

## AS THE SEMESTER BEGINS – RULES/REGULATIONS (Fall 2019)

The following items were compiled by the Office of the Faculty Secretary, University of Idaho (UI), for the information of the academic community and covered in more detail in the *Faculty-Staff Handbook (FSH)*, *Administrative Procedures Manual (APM)* and/or *General Catalog (Catalog)*.

### **RULES AND REGULATIONS FOR INSTRUCTORS AND STUDENTS:**

- Only those students who are registered (names appear on the class roster) can be admitted to class. This does not include students who are on the wait-list. Wait-listed students can be admitted on a space-available basis only. Instructors must either sign a change of registration form or use the override function on VandalWeb to allow students to add their classes, see [FSH 4700 F-2](#) for occasional visitors.
- Instructors may drop students for non-attendance through the sixth business day following the start of the class ([Catalog M-4](#)). Students are responsible for notifying their instructors through the Registrar when extenuating circumstances not covered as an officially approved absence as defined in M-1 prevent their attendance during the first week of the semester. Instructors may drop students who have not attended class or laboratory meetings nor notified the instructor through the Registrar by the end of the sixth business day following the start of the class. Valid reasons for missing classes do not relieve the student of making up the work missed.
- Students have the right to know the names of the instructors who will teach course sections. Departments must make information about adjustments in teaching assignments available to students, advisers, and deans whenever they occur ([Catalog O-7](#)).
- Students may electronically record lectures only with the consent of the instructor ([FSH 4700 F-7](#)), or as an approved ADA accommodation.
- The scheduling of required class meetings at times other than those specified in the “Class Schedule” or authorized in the course description requires approval by the Provost’s Office ([FSH 4610](#)). For additional provisions applicable to such irregular class meetings see [Catalog O-9-c](#).
- At the first or second class session, instructors are to discuss course objectives, explain the grading system, including the extent to which grades are affected by attendance, and inform students of any authorized class meetings to be held at times other than those shown in the “Class Schedule” ([FSH 4700 B](#)).
- Instructors are available to students by appointment and at an appropriate number of office hours each week. A schedule of office hours is to be posted on or near each instructor's office door ([FSH 4310 C-2](#)).
- Requests for changes in classroom assignment must be submitted to the Registrar’s Office. Space assignment is based primarily upon the enrollment in the course ([FSH 4610 A-2](#)).
- In courses in which P (pass) grades are to be used, instructors must make the method of grading known at the beginning of the semester. Unless the course description carries the statement, “Graded P/F,” the instructor must make prior arrangements with the Registrar’s Office for such grading. For more information on P/F grading see [Catalog E-1-b](#). ([Catalog B-11](#) covers the “pass-fail option.”)
- The Family Educational Rights and Privacy Act of 1974 (“FERPA”), as amended, also known as the Buckley Amendment, is a Federal law that governs the confidentiality of student records. FERPA applies to the education records of persons who are or have been in attendance at the UI. With certain exceptions, education records are those records maintained by the UI which are directly related to a student ([FSH 2600](#)). Additional information about student records and FERPA can be found on the [Registrar’s Office website](#).
- The public posting of individual students' grades (final, mid-semester, or on examinations, quizzes, projects, term papers, daily assignments, or any other academic work) violates the FERPA rights guaranteed to students. The same is true of leaving graded papers (for students to search through and find their own) in hallways, offices, etc. Instructors and other officers may post, or otherwise release, statistical summaries of, or individual student, grades when the individual students are neither identified nor identifiable without a non-obvious code or password.
- Graduate students engaged in any activity requiring faculty or staff time and consultation, or the use of any university facilities, must register (e.g., in a directed study or in an appropriately numbered research course, 500, 599, or 600) for the number of credits appropriate to the effort expected of the student as well as the effort required of the faculty member.
- A senior with a 3.00 GPA can register for 500 level courses in the regular manner. Courses will be placed on the

undergraduate transcript.

- Students who wish to have course(s) for a particular semester recorded on a transcript other than the primary transcript must file a Credit Reservation Request to have courses placed on the appropriate transcript (i.e., undergraduates wanting to have courses placed on graduate transcripts.) ([Catalog College of Graduate Studies](#)).
- Instructors should proctor examinations diligently and should investigate all cases of suspected or alleged academic dishonesty, including plagiarism, in their classes ([Catalog O-2](#)).
- Under the University of Idaho's charter, “no instruction either sectarian in religion or partisan in politics shall ever be allowed in any department of the university” ([FSH 4700 C](#)).
- Bicycling, Skateboarding, and Rollerblading permitted under conditions outlined in UI policy ([APM 35.35 G](#)).
- The University of Idaho does not purchase insurance to protect the property of employees or students and will not compensate the owners for loss of or damage to such items. The only exception is in a situation where the property is used in the normal course of an employee's job performance and the loss is clearly due to negligence on the part of the University of Idaho. Standard homeowner's insurance policies do not necessarily cover losses incurred at the owner's place of work. Employees who have their own property on campus should consult their insurance representatives about coverage for it ([APM 5.01 D-6](#)).
- Unmanned Aircraft Systems (commonly known as “drones”): Personal use is prohibited on University property. When operated on behalf of the University, use is permitted only as provided under [APM 95.35](#) & [45.35](#).

## **EMERGENCIES**

- Critical or Life-Threatening Emergencies (Call 911): Get to a place of safety and call 911 for immediate assistance. Follow the instructions of the emergency dispatcher.
- After reporting an emergency to the police, report the incident to Moscow Campus UI Security at (208) 885-7054.
- In case of an emergency affecting any campus facility: DAY - call the main Facilities Management telephone, (208) 885-6246; NIGHT - call Moscow Campus UI Security dispatch at (208) 885-7054.
- Additional information about emergency planning can be found on the [Emergency Management website](#).
- Obligation to report violent or threatening behavior: All members of the University community benefit by helping to maintain a safe working, living, and learning environment. In accordance with University policy, anyone having knowledge about threatening or violent behavior should report it to the appropriate university official immediately (911 for emergency or life threatening incidents) ([APM 95.33](#)).

## **CONSENSUAL ROMANTIC AND SEXUAL RELATIONSHIPS (FSH 3205)**

- In order to foster healthy professional relationships at all levels of the institution, it is the policy of the University of Idaho that no employee shall enter into or continue a romantic or sexual relationship with a student or employee over whom she or he exercises academic, administrative, supervisory, evaluative, counseling or other authority.

## **HARASSMENT/DISCRIMINATION**

- The University prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or military status. This policy applies to all programs, services, and facilities. Students or employees with concerns or complaints about harassment or discrimination, including sexual misconduct, should bring them to the attention of the Office of Civil Rights and Investigations ([ocri@uidaho.edu](mailto:ocri@uidaho.edu), 208-885-4285). Students may also report harassment or discrimination (including sexual misconduct) concerns or complaints to the Office of the Dean of Students. Please refer to FSH [2300](#), [3200](#), [3210](#), [3215](#) and [3220](#) for relevant policies.

## **TOBACCO-FREE POLICY (APM 35.28)**

- All University of Idaho owned and controlled property are tobacco-free. This policy prohibits all tobacco, including but not limited to, cigarettes, chewing tobacco, cigars, loose-leaf, electronic nicotine delivery systems, hookah, clove cigarettes and other alternative products made primarily with tobacco. All staff and faculty are encouraged to communicate this policy.

## **STUDENT CODE OF CONDUCT (FSH 2300)**

- Students are expected to comply with all UI policies and will be held accountable for their behavior from the time the University grants admission through the actual awarding of a degree ([FSH 2100 A](#)). Students are strongly encouraged to read the below policies in the FSH in their entirety (see below links). Questions can be directed to the Dean of Students Office: (208) 885-6757; [conduct@uidaho.edu](mailto:conduct@uidaho.edu).
  - The Student and the University ([FSH 2100](#)): The expansion of the jurisdiction of the Code (see [C](#)) provides that disciplinary action may be taken for (1) violations of local ordinances, state or federal law; (2) on campus conduct that violates the Code; and (3) off campus conduct that violates the Code.
  - Statement of Student Rights ([FSH 2200](#))
  - Student Code of Conduct ([FSH 2300](#))
  - Amnesty Policy ([FSH 2310](#)): Remove any perceived barriers that may prevent a student from seeking medical attention during crisis situations for fear of disciplinary action by the UI related to drug- or alcohol-related consumption.
  - University Disciplinary Process for Alleged Violations of Student Code of Conduct ([FSH 2400](#))

## **CENTER FOR DISABILITY ACCESS AND RESOURCES (CDAR) REASONABLE ACCOMMODATIONS STATEMENT**

- The CDAR coordinates services to meet the educational needs of students with temporary or permanent disabilities. Students needing accommodations to fully participate in a class should contact CDAR as soon as possible. All accommodations must be approved through CDAR prior to being implemented. To learn more about the accommodation process, visit CDAR at the Bruce M. Pitman Center Room 127, website at [www.uidaho.edu/cdar](http://www.uidaho.edu/cdar) or call 208-885-6307.