

# STUDENT AFFAIRS

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## Contact Information

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

**E-mail:** ahanson@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) (<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 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 15 key service units:

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

## 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). (<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) (<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 always for \$50 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 of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX." (Source: U.S. Department of Education Office of Civil Rights, Dear Colleague Letter, April 4, 2011). Acts of sexual discrimination, sexual harassment, and sexual violence represent violations of the LCSC Code of Conduct even when they occur off campus. For more information [www.lcsc.edu/title-ix](http://www.lcsc.edu/title-ix) (<http://www.lcsc.edu/title-ix>) or inquiries concerning Title IX may be directed to the Title IX Coordinator:

Title IX Coordinator  
Administration Building, 201A  
208-792-2689  
[titleix@lcsc.edu](mailto: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. Specifically, students may file such reports to:

Vice President for Student Affairs  
Reid Centennial Hall, Room 112  
208-792-2218  
[studentaffairs@lcsc.edu](mailto:studentaffairs@lcsc.edu)

Title IX Coordinator  
Administration Building, Room 201A  
208-792-2689  
[titleix@lcsc.edu](mailto:titleix@lcsc.edu)

Director of Human Resource Services  
Administration Building, Room 102  
208-792-2269  
[hr@lcsc.edu](mailto:hr@lcsc.edu)

Director of Campus Security  
Meriwether Lewis Hall, Room 110  
208-792-2226  
[security@lcsc.edu](mailto:security@lcsc.edu)

Head Athletic Trainer  
Activity Center, Room 168

208-792-2000

Associate Professor, Justice Studies Program  
Coeur d'Alene Center  
1031 N Academic Way, Suite 140  
Coeur d'Alene, Idaho 83814  
208-666-6707

Reports may be filed confidentially. Students filing complaints requesting anonymity will be apprised of the potential limitations of the 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 violence, a report must be filed. An investigation may occur when requested by the individual reporting the incident or at the victim's request. If the victim requests an investigation not occur, school officials will determine and explain the greater impact to campus, limitations in resolution, and other resources available to the victim. In some cases, school officials may need to proceed with an investigation regardless of the victim's desires if the misconduct involved a minor, if a weapon was involved, or if the incident presents a greater risk to safety for the rest of campus. If such situations exist, school officials will inform the reporter and/or victim and will provide as much privacy and confidentiality as possible.

Complainants in such cases will be apprised of the estimated timeframe in which investigation procedures and student disciplinary proceedings will occur. Generally, from the time a report is received until a final decision has been rendered (e.g., sanctions have been imposed), the process may take up to 60 calendar days (this does not include appeals). Circumstances surrounding an individual case may require the process to take longer.

Respondents alleged to have committed a Title IX violation will be given up to three (3) calendar days' notice prior to the initial interview in the investigative process.

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

## Drug-Free Schools and Campuses Act

In order to comply with the Drug-Free Schools and Campuses Regulations, an institution of higher education must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" both on the institution's premises and as part of any of its activities (Complying with the Drug-Free Schools and Communities Act Amendments, Chapter 1, 1989). The data can be accessed from the Consumer Information web page - [www.lcsc.edu/consumer-information](http://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 [www.lcsc.edu/student-affairs/student-grievance](http://www.lcsc.edu/student-affairs/student-grievance) (<https://www.lcsc.edu/student-affairs/student-grievance>). 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.

Function and Jurisdiction: The Student Disciplinary Hearing Board shall provide the original formal hearing in student discipline matters in cases when a student is dissatisfied with the disciplinary action recommended by the Vice President for Student Affairs and requests a hearing.

## Structure and Organization

The Student Disciplinary Hearing Board contains the same faculty appointees as the Faculty Hearing Board. The Student Disciplinary Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured): three (3) members from the faculty elected by the Faculty Association; three (3) members from the faculty appointed by the President; and one (1) division chair appointed by the Faculty Senate. Three (3) alternate members will be designated: one (1) appointed by the President; and two (2) appointed by the Faculty Senate. The chair shall be elected each year from the members of the Student Disciplinary Hearing Board. In cases involving students, four (4) students shall be included, with voice and vote, in the Student Disciplinary Hearing Board membership except in cases of sexual misconduct. The students shall be appointed by the Student Body President. A quorum shall consist of a simple majority of the members of the Hearing Board so long as two (2) student members are present, except in sexual misconduct cases. The decision of the Student Disciplinary Hearing Board shall be made by a majority vote of the quorum members who attended the hearing.

## Term of Office

Faculty members are to serve for two (2) College years, one-half (1/2) of those members with as nearly as one-half (1/2) of the faculty members being selected each year. Student members shall serve for one (1) year, but may be re-appointed for a second year.

## Hearing Officer

Either the President or the Student Disciplinary Hearing Board may, but is not required to, appoint a Hearing Officer to preside at any hearing held by the Student Disciplinary Hearing Board. The Hearing Officer may or may not be an attorney at law but must be experienced in conducting hearings. He/she shall act in an impartial manner as the presiding officer at the Hearing. The Hearing Officer may participate in its deliberations and act as its legal advisor but shall not be entitled to vote.

## Adjudicating Officer

The Adjudicating Officer will act as the representative for the sanctions proposed in accordance with the alleged violations of the Student Code of Conduct. In cases involving a victim of a violation or crime, the victim is not the Adjudicating Officer, but may provide testimony or other information in support of the Adjudicating Officer's case to the Hearing Board.

## College President

The President shall review and determine appeals from the decisions of the Student Disciplinary Hearing Board. The President has the authority to uphold, modify or overrule those decisions, or to return the matter to the Student Disciplinary Hearing Board for further consideration. A party may appeal the President's decision to the State Board of Education when, if and in such manner as the State Board of Education determines that such appeal shall be heard. See State Board of Education Policy at [www.boardofed.idaho.gov/](http://www.boardofed.idaho.gov/) (<http://www.boardofed.idaho.gov/>) section 18 Student Complaints/Grievances.

## Hearing Before the Student Disciplinary Hearing Board

If the student submits a written request for an appeal or hearing within seven (7) business days of receiving the outcome of the investigation and proposed sanctions, to the Vice President for Student Affairs or the Student Disciplinary Hearing Board, the student shall be entitled to a hearing before the Student Disciplinary Hearing Board. The following provisions shall be applicable to hearings before the Student Disciplinary Hearing Board:

1. The hearing shall be held within thirty (30) calendar days of the receipt of the written request, unless the Student Disciplinary Hearing Board Chair finds that a reasonable extension of time is necessary and agreed upon by both parties.
2. At the hearing, the Vice President for Student Affairs (Adjudicating Officer) shall present the basis upon which his/her decision was made along with any other evidence he/she deems necessary to support that decision.
3. The student charged with the violation:
  - a. shall be given the opportunity to testify and present evidence and witnesses on his or her behalf;
  - b. shall have the opportunity to hear and question any adverse witnesses called by the Vice President for Student Affairs, except as otherwise provided in the College's Statement of the Rights of the Alleged Victim of an Assault and Statement of the Rights of a Student Accused of Committing Assault;
  - c. shall have all testimony or evidence introduced in his or her presence unless he or she refuses to appear or fails to appear after having received proper notice, or except as otherwise provided in the College's Statement of the Rights of the Alleged Victim of an Assault and Statement of the Rights of a Student Accused of Committing Assault;
4. shall not be forced to testify against him/herself and his/her refusal to testify shall not be considered as evidence against him or her; and
5. shall not have the right to be represented by an attorney before the Hearing Board except:
  - a. when the Vice President for Student Affairs will be represented at the hearing by an attorney he/she shall give written notice to the student of such representation and the student shall then have the right to be represented by an attorney at his/her own expense; and
  - b. where the charges against the student are, or are likely to be, the subject of a separate criminal action against the student, the student may be accompanied to the hearing by an attorney and shall have the right to consult with the attorney throughout the hearing, but the attorney shall not be entitled to present evidence, question witnesses, make arguments or otherwise participate in the hearing. When not accompanied by or represented by an attorney, the student may be accompanied by a non-lawyer advisor of his/her choice.
6. The Student Disciplinary Hearing Board:
  - a. shall not be bound by the strict rules of evidence followed in courts of law;
  - b. shall review the documentary, oral and other evidence presented at the hearing and shall affirm the determination of the Vice President for Student Affairs if it finds that the Vice President's determination is supported by substantial and competent evidence, and shall reverse or modify the Vice President's determination if it finds that it is not supported by substantial and competent evidence.
  - c. shall state its reasons for its decision writing; and

- d. shall issue its written decision within seven (7) business days, but no longer than thirty (30) calendar days of the completion of the hearing. If an extension is required for proper review of the materials presented during the hearing, written notifications of the extension will be provided to both parties.
  - e. A copy of the written outcome of the hearing will be included in the original respondent's student file and will be review by the college president to ensure the decision complies with legal and regulatory requirements.
7. A record of testimony presented at the hearing will be made using a recording device or stenographic court reporter. A copy of that record shall be made available to the student upon payment of the reasonable cost of that copy.
  8. The hearing before the Student Disciplinary Hearing Board shall be open to the public if both parties make a written request for an open hearing and deliver it to the Vice President for Student Affairs at least two (2) business days before the day of the hearing. If parties to the complaint do not agree on an open hearing or both prefer a closed hearing, the hearing will not be open to the public. If neither party requests an open hearing before the day of the hearing, the hearing will not be open to the public.
  9. A copy of the written decision of the Hearing Board shall be served to the accused student and the Vice President for Student Affairs, and in sexual misconduct cases, to the alleged victim. A notice accompanying the decision shall advise each party that if either party is dissatisfied with the decision of the Hearing Board, that party may request a review of that decision by the President by delivering a request for such a review to the office of the President within seven (7) business days after the date the party receives the Hearing Board's decision and the notice. That notice shall advise each party that the decision of the Hearing Board shall become final unless a timely written request for review is made by either party. The failure of a party to make a timely written request for review shall constitute a waiver of that party's right to any further review of the decision of the Hearing Board and that decision shall become final. See the Student Disciplinary Hearing Board policy at <http://www.lcsc.edu/policies/policies/policy.5.316> for detailed procedures.

## **Review By College President**

The party seeking review may submit to the President a written statement setting forth the reasons why that party believes the decision of the Student Disciplinary Hearing Board is incorrect within seven (7) business days of the receipt of the Student Disciplinary Hearing Board's decision. The other party shall have seven (7) business days from the day of the President's Office receives the requested review to respond in writing to that statement. The President shall then review those statements and the evidence presented to the Hearing Board. The President shall then affirm, reverse, or modify the decision of the Student Disciplinary Hearing Board or the sanction assessed, provided that the President shall not increase the sanctions beyond that which was recommended by the Vice President for Student Affairs in the first instance. The President may also remand the case to the Student Disciplinary Hearing Board for further hearing upon such issues as the President may designate. The President's decision shall be provided in writing and shall be served to the interested parties within seven (7) business days of the receipt last party's submission. If no written appeal is submitted within seven (7) business days to the President the case is considered closed, and the decision by the Student Disciplinary Hearing Board shall become final. Provided, however, that the President shall have the authority to modify any sanction imposed by the Hearing Board.

## **State Board of Education**

A party may appeal the President's decision to the State Board of Education when, if and in such manner as the State Board of Education determines that such appeal shall be heard. See State Board of Education Policy III.P, Section 18 ([www.boardofed.idaho.gov](http://www.boardofed.idaho.gov) (<http://www.boardofed.idaho.gov>)).

The Student Code of Conduct is 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.