio (University Pulse)
University Housing
Volunteer Services Board (VSB)
Women's Center

Army Reserve Officer Training Corps (ROTC)

The objective of Boise State's Army ROTC program is to provide highly capable and motivated students the opportunity to become commissioned officers in the Active Army, National Guard or Army Reserve. For more information, contact the Department of Military Science, (208) 426-3500. The office is located in the Taco Bell Arena.

Art, Music and Theatre Arts

The Art Department, Music Department and Theatre Arts Department put on a variety of events each year and offer several opportunities for involvement. For more information, contact the departments.

Athletics

A student who wishes to participate in intercollegiate athletics at Boise State is encouraged to contact the coach of the sport he or she is interested in or the main Athletic Office, located in the Varsity Center, (208) 426-1288. More information about Bronco Athletics can also be found on their website, http://www.broncosports.com/.

Campus Committees (ASBSU)

There are almost fifty university committees that have positions for student members. To sit on a committee you must be enrolled at Boise State during the fall and spring semester and maintain at least a 2.0 cumulative GPA. If you are interested in serving on a committee, contact the

Associated Students of Boise State University (ASBSU). Their offices are located on the second floor of the Student Union. Call (208) 426-1440 for more information.

Campus Recreation (Club Sports, Intramurals & Outdoor Programs)

The Club Sports Program is designed to serve students who share a common interest in sports, with the objective of offering activities for any and all students who wish to participate and develop skills in a particular sport. For questions, call (208) 426-2447.

The Intramural Sports Program provides the campus community with the opportunity to participate in various sports in a fun and friendly environment. Each semester 10–12 individual and team sports are offered. For questions, call (208) 426-5643.

The Outdoor Program enhances the Campus Recreation community by organizing human-powered adventure activities and extensive leadership opportunities. For questions call (208) 426-1946.

For more information about everything Campus Recreation has to offer, call (208) 426-1131, or visit the Rec Center at 1515 University Drive.

Future Alumni Network (formerly Student Alumni Association)

The Boise State Future Alumni Network (FAN) will work to advance campus traditions while fostering a sense of loyalty and school pride among Boise State students. To prepare students for a life of involvement, FAN will facilitate events and programs that enrich the Boise State experience. Some of their annual events include the Short Stack Shindig, School Pride Day, Homecoming events and tailgate parties. For more information, call (208) 426-1284.

Martin Luther King Human Rights Celebration

The MLK Human Rights Celebration provides the Boise State University campus with a series of advocacy, awareness, and educational activities in an effort to promote civility and address the current needs of the community in accordance with the teachings of Dr. Martin Luther King Jr. To learn more about how you can become involved, call (208) 426-1223.

Multicultural Student Services

The Multicultural Student Services organizes a variety of events and programs throughout the school year and serves many multicultural student organizations. Service learning and student employment opportunities are also available. For more information, call (208) 426-5950. The Multicultural Student Services is located on the second floor of the Student Union.

Sororities & Fraternities

Sorority & Fraternity Life is a growing tradition at Boise State. Members of sororities and fraternities have held a variety of leadership positions on campus, including student government officials, orientation leaders, resident advisors, and positions on Student Programs Board and Volunteer Services Board. Sororities and fraternities also promote scholarship and community service. For more information about recruitment and all the benefits of being a member of a social Greek-lettered organization, contact the Office of Sorority & Fraternity Life, (208) 426-3753.

Student Clubs & Organizations

Boise State has over 200 student clubs and organizations. Browse the complete club listing at http://involvement.boisestate.edu/ to find groups that interest you. If nothing stands out, you can start a new club or organization. Please call (208) 426-2861 with any questions about student clubs and organizations. You can also visit the Student Organizations Office on the second floor of the Student Union in the new expansion area.

Student Government (ASBSU)

The Associated Students of Boise State University (ASBSU) strives to represent the interests of all Boise State University students and to encourage student participation in university life. The ASBSU Executive Branch is composed of the president, who acts as the voice and representative of the students; and the vice-president, who is the chief officer of the ASBSU Senate. The ASBSU Senate develops and coordinates ASBSU-sponsored activities, passes legislation for the general welfare of all students, and grants funds to officially recognized student organizations. The ASBSU Judiciary determines the constitutionality of questions brought before it. For information about how to get involved with student government, call the ASBSU Office at (208) 426-1440.

Student Involvement & Leadership Center

In the Student Involvement & Leadership Center, they believe that what you do outside the classroom can be as important as what you learn in the classroom. By participating in student activities, you have the opportunity to enhance your classroom experience by learning new skills, developing your interpersonal and leadership abilities, and gaining real life experiences that can prepare you for life after you graduate. Boise State has over 200 University Recognized Student Organizations from which to choose, and if you don't find something you like, start your own organization. The Student Involvement & Leadership Center offers different leadership development programs including the annual Leadership Quest, Student Leader Summit, and the new Women in Leadership program. If you really want to connect leadership to your curricular experience, you can minor in leadership. Some of the events they sponsor include Bronco Welcome, the annual Quiz Bowl, Homecoming, the new Exploring Boise events, Up All Night, films, and more! You can also help honor our veterans during the Veteran's Day celebration and learn more on World AIDS Day. To learn more about the Student Involvement & Leadership Center, contact them at (208) 426-1223.

Student Newspaper (*The Arbiter*)

The Arbiter is the official independent student newspaper of Boise State University. Its mission is to provide a forum for the discussion of issues affecting the BSU community. If you are interested in working for *The Arbiter*, call (208) 345-8204. Their offices are located at 1605 1/2 University Drive, next to Lincoln Garage, across from the Student Union.

Student Programs Board (SPB)

The Boise State Student Programs Board (SPB) is an entirely student run organization that provides free campus programming and events for students. They bring concerts, comedians, movies and whatever else is cool to Boise State. If you are interested in attending an event or volunteering, call (208) 426-1223.

Student Radio (University Pulse)

The University Pulse is a student run radio station from Boise State University. The radio is broadcasted on a live Internet stream 24/7 and on the live airwaves every Sunday from Noon to Midnight. For more information, call (208) 426-1223.

University Housing

There are several opportunities for involvement within University Housing. For example, the University Housing Association (UHA) is a programming and governing body for residence halls, and serves as the umbrella organization for all the residence hall councils. UHA is a great way to get involved and be a campus leader. University housing also provides a number of activities for residents, and employment opportunities are available. To learn more, contact the University Housing Office, (208) 447-1001.

Volunteer Services Board (VSB)

Volunteer Services Board coordinates a variety of volunteer projects for the campus community throughout the school year. If you are interesting in volunteering or learning more about VSB, call (208) 426-4240, or visit their office on the first floor of the Student Union.

Women's Center

There are many opportunities for involvement through the Women's Center. The center hosts many events on campus, and volunteering for the center is a good way to get involved firsthand and help out with events that interest you. There are also employment opportunities at the Women's Center, or you can apply to be a member of the S.E.C.K.S. (Securing Effective Consent Keeps it Sexy!) squad, a sex-positive, anti-violence peer theater troupe. The center also offers the services of a Violence Awareness and Response Coordinator (VARC), a full-time professional social worker who assists students experiencing stalking, sexual assault, sexual harassment, or relationship violence. Presentations and programs on gender violence are available as requested. The Women's Center is currently located in the Student Union Building. Call (208) 426-4259 for more information.

Section 5 – Important University Policies & Procedures

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Code of Conduct
Student Organization Policies (The Source)
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Student Code of Conduct

The Student Code of Conduct exists to assist in providing the best possible learning and living environment for all students. The University upholds the shared values of academic excellence, caring, citizenship, fairness, respect, responsibility and trustworthiness as the foundation for a successful academic environment. As a tool, the Student Code of Conduct will help promote growth and learning as students interact with their environment and accept responsibility for decision-making. The Boise State University student conduct process will help educate students about their responsibilities as members of an academic community and will impose sanctions when student conduct puts the community in jeopardy. Students may get more information about the student code of conduct from the Office of Student Rights and Responsibilities, by calling (208) 426-1527 or visiting www.boisestate.edu/osrr.

Student Organization Policies (The Source)

The Student Organization Policy Manual contains all relevant and current policies and procedures as they relate to all recognized student organizations at Boise State University. Club officers and members are expected to read and follow all of the policies printed in the manual. The policy Manual was formerly known as "The Source."

Housing Policies

Housing policies and procedures can be found on the University Housing website. Violations of University Housing policy are managed by the Student Conduct Program. For more information about Housing policies, contact the University Housing Office, (208) 447-1001. For more information about the Student Conduct Process, contact the Office of Student Rights and Responsibilities, (208) 426-1527.

Student Appeals

Students have the right to appeal any academic policy or requirement. The decision to approve or deny the appeal will be based on the following conditions:

- Extenuating circumstances that make it impossible for the student to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

However, the extenuating circumstances must be beyond the student's control and the undue hardship must be a condition far more serious than simple inconvenience. Documentation is required and the timeliness of the appeal will be taken into consideration. It is important to remember that it is **extremely** rare for an appeal to be approved solely on the basis of potential repercussions resulting from the enforcement of a particular policy or deadline date. Rather, appeals are approved on the basis of the severity of the extenuating circumstance that prevented the student from following University policies or meeting deadlines.

1. **University Appeals:** The University Appeals Committee was originally established to handle academic appeals which may cross college lines or which, prior to its creation, had no clear avenue for student appeal. The intention of this committee is also to ensure more consistency across campus in terms of how certain types of appeals are decided.

Types of appeals

- Early reinstatements after academic dismissal.
- Add classes or register after the 10th day deadline.
- Extension of Incomplete grades.
- University wide academic policy exceptions, i.e., extension of time allowed to graduate under a certain catalog; waiver of the last 30 credit requirement; and other unusual appeals or requests that do not relate to major requirements.
- Drop a class or completely withdraw **after a semester has ended.**

The University Appeals Committee meets weekly. Appeal forms are available online at http://registrar.boisestate.edu/forms/academicappeal.pdf or at the Registrar's Office, A110, Administration Building. Students must have their completed appeal into the Registrar's Office by 5:00 PM the Friday prior to the meeting in which it will be reviewed. The Committee will review an appeal one time only; re-appeals are not accepted. It is imperative that students submit all the information they wish to have reviewed in their initial request and provide documentation of extenuating circumstances beyond their control that justify the exception to policy.

2. **Student Fee Appeals**: The Student Fee Appeals Committee deals with all appeals for refunds and waiver of fees when students drop or completely withdraw after the refund deadline or have missed the deadline for cancellation, late fee appeals, and appeals for student health insurance waivers. Students must provide documentation of extenuating circumstances beyond their control that justify an exception to the refund/cancellation policy.

Fee appeal forms may be obtained in the Account Maintenance Center, A209, Payment and Disbursements, A211, or online at http://finad.boisestate.edu/images/uvappeal.pdf

3. **Special Admissions Appeals:** The Special Admissions Committee deals with all appeals relating to student admission. Students may file an appeal for special consideration if unusual or extenuating circumstances prevented them from meeting the admission standards, meeting the application deadline, from meeting the requirements of provisional status, for continuing provisional status, or to request early consideration for degree-seeking status. Students should provide any documentation of the situation. Forms should be picked up and returned to the office of the Director of Admissions, located at 1700 University Drive, Boise, ID 83725-1320 (on the west end of the first floor on the Student Union between the Information Desk and the Special Events Center) (208) 426-1177.

4. **Financial Aid Appeals:**

- Satisfactory Academic Progress Appeals Students who do not meet all of the satisfactory academic progress standards are not eligible for financial aid until they bring their performance within the minimum standards. When extenuating circumstances exist, it is appropriate for a student to complete and submit to the Financial Aid Office the Satisfactory Academic Progress Appeal Form (found online at http://financialaid.boisestate.edu/PrintableForms.shtml). The appeal must include a written explanation of the extenuating circumstances and supporting documentation. Students completing appeals must meet with an academic advisor to develop a plan for success. If an appeal is approved, the student will typically receive aid for one semester only and performance conditions will be established. Those performance conditions will need to be met before subsequent aid is disbursed.
- Other Financial Aid Appeals There are various unusual or unforeseen circumstances relating to financial aid eligibility that give reason for a student to submit an appeal. Examples include an unexpected loss of income or unusually high medical costs incurred within the aid year. Appeal forms are available from the Financial Aid Office or online at http://financialaid.boisestate.edu/PrintableForms.shtml. Appeal forms should be submitted with a written explanation and supporting documentation.

5. **Residency Appeals:** Students who wish to appeal their out-of-state residency status must do so in writing to the Residency Appeals Committee. They must specify why they believe they have met the residency criteria and on what basis they should be given residency. A Residency Information Form must accompany the student's letter and any documentation. Students submit the completed appeal to the Residency Coordinator in the Registrar's Office. The form and residency criteria are available in the Registrar's Office, A110, (208) 426-4249 or online at http://registrar.boisestate.edu/forms/students.shtml. The Residency Appeals Committee requires that the student must have applied for admission to the university before making an appeal.

6. **Appeals to drop a class after the deadline:** (Note that appeals for dropping all courses are described in number seven below.) If students need to drop a class in a current semester after the deadline, but **before the end of the semester**, they must appeal to the Dean of the College of the course. In some cases, Deans have delegated this task to the Associate Dean and the process may vary from college to college. The student must make an appeal in writing and provide documentation of extenuating circumstances that would justify an exemption from the deadline policy. If the Associate Dean gives permission, the student will complete the "Application for Permission to Initiate the Process of Dropping a Class after the Deadline" form (signed by the Associate Dean) and can then proceed to request approval and signature from the instructor. The instructor may still deny the appeal. Once the student receives all required signatures, the student must submit the form to the Registrar's Office, A110, for processing. The form is located online at http://registrar.boisestate.edu/forms/students.shtml.

7. **Appeals to completely withdraw after the deadline:** If a student needs to completely withdraw (drop all courses) after the deadline, but **before the end of the semester**, the student must appeal through the Registrar's Office, A110. Students seeking academic withdrawal after the drop deadline must provide documentation of the extenuating circumstances beyond their control that prevented them from both completion of their courses and from withdrawing by the established deadline. **Even if the student is only registered in 1 credit and is dropping that class, it is considered a complete withdrawal**. Forms may be picked up (or mailed) and returned to the Registrar, A110, (208) 426-4249

8. **Appeals to change a grade:** If a student would like to dispute a grade, he or she must first consult the course instructor. If the issue is not resolved, the student should contact the department chair. If the situation is still unsettled, he or she should contact the dean of the college that oversees the department. If the grade dispute is unresolved after going through this process, the student may contact the Vice Provost for Undergraduate Studies for further guidance at (208) 426-4062. The Office of the Provost/Vice President for Academic Affairs is located in the Administration Building, suite 202. After all these steps have been taken, the student may request that his or her case be referred to the Academic Grievance Board. The Academic Grievance Board has responsibility in all matters of grievance pertaining to academic conduct, instructional procedure or testing. The work of this committee is to serve as the **final** level of appeal in cases for example, where students feel they have received an incorrect grade in a class or not being admitted to a program.

> Note: *This process is often confused with appealing to drop a class after the semester has ended and the desire to change an 'F' grade to a 'W.' If a student needs to drop a class, please follow the process listed in item 1 above.*

9. **Parking Appeals:** Students, faculty and staff have the right to appeal any parking citation believed to be issued in error.

The complete parking appeals policy is available by visiting the Transportation and Parking Services website at http://transportation.boisestate.edu. Individuals should note the deadlines stated on the website. Failure to meet these deadlines may result in forfeiting the right to appeal a citation.

To initiate an appeal of a BSU Parking citation, drivers must fill out the parking appeals form accurately and completely, located online at https://goodenoughcreek.boisestate.edu/ebusiness/cmn/auth.aspx. Failure to provide complete information may result in the appeal being denied. Individuals are encouraged to be as specific as possible and include any information they wish to have considered during the appeals process. Additional information will not be accepted after the decision has been made.

Transportation and Parking Services must receive the written appeal/form and any accompanying documentation within ten (10) working days of the date of citation issuance. If the ten-day deadline has passed a completed deadline waiver form should be turned in with the appeal. Note: Transportation and Parking Services or the Appeals Review Board cannot appeal citations over twenty-five (25) days old or any citations in the collection process.

Individuals are notified of the appeal decision in writing within ten (10) working days of receipt of the appeal. If an appeal is denied the fine is due and payable upon receipt of written notification.

Individuals have the right to request an independent review of the appeal decision by the Appeals Review Board if the first appeal has been denied. Transportation and Parking Services must receive a written request for the Appeals Review Board review within ten (10) working days of the written notification. The written request must be accompanied by payment of the fine in full or no review will be scheduled.

Transportation and Parking Services will schedule the review for the first available meeting. The Appeals Review Board meets once a month during the regular semesters and as needed during semester breaks. Transportation and Parking Services will provide to the committee members all

information relevant to the citation being appealed. This will include the initial appeal request, and all information used in making the original decision. The Appeals Review Board will determine if the citation was issued in accordance with current BSU parking policy. The decision of the Appeals Review Board will represent the final decision of the University on the matter. Written notification of the Appeals Review Board's decision will be sent within five (5) working days of the review. In the event that the Appeals Review Board reverses the initial appeal, the University will process a refund check.

Appeals may be e-mailed to prkappeals@boisestate.edu; mailed to Parking Appeals, 1910 University Drive, Boise, ID 83725-1290; Faxed to (208) 426-3343 or dropped off at Parking & Transportation Services, located at 1001 Lincoln Avenue.

10. **Housing Appeals:** Students are permitted to petition for release from their housing agreement. If a student provides adequate information and a compelling reason for having the housing agreement revoked, their petition will be heard. The process for petitioning release is as follows:

- The student meets with his/her resident director to discuss their situation and to complete a petition form.
- Student submits the petition form, including all pertinent and supporting information to the resident director.
- The resident director reviews the student's written petition and makes a recommendation to the University Housing Petition Committee.
- The University Housing Petition Committee reviews each petition to make a ruling, followed by notification to the student in writing of the outcome.
- Circumstances that could result in a successful petition include unforeseen financial hardship; a health condition that is adverse to successfully residing on campus; transfer to another institution; withdrawal from Boise State University for reasons other than transferring; change in marital status; military service; religious service commitment; or other unanticipated circumstances that do not permit the student to continue as a residential student.
- Students who successfully petition to have their housing agreement revoked forfeit their original housing deposit and are assessed a $400 agreement release fee.
- The Petition Committee's decision to reject or grant a petition is final.

Students are permitted to appeal housing fees by following the University's fee appeal process. Fees subject to appeal include charges for room damages, late fees for failure to make payments according to due dates, and the $400 agreement release fee.

11. **Student Health Insurance Plan (SHIP) Appeal:** Idaho State Board of Education policy requires all full-fee paying students attending classes in Idaho to maintain adequate health insurance. Boise State students registered for 12 credits or more (and all international students) are automatically enrolled in the university-sponsored Student Health Insurance Plan (SHIP), with the premium charge added to their tuition and fees billing. Students who provide proof of continuous enrollment in an alternative U.S.-based health insurance plan with comparable benefits are able to waive out of their SHIP enrollment each semester (deadline is the 10th day of classes).
All students have the right to appeal their SHIP premium charge. The student completes a "Petition to Appeal SHIP Fee" form (obtained from SHIP Office), and includes a letter explaining circumstances and any pertinent documentation to support the appeal. This packet is

then submitted to the SHIP Office for formal review and final ruling. The Student Health Insurance Plan (SHIP) Office is located at 1529 Belmont Street (Norco Building), Boise, (208) 426-2158.

Student/University Personnel Grievance Board (Policy #7090)

The Student/University Personnel Grievance Board has the responsibility to act as the final board of review in complaints arising from grievances filed by students against university personnel. Students should first present their complaint to the university employee concerned. If no solution is reached, the complaint should be taken to the appropriate department head or supervisor (or to the unit head or dean of the appropriate college/ 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. For more information on the phases within this policy, please contact Human Resource Services, (208) 426-1616.

> *Note: Student (& University Personnel) Grievance Board (Policy #7090)*
> *This grievance policy does not pertain to discrimination grievances or sexual harassment grievances covered by Policy #5005, academic grievances already covered by Policy # 3130A&B.*

Link to policy manual: *http://www.boisestate.edu/policy/VII_humanresources.shtml*

Section 6 – Referral Guide

The contacts listed below can assist you with your questions and concerns at Boise State University. If your concern or question is not listed, please call the Office of the Vice President for Student Affairs, (208) 426-1418.

ACADEMIC RELATED CONCERNS

Concern	Contact	Website	Location/Phone
Class Absence	Instructors; however, if it is a medical emergency, you may contact the Office of the Vice President for Student Affairs.	http://www.boisestate.edu/vpsa/	Admin Building, Room 107, (208) 426-1418
Academic Advising	Department of your major or Advising and Academic Support	http://academicsupport.boisestate.edu/	1464 University Drive (Academic and Career Services Building Room 111), (208) 426-4049
Academic Grievance/Grade Change Appeals	Contact the following individuals in this order: 1) Instructor 2) Department Chair 3) Dean of College 4) Provost's Office (Academic Affairs)	http://academics.boisestate.edu/provost/ http://academics.boisestate.edu/undergraduate/	Admin Building, Suite 202, (208) 426-1202
Academic Appeals	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Course Overload Approval	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Departmental Academic Requirements/Degree Requirements	Academic Advisor; Department; University Catalog	http://registrar.boisestate.edu/catalogs/	
Graduation Information	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Honors College – admission & involvement	Honors College	http://www.boisestate.edu/honors/	Driscoll Hall (208) 426-1208
Academic Dates & Deadlines	Academic Calendar	http://registrar.boisestate.edu/academic-calendar.shtml	
Jury Duty	Academic Affairs (Undergraduate Studies)	http://academics.boisestate.edu/undergraduate/	Admin Building, Room 202, (208) 426-4062
McNair Scholars Program	McNair Scholars Office	http://education.boisestate.edu/mcnair/	Education Building, Room 206, (208) 426-1194

Register for Classes	BroncoWeb Help Center	http://broncoweb.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
TRiO Academic Success Program	TRiO Pre-College Program	http://education.boisestate.edu/trio/	1105B Grant Ave, (208) 426-3572
Transcript (get a copy)	Registrar's Office	http://registrar.boisestate.edu/	Admin Building, Room 110, (208) 426-2932
Tutoring	Advising & Academic Enhancement	http://tutoring.boisestate.edu/	1464 University Drive (Academic and Career Services Building, Room 111), (208) 426-4049
Writing Assistance	BSU Writing Center	http://www.boisestate.edu/wcenter/	Liberal Arts Building, Room 200, (208) 426-1298

FINANCIAL RELATED CONCERNS

Concern	**Contact**	**Website**	**Location/Phone**
Emergency Loans	Account Maintenance Center	http://www.boisestate.edu/finad/sfs/	Admin Building, Room 211, (208) 426-2134
Loans & Scholarships	Financial Aid & Scholarships Office	http://financialaid.boisestate.edu/	Admin Building, Room 113, (208) 426-1664
Idaho Residency Requirements	Registrars Office	http://registrar.boisestate.edu/catalogs/online/res-nonres-classification.shtml	Admin Building, Room 101, (208) 426-1820
Tuition & Fees/Costs	Admissions Office	http://www.boisestate.edu/finad/sfs/sfs_tuitionandfees.shtml	Admin Building, Room 101, (208) 426-1820
Student Account & University Bill Payments	Payment & Disbursement Center	http://www.boisestate.edu/finad/sfs/	Admin Building, Room 211, (208) 426-1212
Veteran Education Benefits	Veteran Service Office	http://gibill.va.gov/resources/benefits_resources/benefit_comparison_chart.html	Admin Building, Room 111, (208) 426-1505

CAREER INFORMATION & ADVISING

Concern	Contact	Website	Location/Phone
Career Guidance Internship Opportunities Job Search Assistance Resume Assistance Student Employment Work Study	Career Center	http://career.boisestate.edu/	1464 University Drive (Academic and Career Services Building), (208) 426-1747

PERSONAL, PHYSICAL & SOCIAL RESOURCES

Concern	Contact	Website	Location/Phone
Alcohol / Drug Concerns	University Health Services	http://www.boisestate.edu/healthservices/	1529 Belmont Street (Norco Building) (208) 426-1459
Campus Entertain-ment	Student Programs Board (SPB)	http://spb.boisestate.edu/	Student Union, 1st Floor, (208) 426-1223
Campus Volunteeris m	Volunteer Services Board (VSB)	http://vsb.boisestate.edu/	Student Union, 1st Floor, (208) 426-4240
Child Care	Children's Center	http://childrenscenter.boisestate.edu/	1830 Beacon Street, (208) 426-4404
Club Sports Intramurals Outdoor Programs Recreation Center	Campus Recreation	http://rec.boisestate.edu/	1515 University Drive, (208) 426-1131 or (208) 426-5641
Counseling	Counseling Services	http://healthservices.boisestate.edu/content/list.cfm?article_id=7	1529 Belmont Street. (Norco Building) (208) 426-1601
Disability Services	Disability Resource Center	http://drc.boisestate.edu/	Admin Building, Room 114, (208) 426-1583
Discrimina-tion & Sexual Harassment	Office of Equal Employment Opportunity/Affirmati ve Action	http://hrs.boisestate.edu/eeoaa/	Admin Building, Room 215, (208) 426-3648

Sororities & Fraternities (Greek Life)	Office of Sorority & Fraternity Life	http://involvement.boisestate.edu/	Student Union, 1st Floor, (208) 426-1391
Health Related Concerns	University Health Services	http://www.boisestate.edu/healthservices/	1529 Belmont Street (Norco Building) (208) 426-1459
Health Insurance	Student Health Insurance Plan (SHIP) Office SHIP@boisestate.edu	http://www.boisestate.edu/healthservices/insurance/	1529 Belmont Street (Norco Building) (208) 426-2158
Intensive English Program	International Programs Office	http://international.boisestate.edu/intensive-english-program/	Liberal Arts Building, Room 120, (208) 426-1921
International Learning Opportuni-ties	International Learning Opportunities	http://international.boisestate.edu/international-learning-opportunities/	Academic and Career Services Building, Room 114, (208) 426-2630
International Student Services	International Student Services	http://iss.boisestate.edu	Second Floor, Student Union Building, (208) 426-3652
Legal Counseling	ASBSU Student Legal Services	http://www.boisestate.edu/osrr/asbsulegal/faq.html	OSRR, Lincoln Garage, 1st Floor, (208) 426-1527
LGBTQ Issues	Student Diversity & Inclusion/ Women's Center Multicultural Student Services	http://womenscenter.boisestate.edu/ http://culturalcenter.boisestate.edu/	**WC** (208) 426-4259 **MSS** (208) 426-5950 Both located in Student Union
Multicultura l Education Programs	Cultural Center	http://culturalcenter.boisestate.edu/	Student Union, 2nd Floor, (208) 426-5950

Parking & Transporta-tion	Transportation & Parking Services	http://transportation.boisestate.edu	Lincoln Garage, 1st Floor, (208) 426-7275
Residence Halls, Apartments & Family Housing	University Housing Office	http://housing.boisestate.edu/	Chaffee Hall, (208) 447-1001
Sexual Assault/ Physical & Psycholo-gical Abuse	- Women's Center/ Violence Awareness & Response Coordinator - University Security - Boise Police Dept - Counseling Services - Women's and Children's Alliance (WCA) 24-hour Crisis Line	http://womenscenter.boisestate.edu/ http://security.boisestate.edu/ http://www.cityofboise.org/Departments/Police/ http://healthservices.boisestate.edu/content/list.cfm?article_id=7 http://www.wcaboise.org/	**WC** - Student Union, (208) 426-4259 **Security** - 1001 Lincoln Avenue, (208) 426-1453 **BPD** - 1101 1/2 Lincoln Street, (208) 426-1453 or for emergency 911 **Counseling** – 1529 Belmont Street (Norco Building) (208) 426-1601 **WCA** - (208) 345-7273
Student Clubs/ Organizatio ns	Student Involvement & Leadership Center	http://involvement.boisestate.edu/	Student Union, 2nd Floor, (208) 426-2861
Student Code of Conduct	Office of Student Rights & Responsibilities (OSRR)	http://www.boisestate.edu/osrr/	(208) 426-1527
Veterans Programs	Veteran Service Office	http://veterans.boisestate.edu/	Admin Building, Room 111, (208) 426-1505

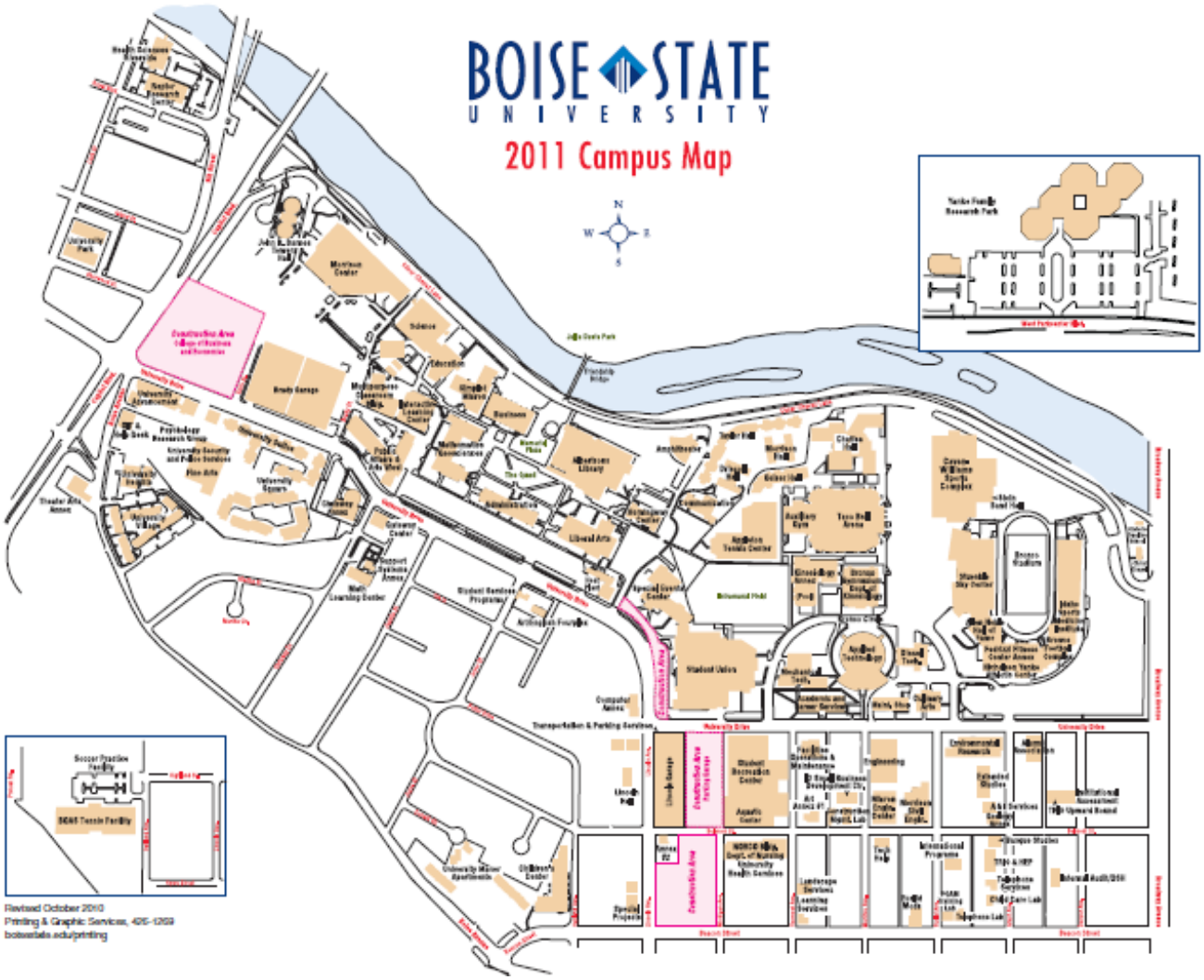
Section 7 - Directories

Boise State department and employee directories are located on the Boise State website at http://www.boisestate.edu/directory/. The Employees directory is online and searchable. Other Boise State Directories are PDF files. The searchable Employees and the printable Employees by Name and Employees by Department PDF files are updated weekly. Other Directories are updated as needed.

Boise State's area code is 208.

- Employees (searchable list)
- Department Directory (PDF)
- Employees by Name (PDF)
- Employees by Department (PDF)
- Fax Numbers (PDF)
- Department Quick Reference Guide (PDF)
- Campus Mail Stop Codes
- State of Idaho Directory

Section 8 - Campus Map



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