University of Idaho
2016-2017 FACULTY SENATE AGENDA

Meeting #11

3:30 p.m. - Tuesday, November 8, 2016
Brink Hall Faculty-Staff Lounge & Skype for Business

Order of Business

I. Call to Order.

II. Minutes.
   - Minutes of the 2016-17 Faculty Senate Meeting #10, October 25, 2016 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   - FS-17-016 – APM 30.11 Data Classification (Ewart)(FYI)
   - FS-17-017 – APM 45.24 Prize Competitions (Inge)(FYI)
   - FS-17-018 – APM 45.25 Human Trafficking (Inge)(FYI)

VI. Committee Reports.
   - University Budget & Finance Committee (Hrdlicka)
   - University Curriculum Committee (Chermak/Hubbard)(vote)
     o FS-17-012 (UCC-17-008) – Fall 2017-Spring 2018 Final Exam Schedule
     o FS-17-013 (UCC-17-007a) – I. Alternative Credits
     o FS-17-014 (UCC-17-007b) – J-2. Residency
     o FS-17-015 (UCC-17-007c) – J-5. Credit Limitations

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Liz Brandt, Chair 2016-2017, Faculty Senate

Attachments: Minutes of 2016-2017 FS Meeting #10
             FS-17-012 through 018
Present: Anderson (Mike), Anderson (Miranda), Barbour, Boschetti, Brandt, Brown, Cannon (Boise), Caplan, Chung, Crowley (w/o vote), Donohoe, Foster, Godfrey (Coeur d’Alene), Hrdlicka, Markuson, Morrison, Nicotra, Payant, Pregitzer, Sixtos, Stegner, Vella, Wieneke (w/o vote), Wolf. Absent: Adekanmbi, Brewick, Fisher, Folwell, Hiromoto (Idaho Falls), Panttaja Guests: 7

The Chair called meeting #10 to order at 3:30. A motion (Anderson/Donohoe) to approve the minutes for the October 18th meeting passed without objection.

Chair’s Report: Chair Brandt presented a resolution to rename the Brink Faculty/Staff Lounge to the Paul J. Joyce Faculty-Staff Lounge. This proposal has been discussed informally with a variety of people including those who were most involved in the effort to remodel the Brink Lounge. Also, the Staff Council has offered their support for such a change. A Senator suggested adding to the resolution that Professor Joyce was a University Distinguished Professor. A motion (Foster/Nicotra) to approve the resolution as amended passed unanimously.

**Resolution:** That the Brink Hall Faculty-Staff Lounge be renamed the Paul J. Joyce Faculty and Staff Lounge.

This resolution has been suggested by a number of different people since Dean Joyce’s untimely death last spring. Dean Joyce was instrumental in securing the remodel of the Brink Hall Lounge. Together with others including Professors Kenton Bird (who was chair of Faculty Senate at the time) and Holly Wichman, he was instrumental in ensuring that the lounge would be a comfortable place for faculty and staff committees and a place where faculty senate and staff council could meet and communicate with colleagues across the state.

Dean Joyce’s service to the University of Idaho was extensive. He was an accomplished researcher and a respected teacher and became a University Distinguished Professor. He served as the Director of the Graduate Program in Bioinformatics and Computational Biology and as Interim Dean and Dean of the College of Science. He was passionate about the University and was active in faculty governance serving on many committees in the College of Science and many University level committees. He was Vice Chair of Faculty Senate during 2010-11 and Chair during 2011-12.

After passing the resolution a Senator noted that Professor Joyce had hoped that the Brink Lounge would be a friendly place for faculty to congregate. He felt that one of the reasons this has not happened is because of the lack of items like a coffee bar and a refrigerator. He expressed the hope that at some point we could make the area into a real faculty lounge. Chair Brandt responded that Senate Leadership had also received suggestions that we reconsider the rooms usage since it wasn’t currently possible (with the exception of Senate and Staff Council meetings) to reserve the room. She stated that this resolution was to rename the lounge and we would have broader discussions over any potential change in how the room was being used at a later date.

Chair Brandt commented on the composition of the new created Planning and Effectiveness Committee. There are currently two faculty representatives on the committee (Jodie Nicotra, Liz Brandt). Senate Leadership will be sending a request to the President to expand the committee with the intent of adding a faculty member with a science background. She emphasized the importance of this committee and asked Senators to send suggestions to her as to who might be desirable to add if President Staben
agrees to expand the committee. Vice Chair Hrdlicka added that the person doesn’t need to be from the College of Science, but might also be from engineering, natural resources or agriculture.

Chair Brandt noted that we will also be seeking faculty to serve on two other workgroups. One workgroup will be looking at institutional efficiency (particularly what should be centralized) and the other will focus on how to structure institutional incentives. She expressed a desire to create a list of possible faculty to serve on these committees that would be more representative than the list that the Senate Leadership might come up with. A Senator asked Chair Brandt to send out an email explaining what these various committees and workgroups will be doing.

Provost’s Report: Provost Wieneck encouraged Senate Leadership to provide feedback to the President as to the size and composition of the Planning and Effectiveness Committee. The Provost noted that the President wanted this committee to be small enough to be decisive and agile, but also wanted the committee to be representative of the university as a whole. Provost Wieneck stated that he had been busy this week meeting with advisory boards and felt these meetings had been helpful. A Senator asked about enrollment and wondered where he might find the numbers upon which the press release was based. The Provost stated that the Board should have the numbers, but the university had not yet posted the numbers.

Ombuds’ Annual Report. Chair Brandt introduced Barbara Beatty to present the 2015-2016 Ombuds’ Annual Report. Ms. Beatty noted that she is the 7th UI Ombuds and the 2nd fulltime Ombuds. She briefly discussed her role as an Ombuds and emphasized that an Ombuds operates on the tenets of confidentiality, impartiality, informality and independence. She seeks to create a safe place for people to come talk about any workplace problems. Her office is open to faculty, staff and students. As an Ombuds, she does not keep any identifying statistics about the cases that come to her. Except for “imminent harm to self or others” she is not required to report on issues. She stressed that she doesn’t take sides, but is an advocate for fair process. She also does mediations and facilitated conversations, as well as training sessions on conflict resolution.

Ms. Beatty described this year as one of transition to a new Ombuds. Even though it looks like the number of cases dropped this year, that seemed to be related to the transition as well as a difference in the way that the previous Ombuds reported cases. As in previous years, the highest percentage of cases (31%) came from classified staff. Tenure track faculty (22%) constituted the second largest group that used the Ombuds Office. The report also contains other information on the nature of the problems brought to her office and the type of actions she took. Ms. Beatty briefly discussed how to determine the effectiveness of the Ombuds Office. She provides a form to all individuals who visit the office and they return the form to the President’s Office. A different feedback form is given to groups that have received training from the Ombuds. These forms are also anonymously filled out and returned to the President’s Office. One Senator commented that he was very impressed with the report and thought it was very well done. Ms. Beatty thanked James Fazio (UI Ombuds 2006-2009) for creating the template that she followed for this report. She also expressed her delight in being at the UI and hoped that those who have a need would visit the Ombuds Office. There being no further questions Chair Brandt thanked the Ombuds for her report.

Marketing and Communications. Chair Brandt invited Stefany Bales (Director of Marketing and Communications) to report on a statewide opinion poll conducted last spring by her office. The poll was conducted by telephone of 500 randomly selected Idaho residents and sought to determine how Idaho citizens regarded the universities in our state and region. She felt that the poll showed that the UI is highly regarded in the state, although she acknowledged that our geography does affect us. One interesting result was that the UI is most highly regarded by those in the Spokane and Twin Falls TV
markets. The university is also viewed most favorably by those with the most education. For those who would recommend the UI, the most often mentioned reason was having attended (or had a family member attend) the UI, and the second most often reason was availability of good academic programs. In contrast, the most often mentioned reason for those recommending BSU was the same as for UI, but the second most mentioned reason was that it was close to home. This is one of the reasons why Ms. Bales felt the UI had a geography problem.

Other highlights of the poll show that respondents thought the UI was most known for its Law, Agriculture and Engineering programs; while BSU was most known for its Business and Athletic programs. Overall, Director Bales found the poll to be encouraging and provided a sound basis from which to prepare our marketing strategies. For instance, the UI does better among the sub-group of those who are thinking about attending a university. The discussion among the Senators pointed out some of the ambiguities in the poll that suggested that the public didn’t have a real clear notion of academic quality. A Senator noted that perhaps what we should learn from the poll is that the university needs to do a better job of advertising our academic strengths.

Director Bales stated that the poll did allow them to test what types of messages resonated most with those families who are contemplating where to go to college. The four themes which seemed most important are:

- academic programs that allow students to get well-paying jobs
- campus safety
- affordability
- high quality faculty reputation

She suggested that these are the things the UI should emphasize when talking to people interested in going to college. A Senator reflected that what the poll shows is that most members of the public have little factual basis for the judgments they make about regional colleges. Ms. Bales responded that the strategy would be to emphasize certain messages and then go back and poll again to see if the messaging has helped shape public opinion.

The Provost commented that there are things in the poll that should inform our activities, but there are many elements of our mission that are very important although unseen by many in the state. He doesn’t believe a poll about public perceptions should be driving our strategic plan, which is about achieving our mission. The discussion in the Senate wandered into observations about the role of education in enlightening one’s life, as opposed to gaining skills to obtain a job. Ms. Bales noted that the poll didn’t really get at the question of “broadening experiences” as opposed to getting a good job. She thought it would be a good question to ask. A final question wondered if geography was part of our problem, should we consider moving some of our programs to the Boise area? The Provost noted that the Board has defined areas of responsibility for each institution that limited our ability to move some programs. Every state institution has a niche, and within those niches we could consider expanding some of our programs into the Boise region.

**Adjournment:** Chair Brandt thanked Ms. Bales for the good discussion and entertained a motion (Wolf/Chung) to adjourn. The motion passed unanimously at 4:58.

Respectfully submitted,

Don Crowley, Faculty Secretary &
Secretary to the Faculty Senate
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

Chapter & Title: 


Chapter & Title: APM 30.### UI Data Classification and Standards Policy (New 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):
(Please see FSH 1460 C)

Mary George, Mitch Parks 5/19/16

Name Date
maryg@uidaho.edu, mitch@uidaho.edu
5-5222 5-2522

Policy Sponsor: (If different than originator.)

Dan Ewart 5/19/16

Name Date
dewart@uidaho.edu 5-2271

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.

This policy establishes the responsibility of university data users to protect the data they have access to and the levels of protection required based upon the type of data being accessed.

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

This policy should reduce the risk and exposure to the university by unsecured or unprotected data. Reduction in risk correlates to reduction in costs due to fines, administrative costs, and litigated costs in the event of a data security breach.

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

APM 30.13 – Network device standards addresses system and physical device security from which data security is inferred. This new policy addresses the security needed for the data, which is the ultimate goal, from which will infer the security needed on physical devices depending on the types of data that they access. APM 30.13 should stay in place until it can be revised or deleted after all topics in it have been reviewed and addressed elsewhere.
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: ________________________________

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Preamble. Data and information are important assets of the university and must be protected from loss of integrity, confidentiality, or availability in compliance with university policy and standards, Board of Regents policy, applicable contracts, and state and federal laws and regulations. This sets forth the responsibility of users to classify and apply appropriate protections for university data and the systems on which store or process data.

A. Definitions.

A-1. Data Owner: The senior university college/division/departmental executive with direct responsibility for all access and use of designated types of data. Use of this term, in connection with this policy shall not affect university claims or rights of ownership of data or ownership of third party data in the possession of the university. For example, research data produced by the university is owned by the university under current policy, FSH 5700, but the Vice President for Research and Economic Development would be considered the Data Owner for the terms of this policy, APM 30.11.

A-2. Data Steward: The documented employee with expertise in a data area, who is responsible to the Data Owner to ensure appropriate access controls and protections are applied to maintain compliance. The Data Steward coordinates with the Data Owner and University’s Information Security Office on data categorization and determining proper responses to security incidents involving the data with which they are entrusted.

A-3. Operator: Any individual tasked with handling or processing data for the university. This includes contracted vendors or affiliates accessing university data resources on behalf of the Data Owner.

A-4. Data Security Standards: The minimum set of technical and administrative controls required to protect a category of data and meet the objectives of confidentiality, integrity and availability. Supplemental requirements may be published by ITS in cooperation with Data Owners, or defined by other university policies to meet security objectives including compliance requirements.

A-5. System: A discrete set of resources assembled to store, process, maintain, share, or dispose of data. This includes, but is not limited to, any endpoint devices (desktops, laptops, smart phones, tablets) as well as servers, networks, or third party and cloud services.

B. Policy.

B-1. General. Data and information systems must be classified according to the risks associated with data being stored, accessed, or processed. Data with the highest risk needs the greatest level of protection; data with lower risk requires proportionately less protection. Consistent with Federal Information Processing Standards (FIPS) Publication 199, university data is classified based on the impact to individuals or the university if the security of that data was
breached. Data Owners may designate a higher general risk level for a particular data set or establish supplemental standards to the baseline for the risk category.

**B-2. Categories.**

(a) Low Risk. The potential effect of loss of confidentiality, integrity, or availability could be expected to have only a limited adverse effect on the university operations, individuals, or assets. Example: published public information including press releases, directory information, or research data not otherwise confidential or regulated.

(b) Moderate Risk. The potential effect of loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on university operations, individuals, or assets. Example: FERPA

(c) High Risk. The potential effect on loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on university operations, individuals, or assets. Example: private information that must be protected by law or industry regulation (HIPAA ePHI, Social Security Numbers, driver’s license numbers, bank or credit account numbers).

**B-3. Data Security Standards.** Data, accounts, and systems must be classified according to the highest risk data that they process. All users and systems accessing university technology resources must meet or exceed required standards based upon the highest data classification stored or accessed by that system. The ITS Information Security Office shall publish, and at least annually review, data security standards with appropriate advisory groups and approved by the Chief Information Officer (CIO).

(a) Published standards shall include, but not be limited to:

(1) Minimum Security Standards (formerly Network Computing Device Standards) which must be met for all systems utilizing the university network or processing data on behalf of the university and classified as low risk.

(2) Moderate Risk Standards which must be met for all systems categorized as moderate risk.

(3) High Risk Standards which must be met for all systems categorized as high risk.

(4) Supplemental standards or references required to meet compliance, contractual, or other policy or industry regulation requirements (e.g., current Payment Card Industry Data Security Standards (PCI-DSS)).

(5) Requirements as outlined in the National Institute of Standards and Technology (NIST) Special Publication 800-171, or its current revision.

(b) Unless otherwise specified or required, changes to published standards shall be effective 90 days from date of publication after approval by the CIO. Where possible, additional notice will be given for significant changes to standards.

**B-4. Compliance.** Systems or users known to be out of compliance with this policy and published standards will be subject to removal of access from university technology resources or data. Where appropriate, ITS will inform the proper internal authority, including the Data Steward, Office of Risk
Management, or Office of Research Assurances, as applicable, of the non-compliance. The applicable internal authority will initiate disciplinary action for non-compliance, where appropriate.

**B-5. Reporting Incidents.** In the event of a suspected incident or event, including non-compliance with this policy involving any university technology resources which has the potential to adversely affect the university, immediate notification of the incident must be sent to the following:
- ITS Security Office ([security@uidaho.edu](mailto:security@uidaho.edu))
- The Data Steward (if known)

After the incident has been reported, it shall be investigated and escalated in accordance with the university’s Technology Security Incident Response Plan.

**C. Scope.** This policy applies to all university faculty, staff, students, and affiliates accessing, storing, and processing university data or using university systems or technology resources.

**D. Exceptions.** Requests for exceptions in all or part of this policy may be submitted in writing to the Information Security Officer who will assess the risk and make a recommendation to the appropriate Data Steward and/or the Chief Information Officer for review or possible approval. Any exceptions must be reviewed at least annually.

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

**F. References.**

- FIPS Publication 199
- NIST SP800-171
- NIST SP800-53rev.4
- UI - [FSH 5300](https://www.uidaho.edu/fs/5300) - Copyrights, Protectable Discoveries and Other Intellectual Property Rights
- UI - [FSH 5700](https://www.uidaho.edu/fs/5700) – Research Data
- UI - [APM 45.19](https://www.uidaho.edu/apm/45.19) - Export Controls, U.S.
- UI - [APM 45.22](https://www.uidaho.edu/apm/45.22) – Eligibility, Competency and Effort Requirements for Principal Investigators, Co-Principal Investigators, and/or Project Directors
- UI – APM [65.02](https://www.uidaho.edu/apm/65.02) and [65.06](https://www.uidaho.edu/apm/65.06)
**POLICY COVER SHEET**

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

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**Reviewed by General Counsel:**

_X__Yes ____No Name & Date: _Casey Inge ________5.1.2016

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.

Establishes procedure for approval of participation by University employees, and others, in prize competitions that use University resources, contractually bind the University, or may impair the ability of an employee to perform his or her employment responsibilities. This procedure also identifies the process for any potential distribution of prize competition benefits to individuals employed by the University.

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.

Clarifies that prize competition funds are not “revenue” subject to distribution in accordance with FSH 5300.

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.

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**Policy Coordinator**

Appr. & Date:

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(Office Use Only)
45.24 - Procedure for University Participation in Prize Competitions
Created June 1, 2016

PREAMBLE: This procedure is intended to address the legal and administrative concerns of the university associated with participation by university employees in prize competitions.

CONTENTS:
A. Definitions
B. Procedure
C. Contact Information

A. DEFINITIONS.

A-1. Prize Competition. Any competition or challenge, whether sponsored by state or federal government or private parties, in which a prize is offered as an inducement or incentive to encourage participants in the competition to achieve a particular goal.¹ For purposes of this policy, exemplar prizes, i.e. prizes that are given in recognition for past general achievement in a particular field, are excluded from the definition of “prize competition.” Exemplar prizes include, for example, the Nobel Prizes and the MacArthur Fellows Program awards.

A-2. Covered Individual. Any individual subject to the requirements and limitations of this policy, including but not limited to, university employees, emeritus faculty members, visiting faculty and researchers.

A-3. Covered Activity. Participation by Covered Individuals in a Prize Competition that:
- Contractually binds the University to participation under the terms and conditions of the contest; or
- Requires or makes use of the resources of the University, other than those available to the general public; or
- Requires the licensing or assignment of intellectual property owned by or subject to a claim of ownership by the University under the Board of Regents of the University of Idaho intellectual property policies (SBOE Section V, subsection M (https://boardofed.idaho.gov/policies/v_policy.asp) and FSH 5300 and FSH 5400); or
- May impair the ability of university employees to successfully perform their employment responsibilities or university investigators to satisfy their commitments of effort to university sponsored research activity; or
- Through participation by a Covered Individual as an agent of a third party, usurps an opportunity that the University has the capacity to undertake, that is consistent with the mission of the University, and that may be of practical advantage to the University.

B. PROCEDURE.

B-1. General. The University of Idaho recognizes that Prize Competitions are a viable method for a competition sponsor to motivate, inspire, and guide: the development of solutions to a particular

problem; the identification and promotion of a broad range of promising ideas and practices that might not otherwise attract attention; the strengthening of problem-solving communities; the adoption and enhancement of new skills by competitors; or the stimulation of a new market in order to address market failure. Because these goals are, by and large, consistent with the mission of the University and because the federal government has encouraged the use of Prize Competitions by federal agencies as vehicles to achieve these goals, the University establishes this procedure for participation in Prize Competition by Covered Individuals, while also addressing the legal and administrative concerns of the University.

B-2. Approval of University Participation in Prize Competitions. No Covered Individual may engage in a Covered Activity on behalf of the University without the approval of the Vice President for Research and Economic Development (VPRED), or his or her designee, and of the cognizant dean or deans. Entry into and participation in Prize Competitions that qualify as Covered Activities shall be in the name of the University of Idaho. Authority to enter a Prize Competition on behalf of the University lies with the VPRED, or his or her designee.

Covered individuals shall propose participation by the University in a Covered Activity and may obtain the necessary approval for participation in such activities through the electronic research administration system maintained by the Office of Sponsored Programs. As part of any such proposal, and prior to any entry into and/or participation in a Prize Competition, the Covered Individual shall supply, at minimum:

- a budget identifying the anticipated cost of participation by the University in the Prize Competition;
- identification of the effort to be expended in participation by Covered Individuals who are faculty members also engaged in sponsored research;
- a brief summary of any compliance obligations to be assumed by the University in connection with its participation in the Prize Competition;
- a brief summary of the university intellectual property to be used by the Covered Individual in the Prize Competition, of any intellectual property that may reasonably be anticipated to be authored or invented by the Covered Individual during participation in the Prize Competition, and any obligations with respect to the disposition of such intellectual property under the terms and conditions of the Prize Competition; and
- the terms and conditions associated with the Prize Competition and any other requirements for participation in the Prize Competition.

B-3. Participation by Covered Individuals as Private Individuals. Participation by a Covered Individual, in his or her capacity as a private individual, in a Prize Competition that falls within the definition of a Covered Activity shall be subject to, as appropriate, review and approval under the university consulting and conflict of interest and commitment policies. FSH 3260 and FSH 6240.

No Covered Individual acting in his or her capacity as a private individual may make use of university resources not openly available to the public, without and prior to the execution of a written agreement in which the University expressly approves the use of such resources. University resources not openly available to the public include, but are not limited to: university intellectual property and data, and university offices, laboratories, and equipment.
B-4. Sanctions. Failure to obtain review and approval required under this procedure for participation by a Covered Individual in a Prize Competition shall be considered a violation of university policy and regulations and may result in university sanctions or actions such as, but not limited to, the following:

a. undertaking disciplinary action, up to and including suspension and dismissal;
b. requiring repayment of all financial benefits resulting from such violation;
c. freezing research funds or accounts;
d. rescinding contracts entered in violation of this policy, federal law, or state law;
e. bringing legal action to recover the amount of financial benefit received by an employee as a result of the employee’s violation of this procedure or a related university policy or procedure.

The remedies provided and referenced herein are cumulative and shall be deemed to include any other remedies required or provided by applicable state or federal law.

B-5. Distribution of Prizes. Any monetary or non-monetary prize awarded for participation by a Covered Individual in a Covered Activity shall be the property of the University of Idaho. With respect to prizes awarded for participation by Covered Individuals in a Covered Activity approved by the VPRED, the University may, at its discretion, allot a portion of any monetary prizes for the participating Covered Individual(s), which allotment shall be subject to the approval of the Board of Regents of the University of Idaho. Such allotment, as among participating Covered Individuals, shall generally be made in accordance with the contribution of the participating Covered Individuals. Prior to any such allotment, the University shall deduct direct and indirect costs associated with the participation of the University in the Covered Activity. The indirect cost rate shall be the full indirect cost recovery rate, or facilities and administrative rate, proposed to the federal government at the last rate negotiation. Any remaining funds shall be distributed to support the program or programs of the participating Covered Individual(s) through the dean(s) of their College(s).

This allocation and distribution procedure shall not apply to monetary prizes awarded at other than the final stage of a Prize Competition. All such monetary prizes shall be used for participation by the Covered Individuals in the final stage of the Competition.

C. Contact Information. For further information regarding this policy, you may contact the Office of Research and Economic Development at vpresearch@uidaho.edu or (208) 885-6689.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Chapter & Title: ________________________________________________________________

Minor Amendment □

Chapter & Title: APM 45.25 Combating Trafficking in Persons

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): Casey Inge 7.28.2016
(Please see FSH 1460 C)

Name Date

Telephone & Email: 208-364-4584 casey.inge@gmail.com

Policy Sponsor: (If different than originator.) Arch Harner 7.28.2016

Name Date

Telephone & Email: 208-885-2142 aharner@uidaho.edu

Reviewed by General Counsel _X_ Yes ____No Name & Date: ____Casey Inge 7.28.2016_____________

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.

Policy intended to ensure compliance with federal laws and regulations regarding combating trafficking in persons by recipients of federal research funding.

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.

Effective July 31, 2016.

If not a minor amendment forward to: ____________________________________________

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

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

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

APM
F&A Appr.: ____________
[Office Use Only]
APM 45.25 - Combating Trafficking in Persons
Created July 27, 2016

Preamble: This document sets forth the policy governing University of Idaho activities in relation to U.S. human trafficking laws and the federal regulations which implement those laws.

A. Policy. The University of Idaho supports and is committed to compliance with federal laws and regulations intended to combat trafficking in persons by recipients of federal grants and contracts, or their employees, subcontractors, or agents, including but not limited to: the Trafficking Victims Protection Act, §§22 U.S.C. 1701 et seq.; Federal Acquisition Regulations 48 C.F.R. § 52.222-50; and Defense Federal Acquisition Regulations, 48 C.F.R. § 252.22-7007; and Uniform Guidance, 2 C.F.R §§175.5 et seq.. No university employees, subcontractors, or agents working under federally funded grants, cooperative agreements, or contracts shall engage in or support prostitution, sex trafficking, forced labor, or similar acts prohibited by federal law or regulation.

B. Procedures. The University Office of Research Assurances shall assist Principal Investigators (PIs), other university employees, subcontractors, and agents in ascertaining and understanding applicable federal statutes and regulations for combating trafficking in human persons. The Office of Research Assurances shall be responsible for establishing procedures for implementing this policy and applicable federal statutes and regulations. Primary compliance responsibility in the conduct of research rests with the employee or subcontractor based on the guidance and assistance from the Office of Research Assurances, and as needed, the Office of General Counsel.

C. Review of Policies and Procedures. The Office of Research Assurances shall annually review this policy and the processes and all related procedures, recommending updates as necessary to comply with changes in federal human trafficking laws and/or their implementing regulations. Any changes to this policy shall be reviewed and approved by the Vice President for Research and Economic Development the Office of the General Counsel, and shall be available from the Office of Research Assurances.

D. Sanctions. The University may impose appropriate sanctions against employees or agents for violations of this policy. Such sanctions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment, along with any other actions the University deems appropriate given the circumstances.

E. Reporting of Violations and Protection of Whistleblowers.

E-1. Reporting. It is the responsibility of all employees, subcontractors, and subcontractor employees to report any suspected violations of this policy and/or federal laws and regulations on combating trafficking in persons. Within the University, reports of violations subject to this policy may be made to the Vice President for Research and Economic Development, the Director of the Office of Research Assurances, the Director of Internal Audit, or through the University Hotline at 800-775-1056 (See FSH 3290).

E-2. Protection of Whistleblowers. The University will not engage in retaliatory conduct, as defined in FSH 3810, against an employee as a reprisal for reporting, in good faith, a human trafficking violation that was committed by any person subject to this policy. (See FSH 3810).

F. Contact Information:
Office of the Vice President for Research and Economic Development
Phone: (208) 885-6689

Office of Research Assurances
Phone: (208) 885-6162
Email: ored-export@uidaho.edu

Office of Internal Audit
Phone: (208) 885-2133
Email: white@uidaho.edu

University Hotline
(800) 775-1056.
Fall Final Examination Schedule  
December 11-15, 2017

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.

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- 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.
**Fall Final Examination Schedule**

**May 7-11, 2018**

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.**

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I - Other Alternative Credit Opportunities

Students have the opportunity to earn undergraduate academic credit through Advanced Placement Examinations (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), General Certificate of Education Examinations (A-Level), Global Assessment Certificate Examinations (GAC); DANTES Subject Standardized Tests (DSST); credit by examination, portfolio, technical competence, vertical course credit; and military courses. (See regulation J-5-a for credit limitations.)

Minimum scores needed to earn credit for AP, CLEP, IB, A-Level, or GAC examinations are available on the Registrar’s website, www.uidaho.edu/registrar.

I-1. Credit opportunities for exams/high school courses taken prior to becoming a degree-seeking undergraduate student at UI. (See regulation J-5-b for credit limitations.)

I-1-a. College Board Advanced Placement Exams (AP). Credit is granted for advanced-placement courses completed in high school in which a rating of 5, 4, or 3 is attained in College Board advanced-placement tests. For details, see Registrar’s website, www.uidaho.edu/registrar.

I-1-b. College Level Examination Program (CLEP). UI grants credit for the successful completion of tests under the College Level Examination Program, as approved for specific courses by UI departments. For minimum scores needed to earn credit, see Registrar’s website, www.uidaho.edu/registrar.

I-1-c. Other Exams. UI grants credit for students who achieve specific scores on the ACT, SAT, and COMPASS exams. Credit from these exams for Engl 101 will be granted after the successful completion of Engl 102. For the minimum scores needed to earn credit, see Registrar’s website, www.uidaho.edu/registrar.

I-2. Credit opportunities while an undergraduate degree-seeking student at UI. (See regulation J-5-b for credit limitations.)

I-2-a. Challenged Courses (Credit by Examination). Degree-seeking students may challenge UI lecture and associated laboratory courses (earn credit by examination) as follows:

1. Students must receive permission from the course instructor, from the administrator of the department in which the course is offered, and from his/her academic dean to challenge a course. Applications to challenge a course are available on the Registrar's Website. The application must be signed and the application fee paid to the Student Accounts/Cashiers Office (see Special Fees for extramural credits). The form is then returned to the Registrar's Office. The registrar checks the student's record to confirm if the student is eligible to challenge the course and notifies the instructor or student accordingly.

2. Undergraduates must score C or higher to pass and obtain credit. Graduate students must score A or B to pass and obtain credit. A passing grade is entered as P and is not included in grade-point computations. The student’s account will be charged the appropriate per-credit fee at the time the credits are recorded on the student’s transcript (see Special Fees for extramural credits). If a student does not meet these standards, no entry is made on their record and no per-credit fee is charged to their account.

3. Results of the challenged courses must be forwarded to the registrar no later than the beginning of the last week of the semester.

4. No examinations under this regulation may be conducted during the last two weeks of any academic session.

5. Students are not permitted to challenge a prerequisite course after having completed the advanced course.

6. Credit in courses offered by the College of Law may not be obtained by this procedure.
I-2-b. Experiential Learning Credit Portfolio. With the approval of an ad hoc committee consisting of representatives from the colleges and departments involved (convened by the registrar) and payment of the applicable fees (see Special Fees for extramural credits), an undergraduate may be awarded lower-division and/or upper-division (100-499 series) credit in a specific undergraduate-level course in recognition of university-level knowledge or competence gained in work and life situations outside of UI’s jurisdiction, mass media, and independent reading and study acquired from work experiences, community and volunteer extension courses, and participation in informal courses and in-service training sponsored by associations, business, government, and industry. Examples of work and life situations outside UI’s jurisdiction include knowledge or competence gained in business, industry, government, or community agencies; or through travel or private study; or while studying at a proprietary or non-accredited institution. Petitions for such credit must be approved by the student’s departmental administrator and academic dean, and must be supported by such evidence as is needed to provide a sound basis for evaluating the student's achievements. Credits granted under this regulation are recorded as experiential learning and assigned a grade of P. Credit will be awarded at the undergraduate level based on demonstrated learning outcomes within the subject, course, or programs offered by the University. The department through which the degree is to be granted will determine the applicability of credits earned through experiential learning toward the satisfaction of specific degree requirements. Petition forms for experiential learning credit are available on the Registrar’s website, www.uidaho.edu/registrar.

I-2-c. Technical Competency Credit. Technical competency credits may be gained from experience in areas of concentration related to bachelor’s degrees in professional-technical education or industrial technology. Grades of P for the successful completion of IndT 407 are normally recorded on a student’s transcript during their last semester or upon completion of all degree requirements. A maximum of 32 credits may be earned in a combination of IndT 407. Applications and instructions for technical competency credits are available at the Department of Curriculum and Instruction. See Special Fees for extramural credits.

I-2-d. Vertically Related Course Credit. Undergraduate degree-seeking students may bypass an elementary course and enroll in a higher vertically related course. Students with a C or better in the advanced course are eligible to receive credit and a grade of P for the lower vertically related courses in the same subject matter. Vertically related courses are listed at the beginning of each subject in the course descriptions section. Applications to receive credit for vertically related courses are available on the Registrar’s website, www.uidaho.edu/registrar. See Special Fees for extramural credits. Advisors should make sure that students are aware of this opportunity for obtaining credit.

I-2-e. Military Courses. Student who have served in the armed forces may receive credit based upon completed military courses recorded on their official Joint Services Transcript (JST). Evaluations for the granting of credit for military courses are based on the recommendations in the American Council of Education (ACE) guide.

I-3. Students who have completed courses at other institutions after bypassing lower vertically related courses, but have not been awarded credit for those bypassed courses, may receive credit for vertically related course(s) by following I-2-d.
J-2. Residency Requirements. A student must earn a minimum of 30 upper-division credits in UI courses. No credits awarded for alternative credit opportunities (see regulation I) or independent study, bypassed courses, credit by examination, College Level Examination Program (CLEP), or experiential learning can be counted among these 30 UI credits. Study abroad and student exchange credits may be counted toward this requirement with prior approval by the student's academic department and dean.
J-5. Credit Limitations. A candidate may count toward a baccalaureate degree no more than:

J-5-a. Seventy credits earned at junior or community colleges, or one-half of the total credits required for a student’s intended baccalaureate degree, whichever is the higher number.

J-5-b. Thirty credits earned in alternative credit opportunities (see regulation I).

J-5-b. Forty-eight credits in any combination of credits granted for the following types of courses: credit based on test scores (for CLEP, College Board advanced-placement tests, ACT, SAT, COMPASS), credit by examination (challenge), experiential learning, independent study, technical competence, vertically-related course credit, and vocational-technical or military school courses. This 48-credit limitation may be exceeded for good cause with the approval of the Academic Petitions Committee (file petition through dean's office). Note: credits earned through any combination of external study and technical competence cannot exceed a maximum of 32 of the allowable 48 credits.

J-5-c. Twelve credits earned under the pass-fail option (see regulation B-11).

J-5-d. Six credits in remedial-level courses; to be counted, these credits must have been earned before the fall semester 1983; no such credits earned after summer session 1983 may be counted. Zero credits in remedial-level courses.