

STUDENT AFFAIRS

Contact Information

Vice President for Student Affairs: Andrew T. Hanson, PhD

E-mail: studentaffairs@lcsc.edu

Office: RCH 112

Phone: 208-792-2218

FAX: 208-792-2314

Web: www.lcsc.edu/student-affairs (<http://www.lcsc.edu/student-affairs/>)

The philosophy of Student Affairs is that student-centered, student-focused services contribute to the overall success of each LC State 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 17 key service units:

1. Admissions
2. The Advising Center
3. College Assistance Migrant Program (CAMP)
4. Coeur d'Alene Student Services
5. Financial Aid
6. First Year Experience
7. International Programs
8. Native American, Minority & Veterans' Services
9. Registrar and Records
10. Residence Life
11. Student Accounts
12. Student Union Building/Center for Student Leadership & Dining Services
13. Student Counseling Center/Student Health Services
14. Student Employment, Career Center & LC Work Scholars
15. TRiO Educational Talent Search
16. Student Success Program
17. 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. A committee comprised of student leaders determines which projects are funded. For more information visit 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 earn one college credit by registering for SD-107 - New Student Orientation (or SD-307 for transfer students), a class that meets weekly to provide additional support to new students. 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 visit 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.

Student Affairs Emergency Fund

Established in 2020, this fund provides eligible students with assistance in resolving financial issues that would otherwise impact their ability to remain enrolled at LC State. Prior to completing a loan request form, students should contact the Student Accounts office to determine their eligibility for this loan. If referred by Student Accounts, 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.

Food Insecurity

Sodexo and Swipe Out Hunger are partnering to combat food insecurity. Food insecurity is not having reliable access to a sufficient quantity of affordable nutritious food. Any student who does not have a Standard Meal Plan is eligible for this program. Applications can be submitted via the Student Affairs Support for Students (<https://www.lcsc.edu/student-affairs/support-for-students/>) website. Students are able to access the college's food pantry as well.

Discrimination

Lewis-Clark State College is committed to maintaining a working and learning environment that is free from unlawful discrimination and to providing an environment that emphasizes the dignity and worth of every member of its community. Such an environment is necessary to maintain a healthy learning, working, and living atmosphere because discrimination undermines human dignity, mutual respect, and the positive connection among all people at our college. LC State will not discriminate on the basis of race, color, religion, creed, age, sex/gender (including gender identity, sexual orientation, and pregnancy), national origin, physical or mental disability, marital status, protected veteran status, and/or genetic information. Additionally, LC State will not tolerate any form of discrimination, harassment, or retaliation against any member of the LC State community, and will take appropriate action against a student or college employee who are found to have engaged in discriminatory or retaliatory conduct.

Incidents of alleged discrimination committed by any member of the college community will be investigated by the institution's Title IX Coordinator. The facts of each case will determine the most appropriate adjudication process. Formal complaints of sexual harassment, sexual assault, dating violence, domestic violence and stalking will be adjudicated through a formal hearing process as identified in the Resolution Process document. Incidents that do not meet the requirements for the formal hearing process will be adjudicated under the appropriate provision of the Student Code of Conduct for students (Vice President for Student Affairs), and under the appropriate employee provision for staff and faculty (Director for Human Resources).

Sexual Harassment/Title IX

Sexual Harassment/Title IX is reviewed, updated, and published annually. The most up-to-date version is published in Policy 3.110 at <https://www.lcsc.edu/policies> (<https://www.lcsc.edu/policies/>).

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. LC State will not tolerate racial harassment. Incidents of alleged racial harassment committed by one LC State student toward another fall under the provisions of the Student Code of Conduct (Vice President for Student Affairs). Incidents which involve alleged racial harassment of a student by a member of the college staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resource Services). See the definition of "Harassment" in Policy 3.110 at <https://www.lcsc.edu/policies> (<https://www.lcsc.edu/policies/>).

Academic Affairs

Students have 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 their degrees. 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. To meet the college's mission, it is expected that students will be active, engaged, and collaborative learners, who fully respect the rights of other members of the college community, who participate in educational opportunities in the classroom and beyond, and who take advantage of opportunities to learn with and from others.

There are several statements of expectations to guide students in becoming successful students. The catalog has one such statement. Students will find additional guidance from programs of study program and in classroom materials.

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

- 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.
- Faculty will plan and regulate class time with an awareness of its value for every student.
- Faculty will be available to students and will announce and maintain regular office hours.
- Faculty will strive to generate respect and understanding for academic freedom by students.
- 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.
- Faculty will be sensitive to students' personal or political beliefs expressed in a private manner in connection with coursework.
- 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.

For more information on other student rights and responsibilities visit <https://www.lcsc.edu/student-affairs/student-rights-responsibilities> (<https://www.lcsc.edu/student-affairs/student-rights-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 LC State.
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.

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 at www.lcsc.edu/consumer-information (<http://www.lcsc.edu/consumer-information/>).

Drug-Free Schools and Campuses Act

LC State 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 at 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 LC State 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_7NAeBGP8jmcdJAN (https://lcsc.co1.qualtrics.com/jfe/form/SV_7NAeBGP8jmcdJAN/). 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 disciplinary procedures are reviewed, updated, and published annually in the Student Handbook. The most up-to-date version is published on the Student Affairs (<http://www.lcsc.edu/student-affairs/student-code-of-conduct/>) website.

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