STUDENT AFFAIRS

Contact Information

Vice President for Student Affairs: Andrew T. Hanson, PhD
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The philosophy of Student Affairs is that student-centered, student-focused services contribute to the overall success of each LCSC student. Student Affairs’ function is to identify qualified students to enroll at the College and guide the campus community to provide the support necessary to facilitate both the enrollment process and the transition to college life. Networking and partnering with all members of the campus community, the goal of Student Affairs is to promote academic and personal success.

Student Affairs is made up of 16 key service units:

1. Admissions
2. The Advising Center
3. AmeriCorps
4. College Assistance Migrant Program (CAMP)
5. Coeur d’Alene Student Services
6. Financial Aid
7. First Year Experience
8. International Programs/Intensive Institute for English
9. Native American, Minority & Veterans’ Services
10. Registrar and Records
11. Residence Life
12. Student Union Building/Center for Student Leadership
13. Student Counseling Center/Student Health Services
14. Student Employment, Career Center & LC Work Scholars
15. TRiO Student Support Services & Educational Talent Search
16. Vice President for Student Affairs

Student Development Curriculum

The Vice President for Student Affairs serves as the official Chair of the Student Development curriculum, which includes co-curricular classes (e.g., student government internships) and student success classes including Introduction to College Studies, New Student Orientation, and the courses provided by TRiO Student Support Services.

Institutional Development Grant

Each fall and spring semester, faculty and staff may apply for grant monies to assist student groups with special projects and/or travel. A portion of student fees is allocated to the category of Institutional Development and is used to augment selected educational activities. These funds are to be used solely to enhance the educational experience of students enrolled in any Lewis-Clark State College program and are awarded through an internal competitive grant application process. For more information www.lcsc.edu/institutional-development-grant. (http://www.lcsc.edu/institutional-development-grant/)

New Student Orientation

New Student Orientation is a required program for all new, degree-seeking students. Students can earn one college credit by registering for SD-107 - New Student Orientation (or SD-307 for transfer students), attending the program, completing related activities. At New Student Orientation, students are provided with information about key campus services. Students are also introduced to faculty members who teach in their intended major. Family and friends are treated to special sessions in which they are advised about creating a strong personal support system with and for the new students. For more information www.lcsc.edu/orientation (http://www.lcsc.edu/orientation/).
The Moss Family Fund

The Moss Family Fund is designated in honor of the late Oma and Van L. Moss. Mrs. Moss was employed by the college for twenty-three years and Mr. Moss was a former faculty member. The Moss Fund program is for students with an emergency/crisis. The temporary loan is available for up to $75 with a time limit for repayment of one month. When requesting a loan, the student will sign a repayment agreement. As long as the student is in compliance with repayment he/she may receive a new loan. Loan request forms must be approved by the Vice President for Student Affairs or his/her designee. Loans are available to current degree-seeking students only.

The Rose Ann Hopkins Trust

The Rose Ann Hopkins Trust of Lewiston, Idaho, the Lewis-Clark State College Foundation, and Lewis-Clark State College have established a fund in support of student loans/scholarships. This fund is used to fund educational loans and scholarships in the name of the Settlor, Rose Ann Perott Hopkins, class of 1935. Loans are available for up to $250 with a time limit for repayment of one month. Loan request forms must be approved by the Vice President for Student Affairs or his/her designee. Loans are available to current degree-seeking students only.

Discrimination

Students have the right to be free from unlawful discrimination in College programs and activities. Affirmative Action policies designed to eliminate discriminatory practices have been instituted. The College will not exclude any person from participating in its programs or activities on the basis of race, color, national origin, religion, sex, age, veteran status, or disability. Incidents of discrimination committed by one LCSC student toward another fall under the purview of the Student Code of Conduct (Vice President for Student Affairs). Incidents which involve discrimination of a student by a member of the College staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resource Services).

Sexual Harassment/Title IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. (Source: U.S. Department of Education Office of Civil Rights: Title IX and Sex Discrimination and 20 U.S.C §1681 et seq. and its implementing regulations, 34 C.F.R. Part 106). Consistent with the Campus SaVE Act and Clery Act, Lewis-Clark State College prohibits domestic violence, dating violence, sexual assault, and stalking. Educational and awareness programs are offered routinely to generate awareness of these issues. Training programs and publications inform people how to report incidents of sexual misconduct as well as how to implement safe and positive interventions on behalf of students.

Students are advised that acts of discrimination, sexual harassment, and sexual misconduct represent violations of the LCSC Code of Conduct even when they occur off campus and even if such acts do not constitute Title IX violations.

Inquiries concerning Title IX may be directed to the Title IX Coordinator:

Title IX Coordinator
Administration Building, 201A
208-792-2689
titleix@lcsc.edu

Students who believe they are victims of sexual misconduct are encouraged to report same to any campus official immediately. Similarly, students who believe they have witnessed or otherwise know of a case of sexual misconduct should report it to a campus official.

Title IX Coordinator
208-792-2689
titleix@lcsc.edu

Director of Campus Security
208-792-2226
security@lcsc.edu

Coeur d'Alene Center
208-666-6707
Coeur d'Alene, Idaho

Reports may be filed confidentially. Students filing complaints requesting anonymity will be apprised of the potential limitations of the investigative and student judicial process when such requests are granted, and the granting of those requests may not be guaranteed if the safety of the campus community is deemed at risk.

If school officials know or reasonably should know about possible sexual harassment or sexual misconduct, a report must be filed with the Title IX Coordinator. The Title IX Coordinator will initiate an investigation into all complaints of discrimination, sexual harassment, and sexual misconduct,
in a manner it deems appropriate, based on the information available. If a student requests an investigation not occur, or to remain anonymous, the Title IX Coordinator will explain the greater impact to campus, limitations in resolution, other resources available to the student, and that retaliation is prohibited. In some cases, school officials may need to proceed with an investigation regardless of the student’s desires, based on certain criteria as outlined in LCSC Policy 3.110 – Discrimination, Sexual Harassment, and Sexual Misconduct. If a determination is made to proceed with an investigation against the wishes of the student, the student will be informed of such and the College will take every reasonable precaution to keep the student safe.

See LCSC Policy 3.110 – Discrimination, Sexual Harassment, and Sexual Misconduct for more information on processes and procedures in place to respond to allegations that may implicate this policy and be a violation of the Student Code of Conduct. The College strives to respond in a prompt and effective manner so as to stop the alleged conduct and prevent its recurrence.

If a member of the campus community believes that the College has not complied with the provisions of Title IX, he/she may file a complaint by contacting the Office of Civil Rights at 1-800-421-3481 or www2.ed.gov/about/offices/list/ocr/docs/howto.html (http://www2.ed.gov/about/offices/list/ocr/docs/howto.html).

Racial Harassment

Students have the right to be free from unlawful racial harassment on College property and off College property during a College related activity. LCSC will not tolerate racial harassment. Incidents of alleged racial harassment committed by one LCSC student toward another fall under the provisions of the Student Code of Conduct (Vice President for Student Affairs). Incidents which allegedly involve racial harassment of a student by a member of the College staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resources). See definition of “Harassment” under Student Code of Conduct www.lcsc.edu/student-affairs/student-rights-and-responsibilities/ (http://www.lcsc.edu/student-affairs/student-rights-and-responsibilities/)

Academic Affairs

Students have the responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and ultimately for meeting the requirements for his/her degree. The College will provide advisors to assist students in academic planning, but students are responsible for obtaining copies of appropriate academic bulletins and being thoroughly familiar with all academic requirements which must be met for a degree. Students also have the responsibility to take advantage of the educational opportunities presented by the College, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the College community.

Students have the right to have College classes conducted under the following provisions:

1. Faculty will clearly state course outcomes/goals, assignments/testing, and grading which should be in alignment with the course intention (or purpose) and academic level.
2. Faculty will plan and regulate class time with an awareness of its value for every student.
3. Faculty will be available to students and will announce and maintain regular office hours.
4. Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
5. Faculty will strive to generate respect and understanding for academic freedom by students.
6. Faculty will strive to create an environment in which students may raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
7. Faculty will be sensitive to students personal or political beliefs expressed in a private manner in connection with course-work.
8. Faculty will protect student information, such as grades and class standing in accordance with FERPA.

Student Rights and Responsibilities

Students have the right to a clear statement of their basic rights, responsibilities and Student Code of Conduct. They have the right to assist in formulating College policy by representation on various College committees. Students also have the right to be represented by a student government. Other student rights and responsibilities outside the classroom include, or for more information www.lcsc.edu/student-affairs/student-rights-and-responsibilities/ (http://www.lcsc.edu/student-affairs/student-rights-and-responsibilities/):

1. Students may form, join, and participate in groups which promote the common intellectual, religious, social, economic, political, recreational or cultural life of campus. The College believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.
2. A student group may be authorized to use College facilities if its officers and a majority of its members are currently enrolled at LCSC.
3. Students and student groups are free to engage in peaceful and orderly protests and demonstrations which do not disrupt functions of the College, subject to reasonable assumptions concerning time, place, and manner. In all cases the educational purpose and process of the College must not be disrupted by protests and demonstrations.
4. Students who publish student publications under College auspices have the right to be free from unlawful censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Student editors and managers may not be removed because of general faculty, administrative, student or public disapproval. They may be suspended or removed from their positions for proper cause by the committee responsible for their appointment.

5. Students who publish student publications which are not sponsored or financially supported by the College may distribute the publications to students on College property subject to reasonable assumptions concerning time, place, and manner of distribution.

6. Students have the right to access educational records maintained by the College. The students may review their own records and challenge the accuracy of the records. Educational records are maintained on a confidential basis. Only those College employees with a legitimate need to know have access to student educational records.

**Student Right-To-Know**

The Student Right to Know Act requires institutions receiving Title IV funding disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. Specific guidelines exist as to the method and timing for reporting and disclosure to potential students, current students and employees. Institutions are required to provide enrolled students a list of the information to which the students are entitled upon request. The Higher Education Act (HEA) specifically requires that institutions provide the list annually to all enrolled students. The data can be accessed from the Consumer Information web page [www.lcsc.edu/consumer-information](http://www.lcsc.edu/consumer-information/).

**Drug-Free Schools and Campuses Act**

LCSC maintains an ongoing substance abuse prevention program that currently consists of educational, early intervention, enforcement, and environmental strategies in compliance with the Education Department General Administrative Regulations (EDGAR) Part 86 mandate to provide an “alcohol and other drug” (AOD) prevention program to the campus community. In addition, the college publishes a biennial report that includes an assessment of its AOD prevention programs as well as institutional data on AOD policy violations. The data can be accessed from the Consumer Information web page - [www.lcsc.edu/consumer-information](http://www.lcsc.edu/consumer-information/).

**Student Grievance**

Students have the right to file formal complaints or grievances about any aspect of their experiences at Lewis-Clark State College. The Vice President for Student Affairs shall be the primary point-of-contact for all LCSC students who wish to file a grievance or otherwise share concerns about the college. Grievances may be filed with the Vice President for Student Affairs either in person, in writing or electronically at [https://lcsc.co1.qualtrics.com/jfe/form/SV_5ur1UQfqZUYOhf](https://lcsc.co1.qualtrics.com/jfe/form/SV_5ur1UQfqZUYOhf). Once a complaint is received it will be reviewed by the Vice President to determine the nature of the grievance and appropriate office to assist the student with resolving the grievance.

The Student Hearing Board is reviewed, updated, and published annually in the Student Handbook. The most up-to-date version is published on the Student Affairs [website](http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

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