2018-19 MEETING #2 OF THE FACULTY OF THE UNIVERSITY OF IDAHO

Wednesday, December 5th - 3:00-4:30 p.m. (PT), Bruce M. Pitman Center Vandal Ballroom
Boise – IWC 162; Coeur d'Alene – HC 145C; Idaho Falls – TAB 350; Twin Falls – B-66
President Chuck Staben Presiding

Call to Order.
In Memoriam.
Minutes. Meeting #1, September 5, 2018
Announcements.
Special Orders.

Report of the Faculty Senate
Below items are available:
http://www.webpages.uidaho.edu/facultycouncil/General_Faculty_Meetings/univ_faculty_meetings.htm

I. Proposed Changes/Additions to *Faculty-Staff Handbook* (FSH)

Faculty-Staff Handbook:

- **FS-19-002:** FSH 1590 – Unit Bylaws
- **FS-19-003:** FSH 4700 – General Responsibilities of Instructors
- **FS-19-004:** FSH 4930 – Honorary Degrees
- **FS-19-005:** FSH 4300 – Teacher Education
- **FS-19-006:** FSH 4620 – Academic Calendar

Informational Items:

- **FS-19-007:** FSH 1640.42 – Faculty Affairs
- **FS-19-008:** FSH 1640.76 – Safety & Loss Committee
- **FS-19-009:** FSH 3220 – Sexual Harassment
- **FS-19-010:** APM 95.15 – Campus Law Enforcement and Crime Reporting
- **FS-19-011:** APM 95.20 – Education/Prevention and Responding to Sexual Assault
- **FS-19-012:** APM 95.33 – Reporting Incidents of Violent or Threatening Behavior
- **FS-19-013:** APM 30.10 – Identity and Access Management
- **FS-19-014:** APM 30.17 – Identity Theft Protection

II. Proposed Changes to the University of Idaho Catalog

- **FS-19-015** (UCC-19-021): Final Exam Schedule
- **FS-19-016** (UCC-19-022): Regulation J-5
- **FS-19-017** (UCC-19-026a): Regulation C-3
- **FS-19-019** (UCC-19-026c): Regulation L

President's Remarks.

Adjournment. Refreshments will be available.

Liz Brandt, Secretary of the Faculty, (885-6151)

NOTE: 107 faculty members (all campuses statewide) constitute a quorum. Quorum and voting regulations are located in FSH 1520 Article III. To determine your voting right as a faculty member, please see FSH 1520 Article II Section I. Those who are recognized by the President, for the purpose of speaking, should identify themselves by name and discipline or position.

NOTICE: Off-campus faculty will receive a separate email with a URL to access the meeting live, if they are unable to attend at one of the designated locations. Also available at this site will be a streaming video link that can be viewed after the meeting for those unable to attend.

University of Idaho
University Faculty Meeting Minutes
2018-19 Meeting #1, September 5, 2018

Call to Order: President Staben, called the meeting to order at 3:04 pm.

In Memoriam. The president read the names of university faculty members who passed on since the last university faculty meeting:

Gene Carpenter
Research and Extension Professor Emeritus of Entomology
-July 2018-

Peter Siems
Professor Emeritus of Geology
-August 2018-

Betty Turner
Extension Professor Emerita of Home Economics
-August 2018-

Russell Withers
Professor Emeritus of Agricultural Economics
-August 2018-

He requested a moment of silence in honor of these former colleagues.

Quorum Count: 67 faculty members were present (Moscow 47, Coeur d'Alene 0, Boise 5, Twin Falls 5, Idaho Falls 10)

Minutes: In the absence of a quorum, the minutes of the University Faculty Meeting on April 25, 2018 are approved pursuant to *Faculty-Staff Handbook* 1520.Article III.3.A.

The president made two announcements:

1. The Judith M. Runstad Lecture will be held on Monday, September 10, at 7:00 p.m. in the International Ballroom at the Pitman Center. Tara Westover, the author of *Educated*, this year's common read, will give the lecture.
2. The president will give the State of the University address on September 25, 2018 at 3:00 p.m. in the International Ballroom.

Introduction of New Faculty Members. The list of new faculty welcomed to the University of Idaho can be found here: https://www.uidaho.edu/provost/faculty/new-faculty-orientation

Recognition of 2017 Promoted/Tenured Faculty:

Hirotachi Abo promoted to Professor, Department of Mathematics.
Belle Baggs promoted to Clinical Associate Professor, Department of Movement Sciences.
Dennis Becker promoted to Professor, Department of Natural Resources and Society.

Denise Bennett promoted to Associate Professor, School of Journalism and Mass Media.

Marta Boris Tarre promoted to Associate Professor with tenure, Department of Modern Languages and Cultures.

Luigi Boschetti promoted to Professor, Department of Natural Resources and Society.

Christopher Caudill promoted to Associate Professor with tenure, Department of Fish and Wildlife Sciences.

Erin Chapman promoted to Clinical Associate Professor in the School of Family and Consumer Sciences.

Erik Coats promoted to Professor in the Department of Civil and Environmental Engineering.

Rajal Cohen promoted to Associate Professor with tenure, Department of Psychology and Communication Studies.

Aliza Cover, Associate Professor in the College of Law, granted tenure.

Louise-Marie Dandurand promoted to Research Associate Professor, Department of Entomology, Plant Pathology and Nematology.

Janine Darragh promoted to Associate Professor with tenure, Department of Curriculum & Instruction.

Helane Davis, Associate Professor in the College of Law, granted tenure.

Berna Devezer promoted to Associate Professor with tenure, Department of Business.

Stacey Doumit, promoted to Senior Instructor, Department of Animal and Veterinary Science.

Jesse Dreikosen promoted to Associate Professor with tenure, Department of Theatre Arts.

Jan Eitel promoted to Research Associate Professor, Department of Natural Resources and Society.

Timothy Ewers promoted to Extension Research Professor, Extension Specialist in the 4-H programs.

Sydney Freeman, Associate Professor, Department of Leadership and Counseling granted tenure.

Virginia Gillerman promoted to Research Professor, Idaho Geological Survey.

Jonathon Hogge promoted to Extension Associate Professor with tenure, Extension Educator in the Eastern District.

Leontina Hormel promoted to Professor, Department of Sociology and Anthropology.

Robert Keefe promoted to Associate Professor with tenure, Department of Forest, Rangeland and Fire Sciences.

Delphine Keim promoted to Professor, Department of Art and Design.

Brian Kennedy promoted to Professor, Department of Fish and Wildlife Sciences.

Kristine Levan promoted to Associate Professor with tenure, Department of Sociology and Anthropology.

Reed Lewis promoted to Research Professor, Idaho Geological Survey.

Tara MacDonald promoted to Associate Professor with tenure, Department of English.

Spencer Martin promoted to Clinical Associate Professor, Lionel Hampton School of Music.

Stephen Miller promoted to Professor, College of Law.

Gwen Mitchell promoted to Clinical Associate Professor, Department of Curriculum and Instruction.
Steven Peterson promoted to Clinical Associate Professor, Department of Business.
William Phillips promoted to Research Associate Professor, Idaho Geological Survey.
John Rumel promoted to Professor, College of Law.
Shaakirrah Sanders promoted to Professor, College of Law.
Jeff Seegmiller promoted to Professor, Department of Movement Sciences.
Gail Silkwood promoted to Extension Associate Professor with tenure, Extension Educator in the Northern District.
Steven Smith promoted to Clinical Associate Professor, School of Journalism and Mass Media.
Richard Stoddart, Associate Professor in the General Library, granted tenure.
Penny Tenuto promoted to Associate Professor with tenure, Department of Leadership and Counseling.
Grace Wittman promoted to Extension Professor, Extension Educator in the Southern District.
Frederick Ytreberg promoted to Professor, Department of Physics.

President's Remarks. The president welcomed faculty to what he anticipates will be another exciting year. He expressed his belief that we are ready to move forward united by vision and belief in our excellence. President Staben emphasized that he cares deeply about the university and is committed to positioning the university for a successful future. He stressed that the university is more than one person – the current leadership team is deep and broad.

President Staben first addressed issues regarding athletics. Pressing issues have arisen in this area that have recently received a lot of attention. The president recognized Pete Isakson who is serving as the Interim Director of Athletics. Staben stated that the appointment of a permanent director would be up to the next president. Staben also stated that he is working with the Athletics Department regarding budget planning. He explained that pursuant to State Board of Education (SBOE) policy, athletics is running a deficit of $750,000. Staben anticipates that athletics will continue to experience significant budget challenges in the coming year. However, Isakson and Vice President for Finance and Administration, Brian Foisy, are developing a long-term plan to close the deficit and place athletics on a more stable financial footing. Staben emphasized that he is looking forward to a good football season with the return to the Big Sky Conference. He encouraged faculty to support all university athletic teams and student athletes. He added that athletics has reported a UI record high grade point average of 3.24 overall and increased academic progress and graduation rates for student athletes.

The president next emphasized the strength of UI's strategic plan. He believes the plan positions the university well to move forward. He first addressed the *Innovate* goal of the plan to foster scholarly and creative work that has impact. Last year research expenditures were at a new level -- $109 million for FY2017. University researchers announced some impressive new research projects. These include the following:

- UI researchers will be engaged in rangeland research funded by the United States Department of Agriculture ($1.2 million) aimed at understanding grazing patterns on large rangeland landscapes. Given that 64% of Idaho's land is large rangeland landscape, this is a project of great importance to our state.
- Three major grants from the National Institute of Health totaling $5 million were awarded last year, including grants to fund research on antibiotic resistance, aspects of vaccine effectiveness and malaria. To better support these research efforts, the university implemented a market based compensation approach for the compensation of teaching assistants. This change will help the university recruit high quality graduate students.
- Undergraduate research also continues to produce high impact results as evidenced by successful undergraduate research symposiums.

The scope of UI's research illustrates the benefits to all students at the university to the state, country, and world.

Staben next emphasized the *Engage* goal of the strategic plan. UI continues its efforts to improve the state of Idaho's college going culture. Although the state has experienced minor improvement in college go-on rates, it has a long way to go. The university continues its direct admissions and free application policies. Recently the UI instituted a durable admissions policy. Traditionally the college admission decision is good for one year. Under the new UI policy, the offer of admission will be good for four years. This means that after being accepted to UI, students can go on a gap year, mission or some other break from school and know they will be admitted. Student success also must continue to be a focus at UI. Last year the UI's first to second year student' retention rate was 82%. We are waiting for the new retention rate numbers this fall. To continue our success, the institution has invested in Vandal Star software. Staben stressed that it is important that the software be embraced by faculty and staff and be used as a tool to ensure that students have the help they need for their academic careers. Finally, Staben emphasized that UI faculty and staff need to continue to work together to improve recruitment. He indicated that the SBOE is implementing a policy that will incentivize positive student outcomes via an outcomes-based funding model. The program will reward degrees and certificates undergraduate as well as graduate programs. The board's technical committee is still working on developing the model. Staben believes that it is very important that the state allocate funds for this initiative and that the funds be allocated fairly.

The president discussed the *Transform* goal of the strategic plan. The university must continue to offer life changing education. He indicated that, while we do not have the final numbers, UI's enrollment is likely to be down. A drop in enrollment will impact our finances and mission. He expects to discuss enrollment in more detail at the State of the University address. VP Foisy will be leading a discussion throughout the year on the fiscal impacts of the enrollment situation throughout the year. UI will sponsor a new version of the Vandal Innovation Projects (VIP) program focused on the transform goal. This VIP program will be led by Vice Provost for Academic Initiatives, Cher Hendricks, and Dean of the College of Science, Ginger Carney. Staben encouraged participation to the

program will help the institution leverage our own excellence. He commented that UI has approximately 12,000 bright people at this university. There are many great ideas in that pool of people; he hopes to see ideas come forward to improve the institution.

The president next focused on the *Cultivate* goal of the plan aimed at fostering a valued and diverse community. He stated that moving toward market-based compensation has helped improve university climate. He also emphasized efforts at transparency such as the University Budget and Finance Committee process. During the past year the university has a new agreement regarding the Confucius Institute and has appointed a new director. Enrollment in the American Language and Culture Program and the Navitas program supporting international student admissions have both increased, in contrast to national enrollment trends. The Office of Diversity and Equity has recently concluded a long-standing project to develop a diversity plan. However, Staben stressed that generating a climate of inclusion and respect is not the sole responsibility of the diversity office. Rather, every member of the UI community must work on these issues. Staben will be asking each college to identify portions of the plan to which the college can devote efforts. Staben gave examples of efforts across the university. The College of Engineering, recognizing the need to increase women engineers (nationally, only 18% of engineers are women), kicked off a symposium about how to increase the number of women engineers. The Dean of Students Office is moving forward with a Safety Taskforce, led by Dean of Students Blaine Eckles and Celeste Keller (a parent) to improve safety on campus. UI is ranked highly on campus safety; but must do better.

In conclusion, the president reminded faculty that the institution must always focus on why – why are the things we do important? Higher education transforms lives and societies. We have responsibility to generate knowledge and disseminate knowledge to our students and communities. This is fundamentally a noble quest. He concluded in the words of Simon Sinek that education is an infinite game and not a finite one. An infinite game is one in which the work to achieve success is never over -- constant improvement is needed. He asked faculty to focus on this infinite game and our mission which is a just cause.

After thanking the audience for its attention President Staben opened the floor for questions.

A faculty member thanked Staben for his leadership and commented that last year was especially challenging. The faculty member stated that he appreciated the president's consultation on matters of shared governance. Faculty know that involvement in recruiting students is important and pointed to a document recently developed by Vice Provost Dean Kahler regarding the role of faculty in recruitment. The faculty member noted that many faculty go the extra mile to meet prospective students and come in on weekends to participate in events such as UIdaho Bound. He asked how faculty efforts can be recognized in the faculty reward structure. Staben pointed out that this is part of the service component in faculty position descriptions. He emphasized that the faculty role in recruitment was in being great teachers and researchers. Students come to UI because they want a great education. That is provided by our faculty. Faculty add

prestige to the institution. Staben commented that students don't always understand what a research university is, but they care about the university's reputation. He disagreed that faculty efforts toward student recruitment are not rewarded.

A faculty member asked a two-part question regarding the UI's arena project and regarding racial and ethnic diversity on campus. He asked the president to update the faculty on the arena project and on efforts to enhance recruitment of racial and ethnic minorities on the faculty. President Staben responded that when he arrived at the UI he saw the need for the arena as we did not have a facility for basketball and for other events such as concerts. He has been surprised at how much the project has engaged the UI community and taken on a life of its own. The facility will be a unique engineered wood structure that has resulted from a collaboration with Idaho's wood products industry. Thirty-eight million of the amount needed has been raised including student fees and the largest gift from Idaho Central Credit Union. The project is in the final design stage and the final cost will be approximately $50 million. There are still naming opportunities! Regarding racial and ethnic diversity, the president commented that there has been a continuing discussion of such recruitment efforts in the president's cabinet and throughout the university. The diversity plan also contains suggestions for additional steps. He is in the process of meeting with deans and expects colleges to address this issue in their cascaded plans.

A faculty member asked what the source of funding was to cover the former athletic director's salary through 2020. President Staben responded that the funds will come from the athletics budget. The need to cover this responsibility is one of the factors driving the budget shortfall discussed earlier in the meeting. President Staben deferred to Vice President Foisy who explained that because Pete Isakson's position as associate athletic director has not been filled, there are some cost savings in athletics. The cost of covering the contract is the difference between Isakson's contract and the former athletic director contract. That amount is in the category of tens of thousands per year, not a full doubled up salary.

There being no further questions the meeting adjourned at 3:58 pm.

Respectfully Submitted,
Liz Brandt, Faculty Secretary

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☑

Chapter & Title: **FSH 1590 – Unit Bylaws**

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Faculty Secretary, July 20, 2018**

Telephone & Email: **Liz Brandt, 885-7808**
ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.) same

Name Date

Reviewed by General Counsel ___Yes ____No Name & Date: _____

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

1. Address the change to FSH 3050 passed in the spring of 2018 (FS-18-050/UP-18-029) at April 10, Senate meeting and April 25, UFM, approved by President Staben June 25th, eliminating the annual process for doing PDs. The PD will be initially created by the unit administrator(s) when a faculty member is hired (or once policy goes into effect for current faculty) and modified only if substantial changes occur.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? **None**

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:
_____
[Office Use Only]

APM
F&A Appr.: _____
[Office Use Only]

FSH
Appr. _____
FC _____
GFM _____
Pres./Prov. _____
[Office Use Only]

Track # _____
Date Rec.: _____
Posted: t-sheet _____
h/c _____
web_____
Register: _____
(Office Use Only)

1590

UNIT BY-LAWS

PREAMBLE: Responding to widespread disparities among unit bylaws, the Faculty-Staff *Handbook and Regents policies, this section was adopted by the university faculty at its April 27, 2004 meeting. In 2012 changes were made to provide guidance, clarify language, and define "unit". In July 2014 language was added to ensure tenure-track faculty are involved in review of non-tenure-track faculty. In July 2018 the elimination of the requirement to do annual position descriptions in FSH 3050 necessitated a change to this policy to remove language that referred to an annual process.* [rev. 7-12, 7-14]

A. Definitions.

A-1. Unit: For purposes of this policy, units shall be those listed in the chart of the organization of the university faculty in FSH 1560. *[add. 7-12]*

B. Policy. Each recognized unit will develop a set of bylaws (see Regents Policy III. C. 3), setting forth the rules (see B-1 below) by which the unit is governed [for specifics with regard to promotion and tenure see FSH 3050 B, 3320, 3520 G-1 and 3560 E-1]. Departments/programs may incorporate or adopt college bylaws by reference and colleges may incorporate or adopt specific relevant *Faculty-Staff Handbook* provisions. The majority of the faculty of the unit, must approve the bylaws and any revisions (see FSH 1520 II 1, II 3, & IV 8; and FSH 1540 A). Unit bylaws and revisions must be approved by the president, as required by Regents Policy III C. 3. *[rev. 7-12, ed. 7-14]*

Unit bylaws are subordinate to policies within the *Faculty-Staff Handbook*, and each unit should review its bylaws annually for consistency with the *Faculty-Staff Handbook* (units are strongly encouraged to seek assistance from General Counsel). The bylaws will undergo a thorough review and be re-approved at least every five years, and copies shall be sent to the offices of the Faculty Secretary and Provost. *[rev. 7-12, ed. 12-13]*

B-1. A unit's bylaws should contain the following information: *[ed. 7-12, 7-14]*

- the mission statement of the unit, including the objectives of the unit and its role;
- policies on unit governance, including rules of order, meeting procedures, quorum, attendance at meetings, student representation, and voting rights;
- the organizational structure of the unit, including the responsibilities of the unit administrator and the constitution and function of committees, their terms, and selection procedure;
- specific unit procedures, in addition to required human resources procedures, by which faculty and staff searches and hirings are conducted; *[ed. 7-12]*
- ~~the process for negotiation of annual position descriptions;~~
- the unit's criteria and procedures for annual performance evaluation and third-year review;
- the makeup of all review committees (third year, periodic and promotion) will include tenure-track faculty; *[add. 7-14]*
- the unit's promotion and tenure guidelines [see 3050, B-1] and procedures; *[ed. 7-12]*
- the procedures for amendment of the bylaws.

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ■ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ■
Chapter & Title: FSH 4700 General Responsibilities of Instructors

Administrative Procedures Manual [APM] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐
Chapter & Title: N/A

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Erin Agidius, 8/22/18
(Please see FSH 1460 C) Name Date
Telephone & Email: 208-885-4285

Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email:

Reviewed by General Counsel ☑ Yes ☐ No Name & Date: Kent Nelson, 8/7/18

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The addition is for clarity with regard to ADA(AA) compliance requirements.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

N/A at this time.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

N/A at this time.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. ASAP (Jan 1, 2019)

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date: _____ *[Office Use Only]*	*FSH* Appr. _____ FC _____ GFM _____ Pres./Prov. _____ *[Office Use Only]*	Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web_____ Register: _____ *(Office Use Only)*
APM *F&A Appr.:* _____ *[Office Use Only]*		

4700 - GENERAL RESPONSIBILITIES OF INSTRUCTORS

PREAMBLE: This section outlines certain general responsibilities of all UI instructors in their classes. This material is mostly unchanged from the 1979 Handbook; *subsection A was added in May of 1984 and much changed again in July of 1990. Unless otherwise noted, the text is as of July 1996. Further information may be obtained from the Registrar's Office (208-885-6731) or the Provost's Office (208-885-6448).* [ed. 7-00]

CONTENTS:
A. Registration Duties
B. Course Objectives and Grading System
C. Proscribed Subjects
D. Academic Dishonesty
E. Warnings for Unsatisfactory Academic Performance
F. Administration of Classes

A. REGISTRATION DUTIES. In 4310, which concerns academic advising and counseling, it is stated that the responsibility of faculty members to perform those functions is second only to that for teaching. At the time of preregistration and registration, the volume of student advising and of other steps in the process is very great and very concentrated. All faculty members, and many staff members, may be called on and should be available to assist during this period. Some may have duties assigned by their deans or departmental administrators; others may assist with the central registration under the registrar's supervision. Performance of some of the routine steps in preregistration and registration should be delegated to adequately instructed and supervised nonfaculty personnel so that faculty members can be primarily concerned with the curricular guidance of individual students.

B. COURSE OBJECTIVES AND GRADING SYSTEM. Instructors are expected to take some time in the first or second class session to discuss course objectives and to explain the grading system that is to be used. In particular, the extent to which grades are affected by attendance should be made clear at the beginning of the course.

C. PROSCRIBED SUBJECTS. Under the UI's charter, "no instruction either sectarian in religion or partisan in politics shall ever be allowed in any department of the university."

D. ACADEMIC DISHONESTY. Instructors should proctor examinations diligently and should investigate all cases of suspected or alleged dishonesty in their classes. [See 2300 II. Also see regulation O-2 in the catalog.]

E. WARNINGS FOR UNSATISFACTORY ACADEMIC PERFORMANCE.

E-1. It is an instructor's responsibility to send a "Warning" notice whenever repeated absence or inadequate work on the part of a student is noted. They should not hesitate to issue warnings; the purpose is to benefit the student--not to harass or cause additional difficulty. Each notice should indicate "warn" or "counsel," as appropriate.

E-2. The number of absences may be considered excessive when it exceeds the number of credits assigned to the course. Notices reporting absence should show the date of each absence during the period covered by the notice. (A student who is absent because of illness may explain the absence to the instructor, and the instructor will decide whether the explanation justifies excusing the absence. An instructor may verify a student's report that he or she was at the Student Health Service for treatment by calling the director. The Student Health Service does not provide written excuses. See regulation M in the catalog for procedures applicable to absences that are officially sanctioned.)

E-3. A supply of official "Warning" notice forms (pink slips) is available in departmental and college offices. When an instructor has filled out one of these, it is sent to the Registrar's Office where it is duplicated and then sent on, usually within 24 hours, to the student's academic dean. In this way, these officers are enabled to make early investigations and take appropriate corrective action.

E-4. The student's dean and the administrative officers concerned have the responsibility to act promptly on each warning submitted by instructors. Whenever "counsel" has been indicated, a report of the disposition of the case should be sent to the instructor. One valuable result of prompt follow-up is the early detection of cases of informal (unofficial) withdrawal, in which a student has ceased to attend classes and possibly left UI without anyone's knowledge. Discouraged, homesick, or bewildered students can often be assisted, frantic calls from relatives can be avoided, and vocationally misdirected students can be referred to the Counseling & Testing Center. *[ed. 6-09]*

F. ADMINISTRATION OF CLASSES.

F-1. Priority of Enrollment in Oversubscribed Courses or Sections. If the number of students who preregister for a given course section exceeds the enrollment limitation, the students are given preference for admission in the following order: (1) those who expect to graduate before the course is offered again, (2) those who show evidence of extraordinary circumstances, subject to the judgment of the unit, and (3) those who have completed the greater numbers of credits (i.e., other factors being equal, the more credits completed, the higher the student's priority). Order of preregistration is irrelevant. This provisional placement of students in classes on completion of preregistration is made known to them before the end of the semester. This provisional placement is validated by the student's formal registration at the beginning of the succeeding semester.

F-2. Admission to Class. Instructors admit to class only those students whose names appear on the class roster or for whom the instructor has signed an "add" card; instructors have the authority, however, to grant or deny access to classes by visitors. Instructors are not authorized to make any change in a student's study list. [See regulation C in the catalog for procedures that are to be followed for changes in registration and regulation O-6 for changes in section.] *[ed. 7-00, rev. 1-14]*

F-3. Class Rosters.

a. Immediately following registration, class rosters are sent by the registrar to all instructors via departmental administrators. Prompt checking of the students attending a class against the roster is important; students cannot receive credit for a course in which they are not registered--even though they may attend regularly and complete the requirements. After the first four weeks of classes, students can register for a course only by petition through the dean and with the instructor's permission. A student who is attending a class and for whom the instructor has no evidence of enrollment should be referred to the Registrar's Office.

b. Rosters for courses or sections that are not being given should be marked "course not offered," signed by the instructor and departmental administrator, and returned to the registrar.

c. After the two-week registration period, corrected rosters are sent to instructors via departmental administrators.

F-4. Grade Reports. The academic calendar specifies dates near the middle and at the end of each semester on which grade reports are due (at midsemester, for undergraduate courses only). Shortly before these dates, the registrar sends class lists, with instructions for their use in reporting grades, to instructors via departmental administrators. As a general rule, at the end of a term, the final grades for a course should be filed within 72 hours after the time scheduled for the final examination in the course.

F-5. Disclosure of Grades on Class Work. [See 2200 V and 2600 for policies concerning student records and improper disclosure.] The posting of individual students' midsemester or final grades or the grades they receive on daily assignments, quizzes, projects, term papers, examinations, or any other academic work is a violation of the 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 may post, or otherwise release, statistical summaries of grades when individual students are neither identified nor identifiable.

F-6. Grade-Record Books. Grade-record books that are issued to instructors become their personal property upon receipt and need not be turned in when an instructor leaves the employ of UI.

F-7. Recording of Lectures. Students may electronically record lectures only with the consent of the instructor or as an approved ADA accommodation and with appropriate notification to the instructor. *[rev. 8-18]*

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐

Chapter & Title: FSH, Chapter 4, 4930 Honorary Degrees

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Originator(s):
(Please see FSH 1460 C)
Telephone & Email:

Name Date

Policy Sponsor: (If different than originator.)

Beth Hendrix August 31, 2018

Name Date

Telephone & Email:
208-885-6066
bhendrix@uidaho.edu

Reviewed by General Counsel ___Yes __x__No Name & Date: _____

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

These edits are requested because they clarify the University of Idaho honorary degree criteria.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
N/A

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
N/A

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:
_____
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F&A Appr.: _____
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4930
HONORARY DEGREES

PREAMBLE: This section outlines UI's policy and procedures with regard to the granting of honorary degrees. Original to the 1979 Handbook, *subsection A-1 was revised in February of 1991 for clarification purposes. The procedures were amplified and clarified a bit in a revision of January 1996. A more substantial change was made in 2003. For more information, contact the Faculty Secretary's Office (208-885-6151). [see also 4910 A]* [ed. 7-03, 2-10]

HONORARY DEGREES.

A-1. General Criteria. UI awards degrees *honoris causa* (i.e., for the purpose of honoring) to honor outstanding persons. Honorary degrees may be awarded to a person deserving of honor by virtue of scholarly distinction or ~~,~~ noteworthy public service resulting in significant contributions to the University of Idaho, the State of Idaho, the Nation or the world. In the selection of candidates for honorary degrees, although preference ~~is~~ may be given to those who are Idaho residents or UI graduates, the University is pleased to honor persons who have made significant contributions to national and international scholarship or public service that advance the principles of academic excellence and public education upon which the University of Idaho was founded. *[rev. 7-03]*

A-2. Restriction. No person who is employed by UI, is a member of the affiliate or adjunct faculties, is a member of the Board of Regents or of the board's staff, is an incumbent elected governmental official, may be granted an honorary degree until after he or she has ceased to hold that position. *[rev. 7-03]*

A-3. Nomination Procedures.

a. All aspects of the nomination process are confidential.

b. Nominations may be submitted by any person or organization. However, each nomination must be endorsed by the Dean of an appropriate college and Chair or Head of an academic department. *[rev. 7-03, 1-18]*

c. Each nomination must be accompanied by a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored, and supporting documents.

A-4. Schedule.

a. Each year announcements inviting nomination of candidates for honorary degrees are published in the issues of the *Idaho Register* which are published nearest February 15 and September 15. *[rev. 7-03]*

b. The deadline for receipt of the nominations by the Commencement Committee [see FSH 1640.26] are April 15 and November 15. *[rev. 7-03, ed. 2-10]*

c. The Commencement Committee makes its recommendations to the President before May 15 and December 15. *[rev. 7-03, ed. 2-10]*

A-5. Disposition of Nomination Packets.

a. The Commencement Committee shall return a nomination packet to the nominator, *[ed. 2-10]*

(1) If the packet is incomplete or

(2) If the nomination is not forwarded to the president.

b. The president shall return nomination packets to the nominator if the person nominated is not chosen to receive an honorary degree.

c. Nomination packets of persons selected to receive honorary degrees become part of the official record of the university to be preserved in the Alumni Office. *[rev. 7-03]*

A-6. Conferring of Honorary Degrees.

a. Scheduling of conferring of an honorary degree depends on the convenience of the university and of the person being honored. The president has complete discretion in scheduling.

b. Typically, an honorary degree is conferred at the spring or fall commencement in the school year the candidate was nominated or at the spring or fall commencement following that. *[rev. 7-03]*

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* X Deletion* ☐ Emergency
Minor Amendment ☐

Chapter & Title: 4300 Teacher Education

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Taylor Raney September 18, 2018**
(Please see FSH 1460 C) Name Date
Telephone & Email: **5-1027 tcraney@uidaho.edu**

Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email:

Reviewed by General Counsel ___Yes __X_No Name & Date: _____

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Discovery of this portion of the Faculty/Staff Handbook subsequently revealed several inconsistencies with current practice. While some proposed changes are simply to enhance readability, many are substantive, some pertaining to teacher education national and state accreditation. Each change is referenced below.

The language included in FSH 4300 is outdated. Upon consultation with the faculty secretary, we have determined that there is no reason to keep this information in the Faculty-Staff Handbook and request that it be removed.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
none

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
None identified

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date:
_____
[Office Use Only]

APM
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Appr. _____
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Date Rec.: _____
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h/c _____
web_____
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~~4300~~

~~TEACHER EDUCATION~~

~~*PREAMBLE: The preparation of teachers is of necessity a cooperative enterprise involving the College of Education and other UI colleges. This section discusses the primary policy concepts on which procedures are based. It appeared in the 1979* Handbook*; in May, 1983, art education was added to the list (in section C) of those disciplines where there is a subject matter advisor only. For further information, contact the College of Education (208-885-6772).*~~

~~**A. Majors.** A student may prepare for a career in teaching in one of two ways: by completing the requirements for a bachelor's degree that is offered by the College of Education, or by completing the requirements for a bachelor's degree that is offered by one of the other colleges and taking the additional professional courses required for certification.~~

~~**B. Teaching Fields.** Requirements for both teaching major and teaching minor subject-matter fields are determined primarily by the appropriate subject-matter department in consultation with the College of Education and are printed in the catalog.~~

~~**C. Advisers.** Teacher-education students have two advisers: one from the subject-matter department and one from the College of Education. When students identify teacher education as their objective (this could be as early as the freshman year and certainly no later than admission to the Teacher Education Program) their advisers are designated. They plan and approve a program of studies with the student. As long as this approved program is followed, only the student's college adviser is required to sign the registration cards. Changes in the program require the signatures of both advisers. Exceptions to this rule are students majoring in agricultural education, art education, family and consumer sciences education, music education, and subject-matter areas in the College of Education, who have advisers in their subject-matter areas only.~~

~~**D. Certification.** The college in which the student is enrolled initiates the application for certification. The subject-matter adviser and the professional-education adviser sign the necessary forms and forward them to the dean of the College of Education. The dean, in turn, works with the registrar to get the necessary supporting credentials and forwards the materials to the proper certification office. The College of Education keeps a record of all students recommended for certification. Recommendations concerning a student's competence are made by the departments in which the skills and concepts are taught.~~

~~**E. Teacher Education Coordinating Committee.** For the function and structure of this committee, see 1640.86.~~

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency

Minor Amendment ☐

Chapter & Title: FSH 4620 Academic Calendars

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Dwaine Hubbard 7/24/18**
(Please see FSH 1460 C) Name Date

Telephone & Email: **885-9460, hubbard@uidaho.edu**

Policy Sponsor: (If different than originator.)
Name Date

Telephone & Email:

Reviewed by General Counsel ___Yes ____No Name & Date: _____

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

We are looking to change the dates for the Fall 2019 and Fall 2026 dates to begin a week later than is currently in the academic calendar. As the dates are currently set it causes payroll concerns for people on academic year appointments.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:
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UCC-19-006

UI FACULTY-STAFF HANDBOOK
CHAPTER FOUR:
ACADEMIC POLICIES AND REGULATIONS July 2014

4620

ACADEMIC CALENDARS

PREAMBLE: This section outlines the basic structure of the academic year and includes planning calendars for fall semester, spring semester, summer session, and the intersession. The material assembled here all appeared in the 1979 Handbook. *Subsection A was modified in February of 1991 by the removal of a requirement that the regents approve all annual calendars. Subsection B has been updated from time to time to keep the calendars presented there useful while subsection C was revised in 1984 and again in 1989 to reflect the changing demands of summer scheduling. Subsection D, which reflects and makes explicit long-standing practice, was added in 2001. For further information, contact the Registrar's Office (208-885-6731).* [ed. 7-97, 7-01]

CONTENTS:

A. Academic Calendar
B. Planning Calendars
C. Summer Scheduling Plan
D. Intersession Scheduling Plan

A. ACADEMIC CALENDAR. Each academic year includes two 16-week semesters, a summer session between Spring and Fall Semesters, an intersession between Fall and Spring semesters, and short courses that fall within one of these standard sessions. The Fall semester ends shortly before Christmas; the Fall and Spring semesters together must include at least 160 instructional days, including the final-examination period. Changes in the established pattern for the academic calendar require approval by the Faculty Senate and the university faculty. *[ed. 7-01, 7-09]*

B. PLANNING CALENDARS. For planning purposes, the pattern of the academic calendar in effect for 2003-04 has been projected through the year 2012-13 as shown on the following page. In each year there are 79 instructional days in the fall semester and 81 in the spring. *[ed. 7-98, 7-02, 7-04]*

Summer Session	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Summer Session Begins	May 19	May 18	May 16	May 15	May 14	May 13	May 18
Memorial Day	May 26	May 25	May 30	May 29	May 28	May 27	May 25
Independence Day	July 4	July 3 (observed)	July 4	July 4	July 4	July 4	July 3 (observed)
Summer Session Ends	Aug 8	Aug 7	Aug 5	Aug 4	Aug 3	Aug 2	Aug 7
Final Grades Due, 12:00 PM	Aug 12	Aug 11	Aug 9	Aug 8	Aug 7	Aug 6	Aug 11
Fall Semester	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Classes Begin	Aug 25	Aug 24	Aug 22	Aug 21	Aug 20	Aug ~~19~~26	Aug 24
Labor Day	Sept 1	Sept 7	Sept 5	Sept 4	Sept 3	Sept 2	Sept 7
Recess	Nov 24-28	Nov 23-27	Nov 21-25	Nov 20-24	Nov 19-23	Nov 25-29	Nov 23-27
Finals	Dec 15-19	Dec 14-18	Dec 12-16	Dec 11-15	Dec 10-14	Dec ~~9~~16-~~13~~20	Dec 14-18
Commencement	Dec 13	Dec 12	Dec 10	Dec 9	Dec 8	Dec ~~7~~14	Dec 12
Final Grades Due, 12:00 PM	Dec 16	Dec 21	Dec 13	Dec 19	Dec 18	Dec ~~17~~24	Dec 22
Winter Intersession	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**
Classes Begin	Dec 20	Dec 19	Dec 17	Dec 16	Dec 15	Dec ~~14~~21	Dec 19
Close of Session	Jan13	Jan 12	Jan 10	Jan 9	Jan 8	Jan 7	Jan 12
Spring Semester	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Classes Begin	Jan 14	Jan 13	Jan 11	Jan 10	Jan 9	Jan 15	Jan 13
Martin Luther King Jr. Day	Jan 19	Jan 18	Jan 16	Jan 15	Jan 21	Jan 20	Jan 18
President's Day	Feb 16	Feb 15	Feb 20	Feb 19	Feb 18	Feb 17	Feb 15
Recess	Mar 16-20	Mar 14-18	Mar 13-17	Mar 12-16	Mar 11-15	Mar 16-20	Mar 15-19
Finals	May 11-15	May 9-13	May 8-12	May 7-11	May 6-10	May 11-15	May 10-14
Commencement	May 16	May 14	May 13	May 12	May 11	May 16	May 15
Final Grades Due, 12:00 PM	May 19	May 17	May 16	May 15	May 14	May 19	May 18

Summer Session	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Summer Session Begins	May 17	May 16	May 15	May 13	May 12	May 11	May 17
Memorial Day	May 31	May 30	May 29	May 27	May 26	May 25	May 31
Independence Day	July 5 (observed)	July 4	July 4	July 4	July 4	July 3 (observed)	July 5 (observed)
Summer Session Ends	Aug 6	Aug 5	Aug 4	Aug 2	Aug 1	July 31	Aug 6
Final Grades Due, 12:00 PM	Aug 10	Aug 9	Aug 8	Aug 6	Aug 5	Aug 4	Aug 10
Fall Semester	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Classes Begin	Aug 23	Aug 22	Aug 21	Aug 19	Aug 18	Aug ~~17~~24	Aug 23
Labor Day	Sept 6	Sept 5	Sept 4	Sept 2	Sept 1	Sept 7	Sept 6
Recess	Nov 22-26	Nov 21-25	Nov 20-24	Nov 25-29	Nov 24-28	Nov 23-27	Nov 22-26
Finals	Dec 13-17	Dec 12-16	Dec 11-15	Dec 9-13	Dec 8-12	Dec ~~7~~14-~~11~~18	Dec 13-17
Commencement	Dec 11	Dec 10	Dec 9	Dec 7	Dec 6	Dec ~~5~~12	Dec 11
Final Grades Due, 12:00 PM	Dec 21	Dec 20	Dec 19	Dec 17	Dec 16	Dec ~~15~~22	Dec 21
Winter Intersession	**2021-2022**	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2027**	**2027-2028**
Classes Begin	Dec 18	Dec 17	Dec 16	Dec 14	Dec 13	Dec ~~12~~19	Dec 18
Close of Session	Jan 11	Jan 10	Jan 9	Jan 7	Jan 6	Jan 5	Jan 11
Spring Semester	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**
Classes Begin	Jan 12	Jan 11	Jan 10	Jan 8	Jan 7	Jan 13	Jan 12
Martin Luther King Jr. Day	Jan 17	Jan 16	Jan 15	Jan 20	Jan 19	Jan 18	Jan 17
President's Day	Feb 21	Feb 20	Feb 19	Feb 17	Feb 16	Feb 15	Feb 21
Recess	Mar 14-18	Mar 13-17	Mar 11-15	Mar 10-14	Mar 9-13	Mar 15-19	Mar 13-17
Finals	May 9-13	May 8-12	May 6-10	May 5-9	May 4-8	May 10-14	May 8-12
Commencement	May 14	May 13	May 11	May 10	May 9	May 15	May 13
Final Grades Due, 12:00 PM	May 17	May 16	May 14	May 13	May 12	May 18	May 16

RATIONALE for UCC-19-006, changes to the Academic Calendar:

The 2019-2020 Academic Year as currently scheduled includes a four week break between the fall and spring semesters. The break between semesters is typically three weeks so this extends the academic year from the usual 37.5 weeks to 38.5 weeks. While not imposing additional responsibilities (number of "working" weeks remains the same), this results in 20 biweekly payrolls rather than 19.5. This will require the "spreading" of pay for all academic year contracts (faculty and staff) over 20 biweekly payrolls rather than the usual 19.5 (1600 hours rather than 1560).
This extra week in the academic year would result in a 2.5% decrease in each biweekly pay, without considering the impact of salary increases for FY20. This differential will be recovered in the last payroll of the year (June 2020), but will be felt all year.
In considering a number of different options we felt changing the academic calendar to delay the start of the fall semester by a week would impact the fewest number of faculty and staff.

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition X Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐

Chapter & Title: FSH 1640.42 – Faculty Affairs

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Marty Ytreberg 09/04/2018**
(Please see FSH 1460 C) Name Date
Telephone & Email: **5-6908 ytreberg@uidaho.edu**

Policy Sponsor: (If different than originator.) Terry Grieb, 9/21/18, Committee on Committee Chair
Name Date
Telephone & Email: **5-7140 tgrieb@uidaho.edu**

Reviewed by General Counsel ___Yes ____No Name & Date: _____

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

To open communication lines between the administration and faculty where policies directly impacting faculty are concerned, the Vice Provost for Faculty was added as an ex officio member of the committee, without vote.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date:
_____
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web_____
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1640.42
FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

A-2. To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern. *[ed. 7-09]*

A-3. To serve as a point of first contact involving questions of interpretation and application of policies affecting the welfare of faculty members such as promotion and tenure. *[rev. 7-17]*

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The Vice Provost for Faculty serves as an ex officio member of the committee without vote. *[rev. 7-08]*

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition X Revision* ☐ Deletion* ☐ Emergency *Minor Amendment* ☐

Chapter & Title: FSH 1640.76 Safety and Loss-Control Committee

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Benjamin Barton 9-19-2018**
(Please see FSH 1460 C) Name Date
Telephone & Email: **5-6515 barton@uidaho.edu**

Policy Sponsor: (If different than originator.) Terry Grieb, Chair Committee on Committees
Name Date
Telephone & Email:

Reviewed by General Counsel ___Yes __X__No Name & Date: _____

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

During the last USLCC meeting of 2017-18 on April 18, 2017 the committee voted to have the Risk Manager as a permanent voting member. The proposed change will remove "the Executive Director of Public Safety" from FSH 1640.76 section B. STRUCTURE and replace the wording with "Risk Management." Note, the position of Executive Director of Public Safety no longer exists. The proposed update does not change the overall structure of the USLCC, but brings the committee in line with current university administrative structure.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

No fiscal impact is expected to result from this revision. Risk Management already regularly attends meetings of the Safety and Loss-Control Committee.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

A similar change in FSH 1640.76 was enacted in 2018. On November 17, 2018 the SLCC approved a resolution to seek a change to the SLCC's membership. The change added four new voting members, to represent Information Technology Services, University Support Services, the University Library, and the Office of Research and Economic Development. The current requested change to add Risk Management as a voting member is similar in nature, as the change enhances participation by stakeholders in our culture of safety.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
January 2018

1640.76
SAFETY AND LOSS-CONTROL COMMITTEE
[created 7-00, replacing previous Safety Committee]

A. FUNCTION. The responsibilities and purposes of the committee are as follows: **a.** to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; **b.** to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; **c.** to endorse and systematically promote university employee safety training; **d.** to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; **e.** to monitor and review University of Idaho accident and loss summarized reports and statistics; and; **f.** to report annually to Faculty Senate and the President's Executive Council on campus-wide safety initiatives and program development. *[ed. 7-09]*

B. STRUCTURE. The committee is composed of 21 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from Information Technology Services, University Support Services, University Library, Office of Research and Economic Development; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities, or designee; senior Human Resources executive, or designee; a Staff Council representative; one undergraduate student; one graduate student, and the ~~Executive Director of Public Safety~~ Risk Manager, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision; Occupational Safety Specialist; the Director, Environmental Health & Safety. *[rev. 7-18]*

The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university's Committee on Committees and serve a three-year period. The faculty representatives are *ex officio* members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA. *[rev. 7-05, 7-06, 7-08, ed. 6-09, 10-13, 7-18]*

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University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition X Revision* ☐ Deletion* ☐ Emergency

Minor Amendment X

Chapter & Title: FSH 3220 Sexual Harassment

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): (Please see FSH 1460 C) **Erin Agidius, 10/5/18**
Name Date

Telephone & Email: **208-885-4285, erina@uidaho.edu**

Policy Sponsor: (If different than originator.)
Name Date

Telephone & Email:

Reviewed by General Counsel _X__Yes ____No Name & Date: _Jim Craig, 7/20/18_____

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The addition is to align policies with SBOE/Regents policy and federal law. In addition clarifying language was added in response to feedback at the 11-6-18 faculty senate meeting

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None at this time.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

APM 95.33, APM 95.20, APM 95.15

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date: _____
[Office Use Only]

APM
F&A Appr.: _____
[Office Use Only]

FSH
Appr. _____
FC _____
GFM _____
Pres./Prov. _____
[Office Use Only]

Track # _____
Date Rec.: _____
Posted: t-sheet _____
h/c _____
web_____
Register: _____
(Office Use Only)

3220
SEXUAL HARASSMENT

PREAMBLE: This section outlines the university's policy with regard to sexual harassment. It was added to the Handbook in *June of 1981 and greatly enlarged in July of 1987. Further information regarding sexual harassment and the federal and state laws lying behind this policy may be obtained from the Human Rights, Access and Inclusion Office (208-885-4285) or Student Advisory Services (208-885-6757).* [ed. 7-00, 7-02, 9-06, 6-09]

CONTENTS:
A. Policy
B. Definition
C. Investigation of Complaints
D. Resolution of Complaints

A. POLICY.

A-1. The university must maintain a learning and work environment for students and employees that is fair, humane, and responsible. Sexual discrimination, including sexual harassment, interferes with the educational process and with the productivity of the faculty and staff; thus, it is inimical to the university.

A-2. Like discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran, sexual harassment violates federal and state laws and the policies of the Board of Regents of the University of Idaho. It is, therefore, the policy of the University of Idaho to condemn sexual harassment.

B. DEFINITION.

B-1. Sexual harassment of a student is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of the student's grade, receipt of a grade, or status as a student; (b) the student's submission to or rejection of such conduct is used as a basis for a decision affecting that student; or (c) such conduct has the purpose or effect of substantially interfering with the student's learning or learning performance, or creating an intimidating, hostile, or offensive learning environment. In addition, it includes behavior that overtly or covertly uses the power inherent in the status of a professor, teacher, or other officer to affect a student's educational experience or career opportunities by intimidating, threatening, or coercing the student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, an opportunity for professional growth, or a job. Moreover, a student is deemed to be a victim of sexual harassment if he or she is denied educational benefit because someone else has received preferential treatment in return for sexual favors.

B-2. Sexual harassment of an employee or applicant for employment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of the person's employment, promotion, or status as an employee; (b) the person's submission to or rejection of such conduct is used as a basis for a decision affecting that person; or (c) such conduct has the purpose or effect of substantially interfering with the person's work or work performance, or creating an intimidating, hostile, or offensive environment. Moreover, an employee or applicant for employment is deemed to be a victim of sexual harassment if he or she is denied employment, promotion, or other employee

benefit, for which he or she is fully qualified, because someone else received preferential treatment in return for sexual favors.

B-3. Sexual harassment of a recipient of UI services is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature toward a recipient that prevents or impairs the recipient's full use of university services.

C. INVESTIGATION OF COMPLAINTS.

C-1. .Anyone having information about possible violation of this policy is encouraged to bring that information to the attention of UI's Director of Human Rights, Access and Inclusion. Students may also report such concerns to the dean for student advisory services or to the director of the Women's Center. Pursuant to Board of Regents Policy I.T.6, all employees who learn of an allegation of or behavior that may constituteof sexual harassment, including sexual violence and gender-based harassment, (and are not required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors) are required to report the matter to the UI's Title IX coordinator within 24 hours *[ed. 7-02, 9-06, 6-09, rev. 10-18]*

C-2. Because damage could result to the career and reputation of any person who is accused of sexual harassment falsely or not in good faith, all investigations of and hearings on such matters will be conducted insofar as possible to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant, until the matter is impartially resolved. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications.

D. RESOLUTION OF COMPLAINTS.

D-1. In determining whether the alleged conduct constitutes sexual harassment, the designated investigative authority (initially the Director of Human Rights, Access and Inclusion OfficerTitle IX Coordinator or their designee) will consider the record as a whole and all relevant circumstances. Determination of the legality of a particular action will be made on a case-by-case basis. *[ed. 7-02, 9-06, 6-09, 10-18]*

D-2. If the investigative authority determines that sexual harassment did occur, UI will take immediate and appropriate corrective measures, including disciplinary action commensurate with the scope and severity of the occurrence. Such disciplinary action may include, but is not limited to, warning, reprimand, demotion, suspension, or dismissal with notation in the personnel file. In addition, UI will make every effort to provide appropriate relief for the victim. A reiteration of the policy against sexual harassment may be an appropriate response in certain situations.

D-3. If there appears to be no foundation for the allegation other than the complaint:

a. No record is made of the allegation in the personnel records either of the accused or of the accuser.

b. Malicious or dishonest allegations may result in disciplinary action against the accuser.

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Administrative Procedures Manual [APM] ☐ Addition X Revision* ☐ Deletion* ☐ Emergency
Minor Amendment X
Chapter & Title: 95.15 – Campus Law Enforcement and Crime Reporting

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Erin Agidius, 10/5/18**
(Please see FSH 1460 C) Name Date
Telephone & Email: **208-885-4285, erina@uidaho.edu**

Policy Sponsor: (If different than originator.) _____
Name Date
Telephone & Email: _____

Reviewed by General Counsel _X__Yes ____No Name & Date: Jim Craig, 7/20/18

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
The addition is to align policies with SBOE/Regents policy and federal law.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None at this time.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 3220, APM 95.33, APM 95.20

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:
_____
[Office Use Only]

APM
F&A Appr.: _____
[Office Use Only]

FSH
Appr. _____
FC _____
GFM _____
Pres./Prov. _____
[Office Use Only]

Track # _____
Date Rec.: _____
Posted: t-sheet _____
h/c _____
web_____
Register: _____
(Office Use Only)

95.15 Campus Law Enforcement and Crime Reporting

October 1, 2018~~3~~

Preamble: *This policy was created to comply with the Jeanne Clery Act which requires the university to disclose policies concerning campus law enforcement, crime reporting and reporting role, if any, for pastoral and professional counselors.*

A. Policy.

A-1. Campus Law Enforcement: The enforcement authority of security personnel, including their relationship with State and local police agencies and whether those security personnel have the authority to arrest individuals.

A-2. Crime Reporting: Accurate and prompt reporting of all crimes to campus security and the appropriate police agencies is encouraged.

A-3. Role of Pastoral and Professional Counselors: Procedure, if any, that encourages pastoral and professional counselors – if and when they deem appropriate – to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

B. Procedures:

B-1. Campus Law Enforcement Authority *(see A-1 above)*

a. Police services are provided by Moscow Police Department under a contract between the Regents of the University of Idaho and the City of Moscow. The Moscow Police Department has full police authority to investigate, apprehend and arrest to enforce applicable laws and ordinances on the campus. The Moscow Police have jurisdiction over streets, alleys and other public areas. Fraternities and sororities are located in the City of Moscow and receive police services from the Moscow Police Department. The Moscow Police Department interacts with federal, state and local law enforcement agencies. The contract with the City of Moscow for police services provides for the services of nine (9) FTE officers. When spread over 24-hours a day, 365 days a year this staffing level generally allows one or two officers to be on the campus or in adjacent areas of the city at all times, although variations will occur. There is a Police Sub-Station on the Moscow campus, located in the Idaho Commons at 875 S. Line Street.

b. The University of Idaho **Campus Security** services are managed through the Department of Public Safety and Security at the University of Idaho. The mission of the University Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime. They strive to preserve this safe and healthy

environment through quality training, effective leadership, and collaboration with the Moscow Police Department.

c. To make the University safer, the non-sworn, unarmed Campus Security team's core duties are:
- i) Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
- ii) Checking to ensure buildings are locked and secured;
- iii) Documenting detected problems;
- iv) Escalating issues to the University staff that has responsibility for the area/facility or to the Moscow Police Department as directed; and
- v) Providing safe walk services by accompanying students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm.

~~C-2~~C. Accurate and Prompt Reporting *(see A-2 above)[ren. 10-18]*

C-1. All students, faculty, staff, and visitors are encouraged to promptly and accurately report criminal incidents, accidents, emergencies and non-emergencies. *[ren. 10-18]*

C-2. If there is an emergency on campus, call 911. For non-emergencies and other reports, call Campus Security at (208) 885-7054 on the 24/7 line, or the Office of Public Safety and Security *(contact information below)* during campus business hours. *[ren. 10-18]*

C-3. Per FSH 3220, if the incident also constitutes a violation of the University's sexual harassment policies, the incident must be reported to the Title IX Coordinator within 24 hours (unless the UI employee with knowledge of the incident is required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors). *[add. 10-18]*

C-~~3~~4. Pastoral and Professional Counselor Reporting *(see A-3 above).* The University Counseling and Testing Center provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals. Crisis appointments are also available during normal operating hours, and for after-hours crisis intervention students may call the CTC at (208) 885-6716. Professional counselors at the University are encouraged, if and when they deem appropriate, to inform those they counsel of the procedures for reporting crimes voluntarily for inclusion in the annual security and fire safety report. *[ren. 10-18]*

D. Contact Information:

The Office of Public Safety and Security
875 Perimeter Drive, MS 2281
Moscow, ID 83844-2281
208-885-2254
Fax: 208-885-7001
campus-security@uidaho.edu

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Administrative Procedures Manual [APM] ☐ Addition X Revision* ☐ Deletion* ☐ Emergency *Minor Amendment* X

Chapter & Title: 95.20 – Education/Prevention and Responding to Sexual Assault

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Erin Agidius, 10/5/18**
(Please see FSH 1460 C) Name Date

Telephone & Email: **208-885-4285, erina@uidaho.edu**

Policy Sponsor: (If different than originator.) _____
Name Date

Telephone & Email: _____

Reviewed by General Counsel _X__Yes ____No Name & Date: Jim Craig, 7/20/18

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The addition is to align policies with SBOE/Regents policy and federal law. In addition clarifying language was added in response to comments by senators at the 11-6-18 senate meeting.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None at this time.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

FSH 3220, APM 95.33, APM 95.15

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator
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web_____
Register: _____
(Office Use Only)

95.20 – Education/Prevention and Responding to Sexual Assault

October 2018~~February 10, 2011~~

Contents:

A Sexual Assault
B. Educational Programs
C. Procedures If Sexual Assault Occurs to You or Someone You Know
D. Optional Law Enforcement Reporting
E. Services for Victims/Survivors
F. Survivors Academic and Living Arrangements
G. Procedures for Disciplinary Action for Alleged Sexual Assault
H. Possible Sanctions/Disciplinary Actions
I. Registered Sex Offenders

A. Sexual Assault. A reasonable beginning point for understanding sexual assault is for someone to ask themselves if they felt any sense of violation or being disregarded during activities of a sexual nature. A series of behaviors by one person can create a sense of violation through disregarding the other person's wishes.

Sexual assault is a term often used to describe various types of assaults committed by one person without the consent of the other person. For purposes of this policy, sexual assault is defined as an act of sexual penetration or sexual conduct, or attempted sexual penetration or sexual conduct, that may involve the use of threats, force, violence, or any other form of coercion or intimidation. It is also considered to be sexual assault when a person is unable to give consent due to being under the influence of drugs or alcohol, if a person is asleep, or otherwise impaired. These may differ from state and federal laws. The University strongly encourages anyone who feels they may have been a victim of sexual assault to report to local law enforcement and contact Violence Prevention Program for assistance and support. See section B-5.2.

B. Educational Programs. The University of Idaho (UI) houses its Violence Prevention Program within the Office of the Dean of Students. The Violence Prevention Program employs a full time director and a ½ time resource specialist to oversee sexual assault education and training within the campus community as well as providing advocacy and crisis services to students and employees. To provide a law enforcement perspective, Moscow Police Department (MPD) officers collaborate with some of the educational training.

The majority of the educational training provided by the Violence Prevention Program addresses rape awareness and risk reduction to reduce perpetration and victimization. In addition to the educational training, resources and materials for the reduction of dating violence and stalking are provided. The educational training comprises:

B-1. Sexual Assault and Risk Reduction Awareness Education for New Students

a. All in-coming new students attending orientation (1 hour) during fall and spring semester;
b. Orientation leader training (1 hour) during fall semester;

B-2. Sexual Assault and Risk Reduction Awareness Education to Greek Recruitment

a. Men (2 hours) during fall semester;
b. Women (2 hours) during fall semester;

B-3. Sexual Assault and Risk Reduction Awareness Education for Parent Orientation during fall semester;

B-4. Sexual Assault and Risk Reduction Awareness Education for UI Counseling and Testing Center Pre-Doctoral Intern Training (1 hour) during fall semester;

B-5. Sexual Assault and Risk Reduction Awareness Education for ASUI Government Training on services and sexual harassment (2 hours) during fall semester and by request;

B-6. Sexual Assault and Risk Reduction Awareness Education for Judicial Officers and Judicial Board Training (1 hour) during fall semester;

B-7. B.E.A.R. (Brotherhood Empowerment Against Rape) Men's Group

a. Twice a month educational meetings;
b. E-mail list;
c. Facebook presence;
d. Website;
e. On-site education and programming concerning risk reduction for Residence Life, Greek Organizations, Classroom, and Community Outreach (Junior High and High School) by request;

B-8. Sexual Assault and Risk Reduction Awareness Education for Residence Life Training for resident directors and resident assistants

a. Group training during fall semester and by request;
b. Individual training provided on an on-going basis;

B-9. Sexual Assault and Risk Reduction Awareness Education for Awareness Activities by BEAR members and Violence Prevention Program staff

a. Awareness Tables in various campus locations are set up throughout the academic year to provided resources, education, and promotion of outreach programs;
b. Outreach Programs
    i. Take Back the Night occurs in the fall semester;
    ii. Vagina Monologues occurs in the spring semester;
    iii. Clothesline Project occurs in the fall and spring semester;
    iv. White Ribbon Campaign occurs in the spring semester;
    v. You Are Beautiful Campaign is an on-going program;
    vi. Denim Day occurs on April 22;
    vii. Day of Action occurs in the spring semester;
    viii. Safe Spring Break occurs in the spring semester;
    ix. Walk in her Shoes occurs in the fall semester;
    x. Homecoming Parade with Alternatives To Violence of the Palouse occurs in the fall semester;
    xi. BEAR Sponsored Media Promotion at athletic events

C. Procedures If Sexual Assault Occurs to You or Someone You Know.

C-1. Go to a place that is safe.

C-2. It is best that you DO NOT change your clothes, bathe, douche, go to the bathroom, drink, eat, or brush your teeth before you go to the hospital or to see a doctor. If you have already changed your clothes, place the worn clothing in a paper bag to take to the hospital. Also, un-washed sheets, other bed coverings or any items where critical DNA or other evidence may be found should be kept and given to the police. Evidence preservation is important in later pursuing a criminal case.

C-3. Seek medical treatment at the below locations or the nearest hospital.

Moscow: Gritman Medical Ctr.
804 S Washington Street
Moscow, ID
(208) 883-6476

Boise: St. Alphonsus or St. Luke's

St. Alphonsus	St. Luke's
901 North Curtis Road	190 E Bannock Street
Boise, ID 83706-1342	Boise, ID 83712
(208) 367-3221	(208) 381-2611

Coeur d'Alene: Kootenai Medical Ctr.
2003 Lincoln Way
Coeur D'Alene, ID
(208) 666-2000

Idaho Falls: Eastern Idaho Regional Medical Ctr.
3100 Channing Way
Idaho Falls, ID
(208) 529-6111

C-4. Contact a trained assistance provider at:

Moscow: 24 Hotline (208) 883-HELP (4357)
Alternatives to Violence on the Palouse

Boise: 24 hour Hotline (208) 345-7273
Women's and Children's Alliance

Coeur d'Alene: Rape Crisis Line (208) 661-2522
Coeur d'Alene Women's Center

Idaho Falls: Hotline/Crisis (208) 525-1831
Rape Response & Crime Victim Center

C-5. Reporting a Sexual Assault to Authorities. Reporting a sexual assault may help to prevent another assault. Filing a report with a University staff member does not obligate the survivor to prosecute the accused party either through the legal system or the University student disciplinary process~~Judicial Council~~. Filing a police report, however, will provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. Per FSH 3220 C-1, all employees

who learn of an allegation of or behavior that may constitute sexual assault (and are not required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors) are required to report the matter to the UI's Title IX coordinator or the UI's Office of Civil Rights and Investigations within 24 hours. Survivors of sexual crimes can receive assistance reporting to university officials or law enforcement agencies. *[rev. 10-18]*

1. Call 911, or 8-911 if the call is from the Idaho Falls Campus.
2. Reporting Assistance. Contact the Violence Prevention Program Office (208) 885-2956 or:

Moscow:	24 Hotline (208) 883-HELP (4357) Alternatives to Violence on the Palouse
Boise:	24 hour Hotline (208) 345-7273 Women's and Children's Alliance
Coeur d'Alene:	Rape Crisis Line (208) 661-2522 Coeur d'Alene Women's Center
Idaho Falls:	Hotline/Crisis (208) 525-1831 Rape Response & Crime Victim Center

D. Optional Law Enforcement Reporting. Students have an option to report a sexual assault to the MPD or the Latah County Sherriff's Office, depending on jurisdiction. MPD serves as the UI police response. Students can request support and accompaniment to report a sexual assault to the authorities. A police officer, detective or sheriff will take an initial crime report. If a rape exam is requested, the police may take a statement at the hospital or at a later time. This will be arranged with the survivor. After the initial statement there may be follow-up interviews to gather information for the crime report. Detectives will conduct an investigation, informing the survivor of the progress and any additional information needed. Students may contact the police directly or contact the 24 hour crisis line for Alternatives to Violence of the Palouse and an advocate will assist with making the report to authorities.

E. Services for Survivors.

E-1. Alternatives to Violence of the Palouse 24 hour/Crisis Response (208) 883-HELP (4357)

Alternatives to Violence of the Palouse is a community-based crisis agency serving Latah and Whitman counties. Sexual Assault and Domestic Violence survivors may utilize these services, which include: 24 hour staffed crisis line, and accompaniment to hospital, investigative interviews, and court hearings. Alternatives to Violence of the Palouse advocates provide support and resources to students on and off campus.

E-2. Moscow Police Department (208) 883-7054 / 911

The people most capable of untangling these complex and complicated scenarios are well-trained detectives assigned to a law enforcement agency. Their background, training,

and experience place them in an important social position to gather relevant details, identify and collect potential evidentiary sources, write detailed reports, identify and interview suspects, with the goal of completing a thorough investigation. It is important for the community to hold those who violate its standards accountable, as well as determining if the behaviors rise to the level of a criminal violation or not. These goals can only be reached through the cooperation of community members bringing suspected wrong behaviors to the attention of those trained to investigate and document them. The MPD has trained detectives who respond to the reports of sexual assault.

E-3. Medical treatment provides medical care and forensic exams to survivors of sexual assault. The emergency department has trained doctors and nurses that perform the exams.

Moscow:	Gritman Medical Ctr. 804 S Washington Street Moscow, ID (208) 882-4511
Boise:	Treasure Valley Hospital 8800 Emerald Boise, ID (208) 373-5000
Coeur d'Alene:	Kootenai Medical Ctr. 2003 Lincoln Way Coeur D'Alene, ID (208) 666-2000
Idaho Falls:	Eastern Idaho Regional Medical Ctr. 3100 Channing Way Idaho Falls, ID (208) 529-6111

E-4. University of Idaho Student Health Center, (208) 885 6693.

Provides medical care for students covered under SHIP (student health insurance program).

E-5. University of Idaho College of Law Victims' Rights Clinic (208) 885-6541.

The Victims' Rights Clinic is staffed by third year law students with limited licenses to practice law issued by the Idaho Supreme Court. The students provide legal services to crime survivors under the direct supervision of an experienced attorney. Some of the services include enforcing your rights as a crime survivor, help with restitution, accompaniment and representation in court proceedings, and referrals to other agencies for services.

E-6. University of Idaho Counseling and Testing Center, (208) 885-6716.

Licensed psychologists provide confidential services to students. Crisis appointments are available as well as individual and group counseling. Services are free and confidential. Students can experience a variety of difficulties

after an assault and may find it helpful to work with a professional for support and assistance.

E-7. University Resources/Violence Prevention Program, (208) 885-2956, Monday-Friday 8:00-5:00 pm.

The Violence Prevention Program is housed in the office of the Dean of Students Staff provides onsite support and assistance to anyone who reports a sexual assault. Services are also available for friends and family who may also be affected by these violations. Services include; working collaboratively to inform the student of available options, resources and referrals. Staff works closely with university judicial affairs to determine if the report violates the student code of conduct (FSH 2300). Violence Prevention Program staff also provide education and training for the campus and community regarding issues of sexual assault.

E-8. Educational Programs/Brotherhood Empowerment Against Rape/BEAR, (208) 885-2095, Monday-Friday 8:00-5:00 pm.

The Violence Prevention Program oversees the BEAR peer education group that provides assistance and educational programming to students about sexual assault and gendered violence.

E-9. Women's and Children's Alliance, Boise 24 hour Hotline (208) 345-7273.

Since 1980, the Women's & Children's Alliance (WCA) has been in the forefront of providing services to women and their children escaping violent circumstances. Since that time, the WCA's crisis program has evolved into one of the most vital, unduplicated, comprehensive programs in our community and region. The Women's and Children's Alliance is proud to be a community leader in providing critically needed services to women and children victimized by domestic and sexual violence and was recently approved as a specialty substance abuse provider for pregnant and parenting women and women with children.

E-10. Coeur d'Alene Women's Center Rape Crisis Line, Coeur d'Alene, (208) 661-2522.

The Women's Center provides 24-hour crisis intervention to people in need due to domestic or sexual violence. The Women's Center has been assisting families in crisis as a result of violence since 1977. It is a non-profit agency with services provided free of charge. The Women's Center is victim advocacy-based and maintains confidentiality for its clients.

E-11. Rape Response & Crime Victim Center, Idaho Falls, (208) 525-1831.

The Rape Response & Crime Victim Center has been serving victims since January 1979. The purpose of this program is to aid crime victims by using self-help techniques taught to

victims by trained advocates, and making our community a safer place.

F. Survivor Academic and Living Arrangements.

F-1. Academic Changes. The Violence Prevention Program will assist the survivor of an alleged sexual assault in changing classes if the alleged offender is also in that class. The alleged offender may be moved due to a criminal report or a no contact order being issued through a law enforcement agency or the courts. With the survivor's permission, the Violence Prevention Program will inform the faculty and instructors of the need for additional assistance or resources.

F-2. Living Changes. The Violence Prevention Program will work with Residence Life or the Greek advisor to accommodate a living change, including requesting refunds or reducing additional fees.

G. Procedures for Disciplinary Action for Alleged Sexual Assault.

G-1. The student judicial system is described in FSH 2400. Disciplinary hearings and procedures are set forth in FSH 2200 Section IV. Both the accused party and the survivor will be allowed to choose one person to accompany them throughout the University Judicial Council process, including the hearing, as a support person. This regulation is in addition to both students' rights to legal representation in this process.

G-2. Both the survivor and accused party will be informed of the outcome of the hearing. Such disclosure is mandated by 20 U.S.C. 1092(f)(8), and does not violate privacy rules associated with the Family Educational Rights and Privacy Act.

H. Sanctions regarding rape, acquaintance rape or other forcible or non-forcible sex offenses. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for even a first offense.

I. Registered Sex Offenders. In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the University of Idaho, Emergency and Security Department has provided a link to the Idaho State Police website at http://www.isp.idaho.gov/sor_id/ for Registered Sex Offenders through the University's Security website, http://www.uidaho.edu/security/sexualassault/awareness. The Registered Sex Offender information, and the maintenance of that information, is the responsibility of the Idaho State Police.

The University notifies the campus community annually in the Policies and Information of Interest to Students handbook and Information for Employees Relative to Campus Security and Substance Abuse of the location of the registry.

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Administrative Procedures Manual [APM] ☐ Addition X Revision* ☐ Deletion* ☐ Emergency *Minor Amendment* X

Chapter & Title: 95.33 – Reporting Incidents of Violent or Threatening Behavior

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): (Please see FSH 1460 C)

Erin Agidius, 10/5/18
Name Date

Telephone & Email: **208-885-4285, erina@uidaho.edu**

Policy Sponsor: (If different than originator.)

Name Date

Telephone & Email:

Reviewed by General Counsel _X__Yes ____No Name & Date: Jim Craig, 7/20/18

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
The addition is to align policies with SBOE/Regents policy.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None at this time.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 3220, APM 95.20, APM 95.15

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date:
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F&A Appr.: _____
[Office Use Only]

FSH
Appr. _____
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Pres./Prov. _____
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(Office Use Only)

95.33 -- Reporting Incidents of Violent or Threatening Behavior
October 2018~~**February 2015**~~

A. **General**. The University of Idaho is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where University business is conducted or services are provided. Individuals who are found to have engaged in violent or threatening behavior shall be held accountable under University policy, as well as local, state, and federal law. Violators will be referred to the appropriate disciplinary procedure as identified below. Violations of the law may also be referred for criminal or civil prosecution.

A-1. **University Employees**. Employees who engage in violent or threatening behavior will be subject to disciplinary action as governed by FSH 3910, 3920 or 3930.

A-2. **University Students**. Students who engage in violent or threatening behavior will be subject to disciplinary action as governed by the applicable article(s) of the Student Code of Conduct (FSH 2300). *[ed. 12-10]*

A-3. **Campus Visitors**. Campus visitors who engage in violent or threatening behavior will be removed or barred from University premises and may be subject to arrest and criminal prosecution.

B. **Definition**. Violent or threatening behavior is behavior that would cause a reasonable person to fear for his or her safety, or the safety of others. *[rev. 2-15]*

C. **Procedures**. All members of the University community benefit by helping to maintain a safe working, living, and learning environment. Anyone having information about a possible incident should report the information by contacting Campus Security's 24/7 number: (208) 885-7054. Or, a report can be submitted using one of the Office of Public Safety and Security's (OPSS) online forms, available at: http://www.uidaho.edu/public-safety-and-security/emergency-management/behavior. Retaliation against individuals who report incidents of violent or threatening behavior is strictly prohibited. The procedures below should be followed when reporting incidents of violent or threatening behavior at the University. *[rev. 2-15]*

C-1. **Emergency or Life-Threatening Incidents**.

i) All individuals at the Moscow or Coeur d'Alene campuses should call 911 at any time during the day or night for immediate assistance. Individuals at the Boise campus should dial 9-911, while individuals at the Idaho Falls campus should dial 8-911 for immediate assistance. *[rev. 12-10, 2-15]*

ii) After reporting the incident to the police, the incident should be reported to the appropriate University officials as identified in C-2 below.

C-2. **All Other Incidents**.

i) **University Employees**. Report the incident to the appropriate University official:

a) Contact your immediate supervisor first; if your supervisor is not available, contact the next level administrator; or

b) For incidents at a University outreach location, contact the center dean or manager; or

c) If none of the above are available, contact the Executive Director of Public Safety and Security, (208) 885-2254; or Campus Security's 24/7 number: (208) 885-7054. *[ed. 4-12, 2-15]*

ii) **University Students**. Report the incident to the Dean of Students, (208) 885-6757.

iii) **All Other Individuals**. All other individuals should contact the Executive Director of Public Safety and Security, (208) 885-2254; or Campus Security's 24/7 number: (208) 885-7054. *[ed. 4-12, 2-15]*

C-3. **Reporting Incidents to the Executive Director of Public Safety -and Security**. Supervisors and the Dean of Students should report all incidents to the Executive Director of Public Safety and Security, (208) 885-2254, within 24 hours or on the first business day after the incident is reported. *[ed. 4-12, 2-15]*

C-4. **Human Resources Contacted**. The Executive Director of Public Safety and Security will subsequently contact the Executive Director of Human Resources if the incident involves an employee. *[ed. 4-12, 2-15]*

C-5. **Reporting Sexual Harassment and/or Discrimination**. Per FSH 3220, ~~B~~behavior that may constitute a violation of the University's sexual harassment and/or discrimination policies (Reference FSH 3200, 3210, 3215, and 3220) ~~should~~ must be reported ~~immediately~~ within 24 hours to the ~~Office of Human Rights, Access and Inclusion~~Title IX Coordinator (unless the UI employee with knowledge of the incident is required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors)~~:~~ (208) 885-4285. *[ed. 7-10, 12-10, 4-12, 2-15, rev. 10-18]*

D. Contact Information *[add. 2-15]*

The Office of Public Safety and Security
875 Perimeter Drive, MS 2281
Moscow, ID 83844
(208) 885-2254
Fax: (208) 885-7001

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Administrative Procedures Manual [APM] ☐ Addition ☐X Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐

Chapter & Title: 30.10 Identity and Access Management Policy

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Mitch Parks** **10/8/18**
Mary George **10/8/18**
(Please see FSH 1460 C) Name Date
Telephone & Email: mitch@uidaho.edu 5-2522; maryg@uidaho.edu 5-5222

Policy Sponsor: (If different than originator.) Dan Ewart 10/8/18
Name Date
Telephone & Email: dewart@uidaho.edu 5-2271

Reviewed by General Counsel _X_Yes __No Name & Date: Casey Inge – Oct 2018

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Major revision and update of previous "APM 30.10 - Computer User Account Procedures" policy. Describes various accounts, preferred email addresses, and responsibilities of account managers and account holders.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

No fiscal impact anticipated with this policy.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
30.11 – University Data Classification and Standards
30/12 – Acceptable Use of Technology Resources

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date:
_____
[Office Use Only]

APM
F&A Appr.: _____
[Office Use Only]

FSH
Appr. _____
FC _____
GFM _____
Pres./Prov. _____
[Office Use Only]

Track # _____
Date Rec.: _____
Posted: t-sheet _____
h/c _____
web_____
Register: _____
(Office Use Only)

30.10 – Identity and Access Management Policy

October 5, 2018 (rewrite)

Preamble: This establishes access management policies and standards that allow only authorized individuals to manage and access university data and systems. It also requires use of university accounts for university business.

Contents:

A. Definitions
B. Policy
C. Scope
D. Exceptions
E. Contact Information
F. References

A. Definitions.

A-1. Account: For purposes of this policy, an account is an electronic identifier used by systems and applications to authenticate and authorize users or processes to access university technology resources and to facilitate auditing of activities associated with an individual user.

A-2. Account Types:

a. Individual – Primary account assigned to a single individual for access to technology resources, including interactive logon to computers, email, VPN, Banner, or other U of I resources.

b. Shared – Account used or shared where multiple users know the password or otherwise use the account for interactive logon.

c. Functional – Account used by applications and processes and not interactively by end users.

d. Privileged – Individual account utilized for elevated access to systems or data, which may include authority to make changes to access permissions, roles, security configuration, or non-public data of other users.

e. Resource – Account utilized for tracking or use of a resource (typically for rooms or equipment in Office 365), and not logged on to interactively.

f. Sponsored – Individual account assigned to a single individual where the user does not have a formal affiliation with the University, either as an employee or student.

g. Temp or Emergency – Account utilized for temporary access to a system or resource outside of automated account management. This account type may include generic guest accounts.

h. Third party accounts – Individual or shared accounts created in non-university systems (e.g., Twitter, Instagram, etc.) for performing duties on behalf of the University.

A-3. Authentication: Authentication is the process by which a system or application confirms that a person or device really is who or what it is claiming to be and through which access to the requested resource is authorized. Authentication factors may include something you know (e.g., password), something you have (e.g., hardware token, certificate, or Duo software authenticator), or something you are (usually a biometric, like a fingerprint).

A-4. Authorization: A process by which access to a resource is authorized based upon the authenticated identity or account.

A-5. Federated Identity: An account which can be used across disparate technology systems or organizations, typically through a Single Sign On (SSO) service.

A-6. Single Sign On: Use of a single account to access multiple applications or systems.

A-7. Account manager: An individual or system that manages accounts, assigns accounts to individuals, and grants privileges to accounts.

B. Policy. Access to university systems and data must be provided in a way that such access can be audited and uniquely tied to the persons and their role with the university.

B-1. Responsibilities of Account Managers:

a. Authority: Managing accounts is the responsibility of Information Technology Services (ITS). All accounts must be managed in accordance with current ITS standards, including requirements for identity vetting, passwords, multifactor authentication, federation, auditing, and lifecycle (creation and termination). ITS may publish standards to supplement and enforce this policy.

b. Automation: Automated account management (software and/or scripts) shall be used to ensure accounts are managed as appropriate when each account user's role with the university changes according to official university records in Banner. Use of all accounts shall be monitored by automated tools to detect atypical use and take appropriate action, up to and including disabling of the account.

c. Access: Access granted to each account must be reviewed at least annually by appropriate data stewards (see APM 30.11) or account managers to ensure all access is authorized.

d. Temp Accounts: Temporary or emergency accounts shall be disabled or removed automatically to prevent misuse. Such accounts shall not be created when another method of providing access to university technology resources reasonably exists.

e. Shared Accounts: Shared accounts shall not be created or assigned when an individual account access method is available.

f. Sponsored Accounts: All such accounts must be sponsored by a full-time, benefits-eligible university employee and periodically renewed. Only individuals with legitimate and documented work or academic reasons may hold an account. Sponsored accounts shall not be assigned when another method of account assignment is available.

g. Inactive Accounts: Built-in or automated systems shall disable any account which has been determined to be inactive. Account inactivity timeframes will be determined according to risk and published as ITS Standards, but in no case should they exceed 180 days. Exceptions can be made for accounts which are not used interactively or where active use is not expected or cannot be accurately determined.

h. Lifecycle: All accounts shall be maintained only as long as there is a documented affiliation of the account holder with the university. Accounts shall not be created until there are sufficient records in Banner to uniquely identify the account holder. Changes to university roles of the account holder require review of access granted to their accounts. This includes changing of assigned access, or up to and including account renaming or creation of a new account for the new role.

i. Auditing: Information systems used at the UI must audit account creation, modification, enabling, disabling, and removal actions and notify the account managers or security operations team and/or log centrally.

j. Relationship/Affiliation: All individual accounts shall be assigned appropriate “eduPersonAffiliation” (see Internet2 eduPerson Object Class schema) according to their relationship(s) with the university.

k. Federation: Federated identity services for university accounts shall only be provided by ITS or ITS-approved systems or vendors. Federation shall be used by all university applications and websites, to meet Standards for Data Classifications, or for any service used by a large number of faculty, staff, or students.

l. Preferred Email: Accounts and records shall be maintained to enforce use of @uidaho.edu email addresses for communication to employees or other approved individuals conducting university business. This includes publishing in the campus directory. Students, alumni, and retirees should use alternate domains or email addresses for personal or student matters to ensure their records are separate from university business that may be subject to public records request. Active students, enrolled in the current term, must have their preferred email address set to their @vandals.uidaho.edu email address if they are not also a benefits-eligible employee. Individuals with multiple roles

should be assigned a preferred email address based upon their primary role. Where possible, use of student and employee addresses for communication should favor role-based official UI addresses, rather than using the preferred address.

m. Auto-forwarding Email: University systems shall be configured to prevent automatic forwarding of email directly, or via rule or filter, for accounts created for conduct of university business. Where not possible to prevent this configuration, automation shall be used when possible to correct the automatic forwarding and notify the user of the change. Accounts not directly, or reasonably expected, to be involved in university business, including but not limited to students, alumni, and retirees will be allowed to auto-forward email.

n. Account Reuse: Once an individual account has been assigned and used by a person, it shall not be assigned or re-used by any other person. This includes both the specific account, and re-use of the email address at any future date.

o. Privileged Accounts: Separate individual accounts shall be created and must be used for any privileged access. Use of privileged accounts shall be logged. Privileged accounts shall not be used for non-privileged functions (email, web-browsing, etc.).

p. Passwords: All systems and accounts shall be configured to require or meet current ITS password standards.

q. Least Privilege: When provisioning accounts, principles of least privilege shall apply. To the extent possible, accounts should be granted sufficient privileges to perform approved functions and no more.

B-2. Responsibilities of the Individual:

a. Authentication: All users of accounts must protect any authentication mechanisms, including passwords or other authentication factors (MFA tokens, certificates, internet cookies, etc.) to ensure only appropriate access to university data and resources. Passwords shall not be shared.

b. Policy: All users of accounts must follow university policies and standards, including but not limited to, the Acceptable Use of Technology Resources (APM 30.12) and the Standards for Data Classifications.

c. Privileges: All accounts shall be used only for the purpose they were authorized.

d. Misuse: Any disclosure of an account password or suspected compromise or misuse of accounts or data must be reported immediately to the Information Security Office at security@uidaho.edu.

e. Accounts: All university business shall be conducted using an account associated with @uidaho.edu addresses, or

approved exceptions. Non-university accounts such as personal Gmail, Yahoo, etc. accounts shall NOT be used for conducting university business. To protect personal information, Student, Alumni, and Retiree accounts shall not be used for conducting university business.

f. Communication: Official university communications may be delivered to preferred or required addresses for those with @uidaho.edu or @vandals.uidaho.edu addresses. Account holders must periodically check these accounts for required communication and, if forwarding is allowed, are responsible for checking the destination address. The university is not responsible for messages forwarded to third party mailboxes. Some university business processes may require receiving messages from valid U of I email addresses, and may not accept messages from third party accounts (Gmail, Yahoo, etc.).

g. Third Party Accounts: Accounts created in non-university systems but used for university business must be handled consistent with the policies for accounts, including association with @uidaho.edu email addresses, and the current standards published by ITS.

B-3. Remediation and Compliance. Noncompliance with this policy shall be considered a violation of Acceptable Use (APM 30.12) and will be addressed and remediated accordingly.

C. Scope. This policy applies to all account holders regardless of affiliation with access to university data or information systems.

D. Exceptions to the Policy. Exceptions to this policy may be submitted in writing to the UI Information Security Officer who will assess the risk and make a recommendation to the U of I Chief Information Officer. Exceptions must be reviewed for reauthorization on no less than an annual basis.

E. Contact Information. The ITS Information Security Office (its-security@uidaho.edu) can assist with questions regarding this policy and related standards.

F. References.

APM 30.12 – Acceptable Use of Technology Resources
APM 30.11 – University Data Classifications and Standards
APM 30.15 – UI Password/Passphrase Policy
NIST SP800-53r4
NIST SP800-171
HIPAA Security Rule 45 CFR 164.312(d)
eduPerson Object Class Specification

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Administrative Procedures Manual [APM] ☐ X Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐
Chapter & Title: 30.17 NEW – Identity Theft Protection Policy

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): **Mitch Parks – mitch@uidaho.edu 5-2522**
Mary George – maryg@uidaho.edu – 5-5222
(Please see FSH 1460 C) Name Date
Telephone & Email:

Policy Sponsor: (If different than originator.) Dan Ewart, dewart@uidaho.edu 5-2271
Name Date
Telephone & Email:

Reviewed by General Counsel ___Yes __X__No Name & Date:
Jim Craig reviewed our identity theft plan, but has not reviewed the policy draft.
Also reviewed and approved by Dan Ewart, Brian Foisy, Linda Campos, and Liz Brandt

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Create new identity theft policy for compliance w/ federal regulations.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
No fiscal impact anticipated.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
Not aware of any related policies

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. Policy should be implemented ASAP.

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:
_____
[Office Use Only]

APM
F&A Appr.: _____
[Office Use Only]

FSH
Appr. _____
FC _____
GFM _____
Pres./Prov. _____
[Office Use Only]

Track # _____
Date Rec.: _____
Posted: t-sheet _____
h/c _____
web_____
Register: _____
(Office Use Only)

30.17 – Identity Theft Protection Policy

October 2018

Preamble. The U.S. Congress has provided protection for consumers from identity theft by enacting the Fair and Accurate Credit Transactions Act ("FACTA") and the Fair Credit Reporting Act ("FCRA"). FACTA directed the Federal Trade Commission ("FTC") to issue regulations, now generally referred to as the "Red Flags Rule" (the Rule), which require financial institutions and creditors to adopt policies and procedures that protect consumers from identity theft.

Accordingly, UI adopts this policy to identify, prevent and mitigate identity theft in compliance with the Rule; approve and establish an Identity Theft Prevention Program; and appoint a program administrator who has primary responsibility for oversight of the Program.

A. Definitions.

A-1. Creditor: any natural person, corporation or other entity that regularly, and in the ordinary course of business, advances funds to or on behalf of a person, based on an obligation to repay the funds or repayable from specific property pledged by the person.

A-2. Covered Account: an account that the university offers or maintains for individuals that are primarily for personal, family, or household purposes and designed to permit multiple payments or transactions, or is any account that is subject to a reasonably foreseeable risk of identity theft.

A-3. Identifying Information: any name or number that may be used alone or in conjunction with any other information to identify a specific person, including: name, address, telephone number, social security number, date of birth, driver's license or identification number, alien registration number, passport number, employer or taxpayer identification number.

A-4. Identity Theft: a fraud committed or attempted using the identifying information of another person without authority.

A-5. Red Flag: a pattern, practice or specific activity that indicates the potential for identity theft.

A-6. Red Flag Rule (the Rule): regulations adopted by the FTC requiring creditors to adopt policies and procedures that protect consumers from identity theft.

A-7. Program Administrator: the individual designated to have primary responsibility for oversight of the Program.

B. Policy. It is the policy of UI to comply with the requirements of the Rule. Accordingly, UI has developed a program that is designed to meet the requirements of the Rule to identify, prevent, and mitigate identity theft. The Program contains mechanisms to identify and detect relevant Red Flags; respond appropriately to prevent identity theft and mitigate damages; and ensure that the Program is updated periodically to reflect changes in risks.

B-1. Identification of Red Flags. To identify relevant Red Flags, the UI considers the types of covered accounts that it offers and maintains; the methods it provides to open and access the covered accounts, including in-person, mail or online methods, and the UI's previous experience with identity theft. Covered accounts examples include, but are not limited to the following:

1. Accounts managed by the Student Accounts Office
2. Accounts managed by the Student Financial Aid Office related to the administration of emergency short-term loans and disbursement of funds

The UI has identified the following Red Flags which may arise with respect to covered accounts and/or external accounts:

a. Notifications or Warnings from Consumer/Credit Reporting Agencies: Alerts, notifications, or other warnings received from consumer reporting agencies or service providers indicating:

1. A credit freeze
2. Active duty alert
3. Address discrepancy in response to a credit report request
4. Activity that is inconsistent with the usual pattern or activity of the account holder

b. Suspicious Documents: Presentation of suspicious documents which appear to be altered, forged or inauthentic, including inconsistent appearance of photographs or physical description on a document with the person presenting it.

c. Suspicious Personal Identifying Information: Presentation of inconsistent personal identifying information such as:

1. An inconsistent birth date
2. An address that does not match a prior address submitted on an application
3. A social security number, telephone number or address that is the same as that given by another account holder
4. Repeated failure to provide identifying information on an application

d. Suspicious Use or Activity in Covered Account: Unusual use of or other suspicious activity related to a covered account including, but not limited to:

1. Requests made from a non-UI issued email account
2. "Unofficial" forms which are presented with requests for information
3. Mail returned as undeliverable
4. Notice of change in payments for an otherwise consistent account

e. Alerts from Others: Notice from an account holder, victim of identity theft or law enforcement authorities that the UI has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

B-2. Detection of Red Flags. The Program is required to establish procedures for the detection of Red Flags in the designated areas of activity. These procedures are set forth below:

a. Opening of Covered Accounts: Identity verification of first-time account holders will be required, including presentation of identifying information such as name, date of birth, academic records or insurance card, and home address, which will be subsequently verified by review of driver's license, passport or other government- issued photo identification and insurance company information.

b. Existing Covered Accounts: Authentication of account holders and monitoring of transactions on the covered account will be required, including:

- Verification of the identity of account holders if they request information (in person, via telephone, via facsimile, via email)
- Verification of changes in banking information given for billing or payment purposes
- Requests for billing address changes for covered accounts must be verified and means provided to account holders for notification of changed or incorrect billing addresses

c. Consumer/Credit Report Requests: When a consumer/credit report request results in notice of an address discrepancy from the reporting agency, UI personnel will request written verification from the subject of the report that the address he/she provided is accurate, and once an address is verified, UI personnel will report such address to the reporting agency.

d. Risk Assessment: A risk assessment will be conducted annually as well as in the event that actual instances of identity theft occur.

B-3. Response to Red Flags. In response to the detection of Red Flags, UI personnel will take the appropriate action to prevent and mitigate identity theft depending upon the degree of risk posed by the Red Flags, including:

1. Monitoring a covered account for suspicious activity
2. Denying access to the covered account until information is verified to eliminate Red Flags
3. Contacting the account holder to verify activity in the covered account
4. Changing passwords, security codes or other security devices
5. Closing and reopening the covered account
6. Refusing to open a new covered account
7. Notifying law enforcement
8. Determining that no response is warranted upon reasonable investigation of the particular circumstances

B-4. Updating the Program. UI shall update the Program (including the Red Flags determined to be relevant) periodically, to reflect changes in risks to students or others or to the safety and soundness of UI from identity theft, based on factors such as:

1. The experiences of UI with identity theft

2. Changes in methods of identity theft
3. Changes in methods to detect, prevent, and mitigate identity theft
4. Changes in the types of accounts that UI offers or maintains
5. Changes in the business arrangements of UI, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements

B-5. Methods for Administering the Program.

a. Oversight of Program: This Program shall be overseen by the Vice President for Information Technology and the Vice President for Finance and Administration. This oversight shall include:

1. Implementation of the Program by the Vice President for Information Technology. Primary responsibility for oversight of the Program will belong to the Chief Information Security Officer, in the role of the Program Administrator.
2. Review of reports, prepared by staff regarding compliance by UI with the Identity Theft Prevention Policy and Program, by the Program Administrator.
3. Making material changes to the Program as necessary to address changing identity theft risks.

b. Staff Training and Reporting: UI personnel will be trained at least annually by or under the direction of the Program Administrator to effectively implement the Program and detect and respond to Red Flags. UI personnel will notify the Program Administrator of any incident of identity theft or failure to comply with the Program. UI personnel designated by the Program Administrator will report to the Program Administrator at least annually, or as requested. Such reports will include, among other relevant issues:

1. The effectiveness of the specific policies and procedures for addressing the current risks of identity theft in connection with the covered accounts
2. Any significant incidents involving identity theft and the response taken
3. Recommendations for material changes to the Program

c. Oversight of Service Providers: In the event that the UI contracts with an outside service provider to perform any activity in connection with covered accounts, the UI will ensure that:

1. The service provider's activities are conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate risk of identity theft
2. The service provider reviews the Program and reports any Red Flags to the Program Administrator or the designated UI personnel with primary oversight of the service relationship

B-6. Noncompliance. Noncompliance with this policy may result, depending upon the nature of the non-compliance, in the user's account or access to UI technology resources being temporarily suspended, or disabled, or permanently terminated. In the case of temporary suspension, UI may require implementation of certain remedial measures or satisfaction of

certain educational courses prior to reinstatement of the user's account or access. Additionally, the user may be referred for institutional sanctions to the appropriate UI disciplinary body.

C. Scope. This Policy applies to all UI employees, students, volunteers and agents who are involved in handling information that can be used to identify a specific person in connection with certain accounts of that person maintained by UI.

D. Exceptions. Requests for exceptions in all or part of this policy may be submitted in writing to the Program Administrator who will assess the risk and make a determination. Determinations will be provided back to the requestor in writing. Any exceptions must be reviewed at least annually.

E. Contact Information. The responsible party for this policy is Vice President for Information Technology, its-security@uidaho.edu. The Program Administrator can assist with questions regarding this policy and program.

F. References.

- Fair and Accurate Credit Transactions Act
- Fair Credit Reporting Act

Fall Final Examination Schedule
December 16-20, 2019

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar's Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for "common final" exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Thursday	8:00 AM	10:00 AM
Monday	8:30 AM	Friday	8:00 AM	10:00 AM
Monday	9:30 AM	Monday	8:00 AM	10:00 AM
Monday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	11:30 AM	Wednesday	10:15 AM	12:15 PM
Monday	12:30 PM	Thursday	12:45 PM	2:45 PM
Monday	1:30 PM	Friday	12:45 PM	2:45 PM
Monday	2:30 PM	Tuesday	3:00 PM	5:00 PM
Monday	3:30 PM	Friday	3:00 PM	5:00 PM
Monday	4:30 PM	Wednesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Thursday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Monday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Wednesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Thursday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Monday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Thursday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Monday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Monday	3:00 PM	5:00 PM
Thursday	8:00 AM	Thursday	8:00 AM	10:00 AM
Thursday	9:30 AM	Friday	8:00 AM	10:00 AM
Thursday	11:00 AM	Friday	10:15 AM	12:15 PM
Thursday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Thursday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Thursday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	7:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	8:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	9:30 AM	Thursday	8:00 AM	10:00 AM
Friday	10:30 AM	Wednesday	10:15 AM	12:15 PM
Friday	11:30 AM	Monday	10:15 AM	12:15 PM
Friday	12:30 PM	Friday	12:45 PM	2:45 PM
Friday	1:30 PM	Monday	12:45 PM	2:45 PM
Friday	2:30 PM	Thursday	3:00 PM	5:00 PM
Friday	3:30 PM	Friday	3:00 PM	5:00 PM
Friday	4:30 PM	Tuesday	3:00 PM	5:00 PM

- **Common final exam** periods are from 7:00 to 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday.
- Students with more than two finals in one day may have the excess final(s) rescheduled. The **conflict exam** periods are from 5:00 to 7:00 p.m. on Thursday and Friday. A student must make arrangements with the department and the instructor of the course to schedule the final exam in one of the conflict exam periods.
- Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time.
- For online classes that have in person finals, the final examination will be on the Saturday following the final examination week in the Fall semester. In the Spring semester these in person finals will be held on the Saturday prior to the final examination week.
- Non-Standard time patterns will use the final exam start time in the day/time pattern of the earlier hour. For example, a Tuesday section with an 8:30 a.m. start time would use the 8:00 a.m. final exam time for Tuesday.
- If a class meeting day and time is not found in the final examination schedule above, the instructor of the class is responsible for contacting the Office of the Registrar to identify the appropriate day and time for the final examination.

Spring Final Examination Schedule
May 10-14, 2020

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar's Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for "common final" exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Friday	8:00 AM	10:00 AM
Monday	8:30 AM	Monday	8:00 AM	10:00 AM
Monday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Monday	10:30 AM	Wednesday	10:15 AM	12:15 PM
Monday	11:30 AM	Thursday	10:15 AM	12:15 PM
Monday	12:30 PM	Friday	12:45 PM	2:45 PM
Monday	1:30 PM	Monday	12:45 PM	2:45 PM
Monday	2:30 PM	Wednesday	3:00 PM	5:00 PM
Monday	3:30 PM	Monday	3:00 PM	5:00 PM
Monday	4:30 PM	Thursday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Thursday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Friday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Tuesday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Thursday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Friday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Wednesday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Thursday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Monday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Tuesday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Thursday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Friday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Tuesday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Tuesday	3:00 PM	5:00 PM
Thursday	8:00 AM	Friday	8:00 AM	10:00 AM
Thursday	9:30 AM	Monday	8:00 AM	10:00 AM
Thursday	11:00 AM	Monday	10:15 AM	12:15 PM
Thursday	12:30 PM	Wednesday	12:45 PM	2:45 PM
Thursday	2:00 PM	Wednesday	12:45 PM	2:45 PM
Thursday	3:30 PM	Thursday	3:00 PM	5:00 PM
Friday	7:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	8:30 AM	Thursday	8:00 AM	10:00 AM
Friday	9:30 AM	Friday	8:00 AM	10:00 AM
Friday	10:30 AM	Thursday	10:15 AM	12:15 PM
Friday	11:30 AM	Tuesday	10:15 AM	12:15 PM
Friday	12:30 PM	Monday	12:45 PM	2:45 PM
Friday	1:30 PM	Tuesday	12:45 PM	2:45 PM
Friday	2:30 PM	Friday	3:00 PM	5:00 PM
Friday	3:30 PM	Monday	3:00 PM	5:00 PM
Friday	4:30 PM	Wednesday	3:00 PM	5:00 PM

- **Common final exam** periods are from 7:00 to 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday.
- Students with more than two finals in one day may have the excess final(s) rescheduled. The **conflict exam** periods are from 5:00 to 7:00 p.m. on Thursday and Friday. A student must make arrangements with the department and the instructor of the course to schedule the final exam in one of the conflict exam periods.
- Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time.
- For online classes that have in person finals, the final examination will be on the Saturday following the final examination week in the Fall semester. In the Spring semester these in person finals will be held on the Saturday prior to the final examination week.
- Non-Standard time patterns will use the final exam start time in the day/time pattern of the earlier hour. For example, a Tuesday section with an 8:30 a.m. start time would use the 8:00 a.m. final exam time for Tuesday.
- If a class meeting day and time is not found in the final examination schedule above, the instructor of the class is responsible for contacting the Office of the Registrar to identify the appropriate day and time for the final examination.

UCC-19-022

Office of the Registrar
Proposed Catalog Changes
Effective Summer 2019

J-5. Credit Limitations

A candidate may count toward a baccalaureate degree no more than:

J-5-a

Thirty credits earned in ~~alternative credit opportunities~~Experiential Learning and Technical Competency (see regulation I-2-b and I-2-c).

J-5-b

Twelve credits earned under the pass-fail option (see regulation B-11).

J-5-c

Zero credits in remedial-level courses.

UCC-19-026a

Office of the Registrar
Proposed Catalog Changes
Effective Summer 2019

Regulation C-3. Withdrawing from a Course

Beginning with the eleventh day of the semester and ending with the tenth week of the semester a student may withdraw from a course. During this period a grade of W will be recorded on the student's record and will count against their 21 credit withdrawal limit (see regulation C-4). This period is prorated for accelerated or short courses. A student may not withdraw from a course after a final grade has been assigned for that course, even if this occurs before the deadline to withdraw from the course.

Office of the Registrar
Proposed Catalog Changes
Effective Summer 2019

Regulation L-7. Fresh Start

~~Qualified~~Former University of Idaho undergraduate students who wish to reenter the university as an undergraduate student ~~in a specific degree program after a period of absence will be allowed~~ may apply for a "Fresh Start" as described below. A student may receive a Fresh Start only once.

L-7-a. To qualify for a Fresh Start, students (1) must not have been enrolled as a degree seeking student at the University of Idaho ~~in any college or university as a full-time matriculated student~~ for at least the five years immediately before reentering the university as a degree seeking student~~applying for the program,~~ and (2) must have a University of Idaho cumulative GPA of less than 2.00~~, and (3) must be approved for the program by the college dean that administers the academic program they wish to pursue~~.

L-7-b. After returning to the University of Idaho, a student must complete 24 credits of academic courses with a minimum cumulative GPA of 2.00 before applying for a Fresh Start. A student must apply for a Fresh Start through their College Dean's Office by the end of the semester following that in which they met these minimum credit and GPA requirements. ~~Once the student has completed an additional 24 credits of course work with a Fresh Start cumulative GPA of at least 2.00 and has been in the program at least two semesters,~~ Once the student's Fresh Start application has been approved the student's cumulative GPA will be reset to 0.00 as of the time of readmission to the ~~Fresh Start Program~~University of Idaho.

L-7-c. ~~Students in the Fresh Start Program will be allowed a maximum of six credits of "W" during the first two semesters after admission to the program.~~ If the Fresh Start is ~~successfully completed~~approved by the college, the count for the 21-credit limit on withdrawals (see C-2) will be reset to 0 as of the time of admission to the Fresh Start Program.

L-7-d. University probation and disqualification regulations apply throughout the Fresh Start process.

L-7-e. To graduate with honors, a student in the Fresh Start Program must have at least 56 credits in UI courses after the Fresh Start (see K-1). Fresh Start Program participants are eligible for the dean's list (see K-2) on a semester-by-semester basis.

L-7-f. Application forms and explanatory materials are available at the Registrar's Office.