MEETING #2 OF THE FACULTY OF THE UNIVERSITY OF IDAHO

Tuesday, December 10, 2013 - 3:00-4:30 p.m. (PT), SUB Ballroom
Boise – IWC 162; Coeur d’Alene – 241; Idaho Falls – IF1 (TAB350A); Twin Falls – B-66
Interim President Don Burnett Presiding

➢ Call to Order.
➢ Minutes. Meeting #1, September 10, 2013
➢ Announcements.
➢ Special Orders.

Report of the Faculty Senate

[Hardcopies of all pertinent documents for this meeting can be accessed at the Faculty Senate Website at http://www.webs.uidaho.edu/facultycouncil/General_Faculty_Meetings/univ_faculty_meetings.htm]

I. Proposed Changes/Additions to Faculty-Staff Handbook (FSH)/Administrative Procedures Manual (APM)

Group 1:
- FS-14-010: FSH 3520 – Tenure (hire associate professor with tenure)(vote)
- FS-14-014: FSH 2310 – Amnesty (vote)
- FS-14-016: FSH 2100 – The Student and the University (vote)

Group 2:
- FS-14-006: FSH 4700 – General Responsibilities of Instructors (visitors attending class)(vote)
- FS-14-009: FSH 1565 – Ranks & Responsibilities (emeritus title attainment)(vote)
- FS-14-011: FSH 6520 – Public Records* (vote)
  - *FS-14-012: APM 65.03 – Public Records (FYI)

Group 3:
- FS-14-020: FSH 1620 – University Level Committees (quorum for University Judicial Council)(FYI)
- FS-14-021: FSH 1640.18 – Borah; FSH 1640.76 – Safety (FYI)
- FS-14-022: FSH 1640.93 – University Judicial Council; FSH 1640.58 – Ubuntu (FYI)

II. Proposed Changes to the University of Idaho Catalog

- FS-14-018 (UCC-14-036): College of Graduate Studies 3+2 (vote)

➢ President’s Remarks.
➢ Adjournment.

Refreshments will be provided in Moscow.

Gail Z. Eckwright, Secretary of the Faculty
http://www.webs.uidaho.edu/facultycouncil, (885-6151)
**NOTE:** 101 faculty members (all campuses state-wide) constitute a quorum. Quorum and voting regulations can be viewed at [FSH 1520 Article III](#) with the goal to actively include off-campus faculty participation in faculty meeting. 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 be receiving a separate email with a URL to access the meeting live. Also available at this site will be a streaming video link that can be viewed after the meeting for those unable to attend.
Call to Order: The meeting was called to order at 3:03pm (Pacific) and it was determined that a quorum had been achieved with 113 faculty present, including 23 at University of Idaho centers.

President Burnett expressed his gratitude for the humbling honor to exercise the responsibility confirmed by the constitution of the university to serve as president. He thanked faculty and staff and all in attendance and expressed a special thanks to Senate Leadership: Chair Trish Hartzell, Vice-Chair Marty Ytreberg and Secretary Gail Eckwright. President Burnett also recognized Ann Thompson, Assistant to the Faculty Secretary, who is well-known throughout the university community; and Professor Kenton Bird, last year’s senate chair.

Minutes. President Burnett then asked for approval of the minutes from the University Faculty Meeting, April 30, 2013. It was moved and seconded to approve the minutes. Motion carried unanimously.

In Memoriam: President Burnett asked for a moment of silence as he read the names and affiliations of faculty who had passed away since the April 2013 University Faculty Meeting.

Philip E. Druker
Professor Emeritus of English
-May 2013-

Duane J. LeTourneau
Professor Emeritus of Biochemistry and Chemistry
Secretary of the Faculty Emeritus
-June 2013-

Gerald E. Marousek
Professor Emeritus of Agricultural Economics
-April 2013-

Galen M. McMaster
Research Professor Emeritus of Biological and Agricultural Engineering
Superintendent Emeritus of the Aberdeen Research and Extension Center
-August 2013-

William H. Snyder
Department Chair and Professor Emeritus of Landscape Architecture
-June 2013-
Lily C. Wai (Why)
Reference Librarian Emeritus
-September 2013-

Special Orders: Introduction of new faculty members and administrators.

Interim Provost Katherine Aiken introduced new administrators as well as internal changes in departmental administrators. Deans introduced new faculty members in their respective colleges or units.

At President Burnett’s invitation, Provost Aiken spoke briefly about her goal to be the president’s “wing-person” and to make UI as healthy as possible so that we can attract the most excellent and dynamic people to the institution. This goal involves the “Focus for the Future” process which should inform the 2015 accreditation process. Focus for the Future is Provost Aiken’s name for the State Board of Education’s program prioritization plan which the State Board of Education (SBOE) agreed we could do in lieu of the governor’s planned zero-based-budgeting exercise for all state agencies. On another matter, Provost Aiken added that shared governance works only when we all participate. All faculty should consider what committee work you might engage in. Provost Aiken concluded her remarks by thanking President Burnett for his unfailing graciousness and encouragement.

President Burnett then returned to the podium. He welcomed the new faculty to the University of Idaho, a distinctive university that has the state of Idaho as its campus. In addition to geographical distinctiveness, the University of Idaho has several points of historical and conceptual distinctiveness, including its land grant status. Some land grant universities are private institutions, such as MIT, Cornell and Dartmouth. The University of Idaho is among the first-family of public land-grant institutions but UI is unlike some land-grant institutions such as Washington State University, Oregon State University, Montana State University, New Mexico State University and Utah State University that supplement the missions of other universities of their states. The University of Idaho is in a category with the University of Minnesota and the University of Wisconsin in that we are the comprehensive founding university of our states. Additionally, UI has the distinction of being the only constitutionally established university. As a result of all these distinctive characteristics, the University of Idaho is by every historical or educational standard a flagship institution. No flagship goes out to sea alone; and we need to work with our sister institutions, not in a hierarchical manner, but rather as a matter of high calling to exercise collaboration in order to achieve great things in Idaho.

Examples of this leadership include:

- Increased efforts to ensure student safety and to ensure our learning and teaching atmosphere is not impaired by alcohol or other substance abuse.
- Working on expanding our student code of conduct. Last year the Faculty Senate approved a change that requires students with a 1.0 GPA to take time out from the university, since these low GPAs are almost always a result of external or behavioral factors such as alcohol, and they indicate that the students are not ready for “prime time.” These students may return
to the University of Idaho if they show they are ready to pursue their studies.

- Plans for redefining the relationship between UI and Greek organizations.
- Continuing to enhance our welcoming environment toward diversity in all forms and continuing to work toward making all students feel welcome and included; and to affirm the value of every student. UI will deepen its commitment to diversity and expand upon the progress we have made with Hispanic, African-American, and other under-represented communities.

Some challenges UI faces include:

- Stabilizing our budget and addressing the chronic budget hole.
- Addressing enrollment issues. UI is a research university with an enrollment challenge, and these two things are in tension. We are at a standstill with incoming freshmen this fall and previous classes exited more quickly due to the change from 128 to 120 credits required for the baccalaureate degree.
- Need to invest in people and programs, over-and-above what the state can provide. This requires private funding and good stewardship of state funds.

Plans and/or Strategies:

- Complete College Idaho (CCI) program addresses the SBOE goal for 60% of Idahoans ages 25-34 to have a degree or certificate by 2020. As part of UI's CCI plan we have requested 10 new faculty positions, 30 additional teaching assistant positions and $1.25 million in funding to support Galvanizing Achievement in Mathematics and English (G.A.M.E.). This plan will integrate Common Core Standards, dual enrollment strategies, and co-remediation efforts with learning goals in a well-defined general education program in order to address CCI objectives.
- UI's mission includes responsibility for statewide legal education. UI currently offers the law degree program in Moscow as well as the third year of the program in Boise with plans in place for offering second year classes in Boise, too. Some law subject matter emphases are better-suited to Moscow, including environmental law, natural resources, dispute resolution and Native American law; while some emphases are better-suited to Boise, such as business/regulatory law and intellectual property. Adding the second year program to Boise will also make the UI law program more attractive overall and enhance student opportunities.
- UI continues to work at general “brand” messaging, but also must provide more discreet and illuminating focal points. These “pinnacles of excellence” focus on colleges and programs as well as the achievements of faculty and students.
- Need to continue to collaborate across disciplinary boundaries and UI leads in ensuring that departments do not get in the way of solving problems. Examples of ongoing UI cross-disciplinary collaborations include:
  - Center for Advanced Energy Studies (CAES)
  - IDAHO INBRE (IDeA Network of Biomedical Research Excellence)
  - NASA Idaho Space Grant Consortium
  - Barker Capital Management and Trading Program
  - NIATT (National Institute for Advanced Transportation Technology)
  - Center on Disabilities and Human Development
- iBEST (Initiative for Bioinformatics and Evolutionary Studies)
- ARES (Ag Research & Extension Service)
- REACCH (Regional Approaches to Climate Change)
- IFire (Idaho Fire Laboratories)

**Integrated Research Innovation Center (IRIC)** will be built in the next few years and will house interdisciplinary research.

**Inter-institutional effort in Coeur d’Alene involving the University of Idaho, Lewis-Clark State College and North Idaho College to create an “education corridor” which is a collaborative education facility.**

**University of Idaho has raised $194 million toward our capital campaign goal of $225 million, far more than any other Idaho university has endeavored to raise. We will reach the goal in the remaining 16 months of the campaign.** The money raised through the campaign will be used to fund four basic areas: faculty support, student scholarships, program development and improved facilities.

**The UI presidential search committee, appointed by the State Board of Education (SBOE) and chaired by board member Emma Atchley, is in the process of selecting finalists and semi-finalists. State-wide interviews will be completed by late October. SBOE is looking for someone who views UI as a capstone and not a stepping-stone.**

**Vision 2020 initiative is undergoing some analysis in the coming weeks and there may be some adjustments made to the original goals of 16,000 students and $150 million in funded research by 2020.**

**Pinnacles of excellence** examples at the University of Idaho:

- **Faculty research:** nearly $96 million in funded expenditures in FY2013; expenditures up 18% this year; National Science Foundation (NSF) IGERT grant of $3.1 million; NSF EPSCoR grant of $20 million.
- **Students:** 75 UI National Merit Scholars which is a record for UI and a much greater number than at any other Idaho institution; 8 Governor’s Cup scholarships at UI compared to a total of 4 at southern Idaho public higher education institutions.
- **Athletics:** UI student-athletes have a slightly higher grade point average and a slightly higher graduation rate than the student population as a whole and bring diversity to the student body. UI student-athletes have won the Stan Bates Award in the Western Athletic Conference in six of the last eight years. This award recognizes the best athletic and academic performance in the conference. An All-American long-distance runner won the Kearney Award this past year which honors athletic achievement and academic achievement and she has a 3.93 gpa in biochemistry.
- **Additional “Evidence of Excellence” examples:**
- **College of Agricultural and Life Sciences:** “Eat Smart” program has gained national attention; the DuPont Knowledge award given to the food science program as a result of a national competition.
- **College of Art & Architecture:** $1 million in funded research by Integrated Design Lab; more than 2,000 hours of educational outreach on high-performance, energy-efficient building systems.
- **College of Business & Economics:** enrollment increase and revision of and improvements to integrated business curriculum.
• College of Education: 25% increase in extramural funding; Albertson and Micron foundations’ grants; building renovation “reimagining the college of the future.”
• College of Engineering: Capstone Program nationally recognized by National Academy of Engineering; NSF-funded STEM (Science, Technology, Engineering and Mathematics) education outreach to tribes.
• College of Graduate Studies: new strategic plan; collaboration with university-wide interdisciplinary programs structure; increase in graduate student applications and admissions.
• College of Law: Out of 200 law schools nationally, UI Law was one of four schools with an application increase of 10% or more; Moscow-Boise model of legal education named in “Top 25” innovators in legal education; Professor Angelique EagleWoman was named one of “50 under 50 most influential minority law professors” nationally.
• College of Letters, Arts and Social Sciences: increase in new graduate student enrollment; competition success by Journalism and Mass Media students; accreditation for human factors/psychology and modern languages & cultures programs.
• Library: very distinctive additions to digital and electronic archives; Professor Ben Hunter received national “Movers and Shakers” recognition and Professor Kathleen Monks was identified nationally as an “Emerging Leader.”
• College of Natural Resources: the college is a national leader in fire ecology and management; Professor Jo Ellen Force is the first-ever female recipient of the prestigious Gifford-Pinchot Medal from the Society of American Foresters.
• College of Science: $5.1 million National Institute of Health (NIH) grant to IBEST, Professor Larry Forney, director; Professor Holly Wichman appointed to the National Advisory Council, NIH General Medicine Division.
• UI Centers:
  o Boise: Increase in research expenditures from $7.8 million in FY11 to $11.4 million in FY13 – a significant increase by southern Idaho faculty.
  o Coeur d’Alene: Business start-ups and non-profit leadership community training
  o Idaho Falls: Collaboration with Idaho National Laboratory
• WWAMI (Washington, Wyoming, Alaska, Montana and Idaho) medical program: SBOE approved an increase in the number of WWAMI seats available from 20 to 25, beginning with FY14. Approximately 73% of WWAMI area students return to Idaho to practice medicine.

President Burnett concluded his remarks by noting that he considers his service to be a repayment of the family debt. His parents came to UI 80 years ago, almost to the day; his mother worked for 35 cents an hour and his father hunted to provide food for his fraternity. No one had any money in that time but no one felt poor because they all were in it together. For them, the University of Idaho was the gateway to the world. Theirs was the generation that became known as the “greatest generation”. But every generation has greatness in it and it is our job as higher educators to summon forth the greatness in each generation that comes to
the UI. *Beacon for Mountain and Plain* is a wonderful book about UI and that is what we are – from all over the state we emanate a beacon of teaching, scholarship and service. For all of that, you should be proud and for this opportunity to work with you I want to extend my very profound thanks.

*A faculty member asked President Burnett if he has had a conversation with Governor Otter about including CEC (change in employee compensation) in his budget request for next year? If so, what are the chances that a CEC request could make it successfully through the legislature so that we could continue to compensate faculty and staff at levels commensurate with their experience and expertise? The Division of Financial Management (DFM) is working on models to provide a CEC component in the governor’s budget. At this time I am hopeful the DFM will transmit CEC recommendations to the legislature. After that it is up to the legislature to act upon it. The Council of Higher Education Presidents, which is a council of all presidents of post-secondary institutions in Idaho, has passed a strong resolution asking for CEC. Focus for the Future may help us identify some slice of university funding we could put together with a broader CEC effort funded by the state. It is a high priority and it is the highest single priority of all the universities.*

President Burnett then asked faculty to email him and/or Provost Aiken if they have anything at all that they would like to discuss with them.

**Adjournment:** Meeting adjourned at 4:21 pm.

Respectfully submitted,

Gail Z. Eckwright
Faculty Secretary
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)
[1/08]

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐
Chapter & Title: FSH 3520 Tenure

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):
Provost to Senate Leadership
Sept. 2013
Name Date

Policy Sponsor: (If different than originator.)
Faculty Affairs 10/7/13
Name Date

Reviewed by General Counsel
Yes No Name & Date: ________________

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

Change to reflect the desire and need to attract quality faculty to the University of Idaho. However, a department/unit’s majority vote of the tenured faculty in the unit is required to do so before negotiations with the finalist for a faculty position begins.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?

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

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

Catalog Regulation B-2.

V. 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]

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

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

Track # ____________________________
Date Rec.: ____________________________
Posted: t-sheet ____________________________
h/c ____________________________
web ____________________________
Register: ____________________________
(Office Use Only)
F. TIME REQUIREMENTS FOR TENURE ELIGIBILITY.

F-1. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed. (RGP IIG6). Ordinarily a faculty member is not considered for tenure until the fourth full year of probationary service, and consideration is mandatory no later than the sixth full year of service. (RGP IIG6). Credit for prior experience may be given in accordance with the provisions of F-4. In this context, unless otherwise specified, the term “year” means the appointment year, whether that is an academic, calendar, or fiscal year. When the appointment begins after January 1, then the following fiscal year date is the start date to begin counting for consideration for tenure. A faculty member who is not awarded tenure may be given written notice of non-reappointment, or be offered a one-year terminal appointment, or be granted an additional short-term probationary appointment for not more than a twelve-month period by mutual agreement between UI and the faculty member. The decision to offer employment following a denial of tenure is in the sole discretion of the president (RGP IIG6j). [See 3900.] [rev. 7-98, 7-02, 7-05, ren. & rev. 1-10]

F-2. Tenure evaluation procedures must be started in sufficient time to permit completion by the end of the time periods indicated in F-1. When authorized by the president or his or her designee, the year in which the tenure decision is made may be the terminal year of employment if the decision is to deny tenure. (RGP IIG6k). [rev. 7-02, ren. & ed. 1-10]

F-3. Satisfactory service in any tenurable rank may be used to fulfill the probationary periods required for awarding tenure. A maximum of two years of satisfactory service in the rank of instructor at UI may be recognized in partial fulfillment of the time requirement in the tenurable ranks. [rev. & ren. 1-10]

F-4. In cases involving prior equivalent experience, tenure may be granted following less than the usual period of service. In particular, a new faculty member with comparable experience (see FSH 3050 B) from other institutions in relation to the expectations set forth in his/her position description may be granted credit for such experience up to a maximum of four years and may be considered for tenure after a minimum of one full year of service at UI. A faculty member initially employed as an associate or full professor, having already attained tenure at another college or university, may be appointed with tenure. However, before any negotiations for appointment with tenure can begin, when this action must be supported by a majority vote of the tenured faculty in the department or equivalent unit and by the university administration. If otherwise, an associate or full professor is not appointed with tenure, they are considered for tenure not later than the fourth full year of service. [ed. 7-98, rev. & ren. 1-10]

F-5. In the event that a nontenured faculty member’s service at UI has been discontinuous, prior years in the same or a similar tenurable rank may be counted toward tenure eligibility, subject to the limitation stated in F-3 with respect to instructors, and subject to the conditions that: [rev. & ren. 1-10]

   a. Not more than three years have passed since the faculty member left UI. [ed. 1-10]
   b. Applicability of the prior service toward tenure must be stated in writing before reappointment.
   c. At least one additional year is to be served before tenure is recommended.

F-6. If a tenured faculty member leaves UI and later returns to the same or a similar position after not more than three years, the appointment may be with tenure, or he or she may be required to serve an additional year before a tenure decision is made. Notification of probationary or tenure status is to be given in writing before reappointment.
**F-7.** When a nontenured faculty member holding academic rank moves from one department to another within UI, the faculty member must be informed in writing by the provost, after consultation with the new department, as to the extent to which prior service will count toward tenure eligibility. (RGP IIG61) [rev. 7-02].

**F-8.** When a tenured faculty member moves from one position to another within UI, or accepts a change from full-time to part-time appointment, his or her tenure status does not change. While a tenured faculty member is serving as a unit administrator, college dean, or in some other administrative or service capacity, he or she retains membership, academic rank, and tenure in his or her academic department. Should the administrative or service responsibilities end, the faculty member resumes duties in his or her academic discipline.

*Unchanged from here on.*
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)

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

Chapter & Title:  FSH 2310 - Amnesty

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):  Dean of Students August 2013
(See FSH 1460 C) Name Date

Policy Sponsor: (If different than originator.) UJC Sub-Committee – Steve Shook
October 2013
Name Date

Reviewed by General Counsel _X__Yes __No  Name & Date:  _G. Costa 11/8/13_

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

This new policy ensures that students will not be charged with violations of the Student Code of Conduct for calling emergency services when a student is in need of medical attention as a result of alcohol consumption or drug use.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?

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

There will be no foreseeable fiscal impact.

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

FSH 2200, 2300, 2350, 2400

V. 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: _____________________

Track # __UP-14-011___
Date Rec.: _____________
Posted: t-sheet ________
web_________
Register:  ______________
(Office Use Only)

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

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

FSH
Appr.  __FS-14-014__
FC  GFM  Pres./Prov.  [Office Use Only]
Preamble: The fear of repercussions through the Student Code of Conduct may prevent students from seeking assistance in crisis situations. To address this fear, in 2013, the University of Idaho created this policy with student health and safety as its primary concern.

A. General. This policy aims to remove the barriers that may prevent any student from seeking emergency medical attention by providing an opportunity for the University to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol and/or drug-related injuries or deaths, and increase the likelihood that students will seek medical attention in crisis situations.

B. Policy.

B-1. A student who seeks emergency medical attention (or who has emergency medical attention sought on his/her behalf) for drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to that incident, as long as the student completes the following requirements:
   a) participates in an initial meeting with the Dean of Students, or designee, and
   b) completes all recommendations from the Dean of Students, or designee, and
   c) submits proof of completion of all recommendations, within the time frame designated by the Dean of Students, or designee, at the initial meeting.

B-2. A bystander student who has engaged in drug or alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person’s drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to his/her own consumption, but will be invited to meet with the Dean of Students.

B-3. The University will not pursue any disciplinary action related to any drug or alcohol consumption against any student who has been sexually assaulted or sexually harassed for their use of drugs or alcohol at the time of the sexual assault or sexual harassment.

B-4. Section B-1 and B-2 of this policy will only apply to a student who seeks emergency medical attention before police or University employees or agents take any official action or intervention related to the drug or alcohol consumption.

B-5. The policy does not preclude disciplinary action regarding other violations of the Student Code of Conduct.

B-6. The policy only applies to the university’s student disciplinary system for violations of the Student Code of Conduct (Faculty-Staff Handbook 2300). This policy does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.
B-7. The policy is not designed to protect or shield those students who repeatedly violate the Student Code of Conduct. The Dean of Students may assess each situation on a case-by-case basis, denying the safeguards of the Amnesty Policy if serious or repeated incidents prompt a higher degree of concern or response, which may include disciplinary action under the Student Code of Conduct.
**Policy Cover Sheet**

*(See Faculty Staff Handbook 1460 for instructions.)*

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<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition ☐ Revision* ☐ Deletion* ☐</th>
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**Chapter & Title:**

FSH 2100 – The Student and the University

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.”

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<tr>
<td>Dean of Students  August 2013</td>
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**Policy Sponsor:** (If different than originator.)

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<tr>
<td>October 2013</td>
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<td><a href="mailto:shook@uidaho.edu">shook@uidaho.edu</a></td>
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Reviewed by General Counsel  _X_ Yes ____No  Name & Date: _G. Costa 11/8/13

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

The purpose of this revision is to extend the jurisdiction of the Student Code of Conduct beyond the physical boundaries of campus to include behavior off campus that violates the Student Code of Conduct and also has a negative impact on the University of Idaho.

II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?

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

There is no fiscal impact foreseeable resulting from this revision.

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

FSH 2200, 2300, 2350, 2400

V. **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: ______________________

Track # __UP-14-012__

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]
THE STUDENT AND THE UNIVERSITY

PREAMBLE: This section deals with certain general topics of interest to UI students. Section A is original to the 1979 Handbook. Section B was added July 1996, B-1-5 revised in July 1998 and in 2006 edited to reflect changes in university committees listed in FSH 1640. In 2009 this section was revised to refer individuals to each respective committee as listed in FSH 1640. For further information, contact the Dean of Students (208-885-6757). [rev. 7-98, 7-06, 2-09]

A. MUTUAL RESPONSIBILITY. UI's acceptance of a student for admission and the student's enrollment in the university constitute an agreement of mutual responsibility. The student's part of this agreement is to accept established UI policies and rules, to respect the laws of governmental units, and to act responsibly and in a manner appropriate to these laws, policies, and rules. By matriculating at the University of Idaho, students voluntarily accept responsibility for compliance with all university policies and state or federal laws. Each student shall be responsible for his/her conduct at all times from the time the university grants admission through the actual awarding of a degree. This includes the period before classes begin or after classes end, and periods between terms of actual enrollment. Conduct that is not discovered until after a degree is awarded is also included.

The university's part is to carry out its commitment to higher education, to fulfill its responsibilities in pursuit of the academic goals and objectives of all members of the university community, and to meet its obligation to provide an atmosphere in which students will have an opportunity to be heard in matters affecting their welfare as students. The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Students shall have the right of due process and appeal as described in FSH 2350, 2400 and 2450. UI must take appropriate disciplinary action when it has been ascertained that a student's action is contrary to UI regulations and that this agreement has been violated.

B. JURISDICTION. Disciplinary action may be taken for (1) any violation of local ordinances, state or federal law; (2) on campus conduct that violates the Student Code of Conduct; and (3) off campus conduct that violates the Student Code of Conduct and that adversely affects the university community or the pursuit of the university's educational mission, process, or function, as determined by the Dean of Students. Students may be subject to civil and criminal penalties in addition to any university sanctions for the same violation. University proceedings may occur before, during, or after any civil or criminal actions are concluded and are not subject to challenge based on the action or inaction of any non-university authorities.
B. UI COMMITTEES DEALING WITH STUDENT CONCERNS. The following university-level standing committees (given along with their functions) are of particular interest to UI students. Further information on these committees, along with a full listing of other university-level standing committees, is to be found in Faculty-Staff Handbook section 1640.

B-1. ACADEMIC HEARING BOARD (AHB) [1640.02]:
B-2. ACADEMIC PETITIONS COMMITTEE (APC) [1640.04]:
B-3. ADMINISTRATIVE HEARING BOARD (AdHB) [1640.06]:
B-4. ADMISSIONS COMMITTEE [1640.08]:
B-5. AMERICANS WITH DISABILITIES ACT ADVISORYAFFIRMATIVE ACTION AND DISABILITY AFFAIRS COMMITTEE [1640.10]:
B-6. HONORS PROGRAM COMMITTEE [1640.53]: [ed. 6-09]
B-7. INFORMATION TECHNOLOGY COMMITTEE [1640.55]
B-8. JUNTURA UBUNTU [1640.58]:
B-9. OFFICER EDUCATION COMMITTEE [1640.64] [see also 1565 F]:
B-10. PARKING COMMITTEE [1640.66]:
B-11. STUDENT FINANCIAL AID COMMITTEE [1640.84] [see also 2900]:
B-12. TEACHER EDUCATION COORDINATING COMMITTEE [1640.86] [see also 4300 E]:
B-13. TEACHING AND ADVISING COMMITTEE [1640.87]
B-14. UNIVERSITY COMMITTEE FOR GENERAL EDUCATION [1640.89]
B-15. UNIVERSITY CURRICULUM COMMITTEE [1640.91] [see also 1540 B and C, 4110, and 4120]: [ren. 6-09]
B-16. UNIVERSITY JUDICIAL COUNCIL (UJC) [1640.93, 2400 B-2] [ren. 6-09]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)
[1/08]

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

Chapter & Title: FSH 4700 – General Responsibilities of Instructors

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): Ann Thompson 9/27/13
(Please see FSH 1460 C) Name Date
Telephone & Email: annat@uidaho.edu

Policy Sponsor: (If different than originator.) Gail Eckwright 9/27/13
Name Date
Telephone & Email: gze@uidaho.edu

Reviewed by General Counsel ☑Yes ☒No Name & Date: __n/a_

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

Change to reflect catalog change to Regulation B-2, FS-13-047 approved by senate at meeting #24, April 9, 2013.
Gives authority for professors to allow access to parents or children of existing students or prospective students as they see fit. It was felt that professors also be able to deny visitors in some cases that may be inappropriate.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?

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

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

Catalog Regulation B-2.

V. 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: __________________________________________
Track # _______________
Date Rec.: _____________
Posted: t-sheet ___________
Pres./Prov. ___________
Web___________
Register:  ______________

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

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

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

2013-14 University Faculty Meeting #11 - December 10, 2013 - Page 18
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
   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 visiting scholars. 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]

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.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)

[1/08]

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

Chapter & Title: FSH 1565 Ranks & Responsibilities

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.”

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<th>Provost to Senate Leadership</th>
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<td>(Please see FSH 1460 C)</td>
<td>Name</td>
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<tr>
<td>Telephone &amp; Email:</td>
<td><a href="mailto:katherineaiken@uidaho.edu">katherineaiken@uidaho.edu</a></td>
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<td><a href="mailto:paulm@uidaho.edu">paulm@uidaho.edu</a></td>
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<th>Reviewed by General Counsel</th>
<th>Yes ☐ No ☐ Name &amp; Date:</th>
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I. Policy/Procedure Statement: Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Change to reflect that attainment of the title emeritus is an honor and should be earned.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?

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

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

V. 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: _________________________

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

APM  
F&A Appr.: ________  
[Office Use Only]
A. INTRODUCTION. [rev. 7-98] A through D unchanged.

E. EMERITI. (FSH 1520 II-2)

E-1. ELIGIBILITY. A board appointed, benefit-eligible member of the university faculty who holds one of the ranks described in 1565 D and who leaves the university and has a minimum of 8 years of service, has attained met the criteria of a minimum of 55 years of age, and has attained the rule of 65 (age plus years of service is at least 65), is designated as “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement. [ed. 7-00, 7-02, 1-08, rev. 7-12]

In exceptional circumstances the provost, with the concurrence of Senate Chair, Vice Chair and Faculty Secretary, may suspend the above eligibility rules and award or deny emeritus status to a faculty member. [add. 1-12]

E-2. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES. Emeriti are faculty members in every respect, except for the change in salary and in certain fringe benefits, the obligation to perform duties, and the right to vote in faculty meetings. They continue to have access to research, library, and other UI facilities. Emeriti may take an active role in the service and committee functions of their department, college, and the university. UI encourages the voluntary continued participation of emeriti in the activities of the academic community.

E-3. EMPLOYMENT OPPORTUNITIES. [add. 1-12]

- Emeritus faculty may hold a part-time position at the University of Idaho after retirement, but not a full-time one. When it is in the university’s interest, exceptions may be made and the full-time employment limitation may be waived by the president.
- Units wanting to employ emeritus faculty without a search must request, in writing, a search waiver from the Director of Human Rights, Access & Inclusion.
- Search waivers granted to emeritus faculty remain in effect for three full years. Units need only notify Human Resources if they want to continue to employ an emeritus faculty member while the search waiver is in effect. However, a unit is not obligated to employ the emeritus faculty member during this three year period.

E-4. SPECIFIC PROVISIONS FOR EMERITUS PARTICIPATION. [ren. 7-12]

Commented [TA1]: Attaining emeritus title should be an honor and earned similar to years of service equivalent for attaining tenure.

Commented [TA2]: The intent was a position at the UI.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website:
www.webs.uidaho.edu/uipolicy)

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

Chapter & Title:  6520 Inspection of University Records

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): Terry Quinn
9/20/2013
(Please see FSH 1460 C)
Name Date
Telephone & Email: 885-4283 tquinn@uidaho.edu
Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email:

Reviewed by General Counsel X Yes No Name & Date: G. Costa
9/20/13

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 modification clarifies that the UI strictly adheres to Idaho Public Records Law, and identifies the Office of General Counsel as the custodian of University public records under that law, and as the single point of contact for requests submitted under that law.

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

None expected.

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

This policy references procedure APM 65.03.

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]

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

Track # _______________
Date Rec.: _____________
Posted: t-sheet _____________
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Register: ______________
(Office Use Only)
PREAMBLE: This section describes the UI’s policy with regard to the inspection of its records. This policy was completely revised in July 2002 to bring it in line with federal, state, and regents’ guidelines. In 2013 it was determined that FSH 6520 and APM 65.03 overlapped and were outdated; both were revised to reflect current practice and state law. For further information, contact the Office of General Counsel (208-885-6125). [ed. 7-00, 7-02, 6-09]

CONTENTS:
A. Policy
B. Custodians of Public Records
C. Location of Records
   Procedures
D. Procedures

A. POLICY.

A-1. The University of Idaho, at the direction of the regents, has developed a policy for the examination or copying of public records in its custody. The Idaho Public Records Law (Idaho Code §§ 9-337 through 9-350) provides the public with the right to inspect and take a copy of any non-exempt public record of the University of Idaho upon written request to the Custodian. Unless otherwise exempted, all UI public records are open to inspection and copying by any person, subject to reasonable regulations. [ed. 7-02]

A-2. Nothing in this policy is intended to contradict or override Idaho’s Public Records Law (Idaho Code §§ 9-337 through 9-350):
   a. A “public record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used, or retained by UI regardless of physical form or characteristics. A “writing” includes, but is not limited to, handwriting, typewriting, printing, photostating, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents. Public records exempt from disclosure are enumerated by statute in Idaho Code 9-340 et seq. These exemptions are adopted by the University of Idaho by this reference.
   b. Public records kept or maintained by the University of Idaho include but are not limited to academic and research program records, student records, employment records, financial records, real estate records, and alumni records. [ed. 7-02]

A-2. Except in the case of legal compulsion, the following UI records are among those not open to public inspection or copying without the prior written consent of the person or persons to whom such records pertain: (a) the personnel records of employees, other than the employee’s public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and department, (b) the transcripts or grades of students, except as provided in 2600, (c) the medical records of persons as maintained by the university or its contractors, (d) counseling records as maintained by the Counseling and Testing Center, (e) student financial aid records, and (f) other similar records. Other restrictions may apply to student records as defined by federal law. [See 2600.] [rev. 7-02, ed. 6-09]

B. CUSTODIANS OF PUBLIC RECORDS.
B-1. For purposes of the Idaho Public Records Law, the University of Idaho’s Office of General Counsel is the custodian of all University public records.

The UI has designated the provost and vice presidents as custodians of public records of administrative units reporting to them and has designated the provost as custodian of public records of the president’s office and administrative units reporting directly to the president. The organizational structure of the university appears in 1440. [rev. 7-02]

B-2. The Custodian is the single point of contact for all public records requests submitted under the IPRL. A request is not deemed received by the University until and unless the Custodian receives it. As custodian, the provost and each vice president may delegate his or her responsibility over records to specific persons. [rev. 7-02]

B-3. Requests for specific records should be directed to the custodians listed above. Questions regarding the proper office to accept a request should be directed to the Office of General Counsel. [rev. 7-02, ed. 6-09]

C. LOCATION OF RECORDS. Public records maintained by the UI are located in the files and computers of the UI in Moscow and various agricultural research stations of the university, located at Aberdeen, Caldwell, Parma, Kimberly, Newdale, Sandpoint, and Dubois, Idaho. Records pertaining to resident instructional centers are maintained at the centers at Boise, Coeur d’Alene, and Idaho Falls. Records of the Cooperative Extension Services are located at the district offices in Moscow, Caldwell, Twin Falls, and Idaho Falls. Records pertaining to the Caine Veterinary Teaching Center are located at that facility at Caldwell. Information as to the specific locations of various types of public records may be obtained from the custodian of that type of record. [rev. 7-02]

D. PROCEDURES. Procedures associated with requesting access to records under the Idaho Public Records Law can be found in APM 65.03.

D-1. Requests to examine or copy records should be made to the custodian of the records. Requests should name the person who wishes to inspect or copy the records, provide an address where the requesting party can be reached, describe the records sought, and specify the inclusive dates of the records. Requests to examine or copy records must be in writing and must be submitted on the form provided by the custodian of the records when requested. [rev. 7-02]

D-2. The custodian may not inquire why the person wishes to inspect or copy an item of public record.

D-3. The custodian of the records will, as soon as reasonably possible after receipt of a request, provide copies of the records or notify the applicant of the time and place where the records will be available for inspection.

a. If more than three working days are required to locate or retrieve the requested records, the custodian should notify the applicant in writing. [ed. 7-02]

b. If the custodian determines that the records are exempt from disclosure, the custodian or the custodian’s designee will so inform the applicant in writing. The notice of denial will specify the procedures for appealing the denial and will specify whether the custodian referred the request to an attorney for review or consulted with an attorney before denying the request. [ed. 7-02]
Section 6520: Inspection of University Records

e. All requests for inspection or copying of public records will be granted or denied in writing in whole or in part within ten working days. If no answer is provided within ten working days, the request will be deemed to have been denied.

D-4. Records may not be removed from the place designated for inspection.

D-5. Those responsible for the maintenance and custody of public records are responsible for collecting the records to be examined, providing space for the examination, providing an employee to oversee the examination, providing reasonable assistance during the examination, and for copying or permitting the copying of the records, if requested to do so.

D-6. If a request for inspection or copying is denied, the requested records must be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by law or UI policy, whichever is longer. Whenever a request is denied, there must be some indication made on the record that it must not be purged without the approval of the custodian.

D-7. Persons making the inspection must: (a) agree to exercise diligent care not to deface the records; (b) not make any mark or erasure on, or in any manner alter or modify, any record; (c) not tear, cut, alter, mutilate, or in any other manner damage or change any record; and (d) exercise every reasonable precaution that the numerical or other order or sequence of receipts, checks, vouchers, ledger cards, and other records is preserved.

D-8. There is no fee charged for examination of public records during regular business hours. The fee for making paper copies is $0.25 per page. The fee will be waived when the total charge is $1.00 or less. The actual labor cost associated with locating and copying documents will be charged if the request is for more than one hundred (100) pages of paper records, or includes records from which nonpublic information must be deleted, or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours. For providing a duplicate of a computer tape, computer disk, microfilm, or similar or analogous record system containing public record information, a fee reflecting the actual cost of producing the record will be charged but no less than $10, or the established price for selling the same information in the form of a publication. This section does not pertain to fees charged for certified copies of specific records not addressed by the public records policy, such as the service of mailing certified copies of student transcripts to other institutions. Any conversion of a record to make it readable by specific equipment is the sole responsibility of the person requesting the record, and the fee for providing the record will not be adjusted due to the incompatibility of the requestor’s equipment. [rev. 7-02]

D-9. The denial of a request for public records may be appealed through a petition to the Idaho District Court in the county where the records or some part of them are located. The petition must be filed within 180 calendar days from the date of mailing of the notice of denial. [rev. 7-02]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Chapter & Title: 65.03 Public Records Requests

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):
Terry Quinn
9/20/2013

(Please see FSH 1460 C)

Telephone & Email: 885-4283 tquinn@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel  __X_ Yes ____No  Name & Date: __G. Costa 9/20/13__

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 procedure modification removes some misleading guidance to departments regarding how to respond to public records and Freedom of Information Act requests, and identifies the Office of General Counsel as the single point of contact for such requests.

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

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

This procedure references policy FSH6520.

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: ______________________

Track # _______________
Date Rec.: _____________
Posted: t-sheet ___________
h/c ___________
web ____________
Register: ______________

[Office Use Only]

FSH
Appr. ___________
FC ___________
GFM ___________
Pres./Prov. ___________

[Office Use Only]

APM
F&A Appr.: ___________

[Office Use Only]
A. General. Public records requests must be sent to the Custodian.

A-1. Requirements for Requests. Requests must (i) be in writing, (ii) contain the requester’s name, address, email, and phone number, and (iii) specify the public records requested.

A-2. Address for Requests. Requests must be sent to the Custodian, either via email to counsel@uidaho.edu, or via mail or hand-delivery to University of Idaho Office of General Counsel, 875 Perimeter Drive MS 3158, Moscow, Idaho 83844-3158.

The Idaho Public Records Act (IPRA), Idaho Code (IC) 9-337 through 9-349, provides the legal basis for disclosing public records of the University to the public upon request. Internal policy, [See FSH 6520], Inspection of University Records, further details how the University complies. In addition, when student education records are involved, the Family Educational Rights and Privacy Act (FERPA), must also be complied with when determining whether a particular record is available to the public.

B. Definitions. The policy associated with this procedure can be found in FSH 6520. Public record includes any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by UI regardless of physical form or characteristics. IC 9-337 (10).

B-1. Custodians. Requests for records should generally be referred to the custodian of the record. If in doubt as to the identity of the custodian, refer the request to the Provost or appropriate Vice-President, or to University counsel.

B-2. Public Rights. The public has the right to inspect and copy public records held by the UI.

B-3. Board of Regents. The Regents of the University of Idaho and the staff of the State Board of Education for the purposes of these guidelines, are not members of the public, but should be treated as having legitimate reasons to know
information requested. This is true of student education records as well as general public records.

C. Exception. Exempt Records. The IPRA provides for certain exemptions from the general requirement for disclosure to the public for certain records which otherwise fall within the definition of public in that Act.

C-1. A list of the exemptions created by the legislature is found within the IPRA at Idaho Code 9-340. This list includes personnel records, library records which reveal who borrowed certain materials, test questions which will be used again, personal information about employees other than names and addresses such as race, religion, sex, height, weight, etc., medical records, and any record exempt from disclosure by federal or state law. [See FSH 6520]

C-2. Student’s education records as defined by FERPA are exempt from public disclosure under FERPA and therefore are exempt from disclosure under the IPRA.

D. Process. Requests to inspect or copy public records should always be referred to the official custodian of the record [See FSH 6520]. The custodian, or designee, determines whether the record is subject to disclosure or exempt from disclosure, and responds to—or denies—the request accordingly.

E. Procedure for Responding to Requests to Inspect or Copy Public Records:

E-1. Forms for Requesting, or Denying, Requests to Inspect or Copy Public Records. Sample forms for requesting records [See 65.03 (G)], or denying requested records have been developed for use by records custodians. A request for inspection and copying of public records does not have to be made by using the suggested forms, however requests which rely on the IPRA must be in writing.

E-2. Refer the Request to the Custodian of the Record. The custodian of the record determines if the record is exempt from disclosure. In general, the custodian of a university record is the provost or vice-president of the division where the record originates. In some cases, specific offices originate and administer records and are, therefore, knowledgeable regarding which records are subject to disclosure and which records are exempt from disclosure. Examples of particular
records, and the offices knowledgeable regarding disclosure requirements, include:

i) University Budget Records. All official records regarding university budgets are kept in the University's Budget Office and no record should be released without approval of that office.

ii) Computer Programs and Records. Files stored on computers are documents and records available to the public just as if they were paper copies. Computer programs are specifically exempt from public disclosure by the IPRA. While the data may be available, programs developed or purchased for use by the University are not available to the public through the IPRA.

iii) Personnel Records. All requests for personnel information should always be referred to Human Resource Services.

iv) Student Records. All requests for student records should be referred to the Office of the Vice President for Student Affairs.

E-3. **Determine if the Record is Exempt from Disclosure.**
Amendments are frequently made to the IPRA. Before making a denial of a record, it is always necessary to review university policy [See FSH 6520] and consult with UI legal counsel. Examples of the types of records which are exempt from disclosure include:

i) Real Property and Construction Records. The IPRA provides several specific instances in which real property and construction records, which are otherwise public under the IPRA, are exempt from disclosure, requests to inspect or copy public records should always be referred to the custodian or to counsel.

a) Records relating to the appraisal of real property, timber, or mining rights prior to its acquisition, sale or lease by a public agency. (IC 9340).

b) Records, maps or other records identifying the location of archaeological or geophysical sites or endangered species, if not already known to the general public. (IC 9-340).

c) Archaeological and geologic records concerning exploratory drilling, logging, mining and other excavation, when such records are required to be filed by statute for the time provided by statute. (IC 9-340).

d) Production records, sale or purchase records, catch records, mortgage portfolio loan documents, or similar business records of a private concern or enterprise required
by law to be submitted to or inspected by a public agency. (IC 9-340).

e) Any estimate prepared by a public agency that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project. (IC 9-340).

ii) Personnel Records.

a) A personnel record may be disclosed to the public if the employee has given written permission for the University to disclose the information or record. If no written permission has been granted, only the following information about an employee or former employee may be released to the public upon request:

1. Service or employment history
2. Classification
3. Pay grade and step
4. Longevity
5. Gross salary and salary history
6. Employment status
7. Workplace and Employing agency

b) Employee Access to Personnel Records. An employee may inspect and copy his or her own personnel records --- except material used to screen and test for employment. This excepted material includes applications for employment, recommendations supporting applications for employment, notes of interviewers, and tests given to test competency for a given position. The results of tests (scores) are available to the employee.

c) Employee Information Prohibited from Disclosure. Information about an employee which the IPRA expressly prohibits an agency from releasing without the permission of the employee include: sex, race, marital status, birth date, address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations. (IC 9-340). In addition, employment security and unemployment insurance benefit information is exempt unless all interested parties agree to disclosure.

d) Student Status Information and FERPA. When the employee whose records are sought is also a student, the requirements of FERPA become important and override the IPRA. Care should be taken to check if the information is also
an education record subject to the more stringent guidelines of FERPA. In general, the records of a student who is a work-study employee, are protected by FERPA. Personnel records of students which are not related to the status of that employee as a student are protected by the IPRA.

e) Retired Employees Information. Disclosure of the retiree’s home address and home telephone number is permitted with—and only with—written permission of the retiree.

f) Idaho Human Rights Commission Complaints. The IPRA specifically exempts from disclosure investigative reports resulting from investigations conducted as a result of complaints to the Idaho Human Rights Commission. (IC 9-340).

g) Records Prepared in Anticipation of Litigation. In general, records prepared in anticipation of litigation, if prepared at the direction of an attorney are exempt from formal discovery in the litigation process and also from disclosure to the public. (IC 9-340).

h) Academic Records. Records held by members of the faculty may be public records. There are two notable exceptions:
   (1) Student education records are exempt from disclosure under FERPA and include grades, evaluative materials, student papers, and personally identifying materials, for example, ID numbers, home address, telephone number, etc.
   (2) Test scores, scoring keys, and other data used to administer an examination before the exam is given and if the exam is to be used again. (IC 9-340).

i) Research Records. In 1993 the legislature added a specific exemption covering certain research records. The research must be unpublished or in progress and contain trade secrets as defined in the IPRA. (IC 9-340). In addition, where the research is sponsored by another agency or private company, and is considered the property of that agency or company, it is not a public record owned by the University.

j) Library Records. The IPRA contains specific exemptions from disclosure for certain library records. Thus, records of a library that would reveal the identity of the library patron checking out, requesting, or using an item from a library are exempt from disclosure. (IC 9-340).

   (1) Private Donations to a Library, Etc. A donor of material to a library, archive or museum, may limit the public
accessibility to that material in making the original gift. Thus if a private person states that the material is not public, the IPRA protects it from disclosure. (IC 9-340). The practical application of this section may arise from gifts of personal papers which a donor might restrict to making publicly available only after the donor's death, or the death of all persons named in the papers.

k) Medical and Counseling Records. The IPRA specifically exempts from disclosure records of hospital care, medical records, records of psychiatric care or treatment and professional counseling records relating to an individual's condition, diagnosis, care or treatment.

E-4. **Time Limit for Responding to Public Records Requests.** UI is required to respond to requests submitted under the IPRA within 3 days of the request or notify the requesting party that more time to comply is needed. In any event, the IPRA requires compliance within 10 days of the request.

E-5. **Copy Charges Allowable.** UI may charge the requesting party for the actual cost of reproducing copies of records. [See FSH 6520].

E-6. **Compilation of Data to Create a Record is Not Required.** The IPRA pertains to existing records. The Act does not require that the University create compilations of data in response to a request for public records.

E-7. **Ensure Exempt Information is Not Released with Public Records.** When information which is disclosable is mixed with information which is exempt from disclosure, the University has an obligation to redact (black out) the exempt information and provide the record. While the University has no obligation to create a record to respond to a request for public records, there will be times when the creation of a record containing only disclosable information may be more expedient and overall the better way to provide that information.

E-8. **Denials of Requests to Inspect or Copy Public Records Must be in Writing.** If a request to inspect and copy a public record is denied, or partially denied, the University, through the custodian of the record, must make the denial in writing and inform the requesting party of his or her right to appeal the decision to the Latah County district
court. The basis for the denial and whether or not legal counsel has been consulted must also be specified in the notice. In addition, the IPRA requires that the University retain the record which has been denied for a period of 180 days from the date of denial. This is the time period which the requesting party has to appeal the decision to the courts.

E-9. **Denials Must be in Good Faith.** A denial of a public record which is made without justification can be reversed by a court. If the court finds the denial was frivolous, the University could be required to pay the attorneys fees and costs incurred by the requesting party in pursuing disclosure of the records. In addition, if the University employee who made the decision to refuse to disclose public records is found to have done so deliberately and in bad faith, the employee could be fined up to $1,000.

FC. **Contact Information.** Questions about this procedure and its associated policy should be directed to the Additional information regarding responding to public records requests may be obtained from the custodian of the record or from the Office of **General University Counsel, via email to counsel@uidaho.edu (208) 885-6125.**
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)

<table>
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<th>Faculty/Staff Handbook [FSH]</th>
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Chapter & Title: FSH 1620 University Level Committees

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): Ann Thompson, Assistant to Fac. Sec.
9/9/13
(Please see FSH 1460 C)

Policy Sponsor: Gail Eckwright

Reviewed by General Counsel _X_ Yes _No Name & Date: Guilherme Costa 10/21/2013

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

This change will bring 1620 B-10 into conformity with FSH 1640.93 C which states that “Five members, at least two of which must be students” constitutes a quorum for the University Judicial Council.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?

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

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

V. 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: ______________________________

Track # ______________ Date Rec.: _____________ Posted: t-sheet ______

h/c ___________ web ___________

Register: ______________

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

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

FSH Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________

[Office Use Only]
UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process, in 2008 minor changes were made to B-2, 13 and C-13, and in 2010 Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08, 7-10]

CONTENTS:

A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Senate website at http://www.webs.uidaho.edu/facultycouncil/ under the UI Committees link after the beginning of the academic year by the Committee on Committees, and copies of the booklet can be downloaded and printed from the website. [rev. 1-07, ed. 7-10]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body. [ed. 7-10]

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Senate only. [rev. 1-07, 7-08, ed. 7-10]

B-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members. [ed. 7-10]

B-5. In selecting staff members to serve, the Committee on Committees seeks nominations from the Staff Affairs Committee, which considers expressions of interest by employees to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from
regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on the Staff Affairs Committee itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)

B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person. [rev. 7-10]

B-8. The president of the university, or the president’s designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president’s designee serves without vote. [ed. 7-10]

B-9. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Senate. [ed. 7-10]

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives nominations from the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum with the exception of the University Judicial Council (FSH 1640.93). [rev. 1-07, ed. 7-10]

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Faculty Senate. [ed. 7-10]

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. [rev. 1-07]

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. [add. 1-07, rev. 7-08]

B-14. Proxy votes are not permitted in committees under the jurisdiction of the
university faculty or of the Faculty Senate. [ren. 1-07, ed. 7-10]

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. [ren. and rev. 1-07]

B-16. Open Committee Meetings. [ren. 1-07]

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. [ed. 7-00, rev. 1-07]

b. Observers may speak only by invitation of the chair.

c. Observers may use their own tape recorders or other recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. [ed. 1-07]

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. [ren. 1-07]

B-18. Smoking is prohibited in official meetings and hearings of UI committees. [ren. 1-07]

B-19. Rules of Order. [See 1520 VI.] [ren. 1-07]

C. GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. [rev. 1-07]

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. [rev. 1-07]

C-3. Establish the best means of getting in touch with each student member.
C-4. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. [rev. 1-07]

C-5. Send an agenda with the call of a meeting to all members and post it to the committee’s web page at http://www.webs.uidaho.edu/facultycouncil/committees.htm. [rev. 1-07]

C-6. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

C-7. Post approved minutes of each meeting of the committee on the committee’s webpage at http://www.webs.uidaho.edu/facultycouncil/committees.htm and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., “minutes#1_mmdy.” [rev. 1-07]

C-8. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee’s action to present their views to the committee. [ren. 1-07]

C-9. Inform those who are affected by the committee’s actions of such actions. [ren. 1-07]

C-10. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate meeting to answer any questions that arise. [ren. & rev. 1-07, ed. 7-10]

C-11. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. [ren. & rev. 1-07]

C-12. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution. [ren. & rev. 1-07, ed. 7-10]

C-13. Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. [ren. & rev. 1-07, rev. 7-08]

C-14. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. [ren. 1-07]
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: 1640.18 Borah; 76 – Safety;

*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): Bill L. Smith; Matt Dorschel

Policy Sponsor: Committee on Committees, Marty Ytreberg

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.

• Minor edits to conform to current practice were made in membership for Borah and Safety.

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.

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: _______________________
Track # ___________
Date Rec.: ______
Posted: t-sheet ___ h/c ___________
Register: ___________
(Office Use Only)

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

FSH
Appr. ______________________
FS ______________________
GFM ___ n/a____
Pres./Prov. ___ n/a____
[Office Use Only]

APM
F&A Appr.: ______________________
[Office Use Only]
COMMITTEE DIRECTORY

PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

1640.18 BORAH FOUNDATION COMMITTEE

A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace. [rev. 9-02]

B. STRUCTURE. Six faculty members, two staff, four students, and (without vote) the associate director of the Martin Institute for Peace Studies and Conflict Resolution. This committee requires a heavy time commitment; as such, elected members will serve two year terms. The Borah Foundation Committee meets weekly and elects its own chair. The Borah Foundation Committee members serve from April 1st of the year of appointment. [rev. 7-97, 7-05, 7-06, 4-11, 9-13].

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 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources, or designee; Staff Affairs Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus
subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho’s Executive Director of Public Safety Risk Management Officer or designee. 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 college 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, ed. 10-13]
**Policy Cover Sheet**

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

**Chapter & Title:** 1640.93 University Judicial Council & 1640.58 - Ubuntu

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

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<td>Committee on Committees, Marty Ytreberg Chair</td>
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<td>Telephone &amp; Email:</td>
<td><a href="mailto:ytreberg@uidaho.edu">ytreberg@uidaho.edu</a></td>
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Reviewed by General Counsel _X_ Yes ____No Name & Date: _G Costa 12/2/13_

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.

- University Judicial Council hearings must be held in a timely manner for a variety of reasons, including federal laws, etc. Faculty interested in serving on the UJC need to know that hearings may be held on short notice and all UJC committee members are expected to be able to arrange their schedules accordingly. UJC has approved the additional wording.

- Ubuntu -- add Coordinator of Disability Support Services. Committee on Committees has approved this addition.

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.

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: ________________________________

Track # ___________
Date Rec.: ______
Posted: t-sheet __
h/c ________
web ________
Register: ______________
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Policy Coordinator
Appr. & Date: [Office Use Only]

FSH
Appr. ___________
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GFM n/a
Pres./Prov. n/a
[Office Use Only]

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F&A Appr.: ______
[Office Use Only]
PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

1640.93 UNIVERSITY JUDICIAL COUNCIL (UJC)

A. FUNCTION. UI’s student judicial system is established and maintained for the prosecution and handling of disciplinary matters concerning UI students (as "student" is defined in the preamble to the Statement of Student Rights [2200]). Any and all matters consistent with the Student Code of Conduct [2300] and the Statement of Student Rights are handled by the system under the rules and regulations set out in FSH 2400.

B. STRUCTURE AND MEMBERSHIP. This committee is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended.

C. QUORUM. Five members, at least two of which must be students, constitute a quorum and a majority of those present shall decide a case. In case UJC is unable to convene a quorum as defined above, the ASUI president or the chair of the Faculty Senate may appoint persons to fill the designated student or faculty positions on a temporary basis. [ed. 7-09]

D. SPECIAL CONSIDERATION. Members serving on the University Judicial Council (UJC) should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, committee members may need to be available for approximately two to four hours within as little as five days of a student being charged with a violation of the Student Code of Conduct.

1640.58 UBUNTU

[Affirmative Action and Disability Affairs & Juntura were combined in 2012 to form Ubuntu]

A. CONTEXT. Ubuntu, as explained by Desmond Tutu, is essential to the interconnectedness of being human and living in interdependent communities. Ubuntu is affirming and inclusive of others because we all belong to a larger whole which is diminished when any members are humiliated, disrespected or oppressed.
People with Ubuntu enrich themselves but do so in ways that enable the community and all its members to also improve. In this spirit the Ubuntu committee is established to advance these ideals.

B. FUNCTION.

B-1. Ubuntu will promote the values of respect, understanding, and fairness within our diverse university experience; review university policies and programs affecting under-represented and/or under-served students, staff, and faculty in consultation with appropriate representatives as necessary across campus; recommend changes and additions in university policies and programs that enhance student/staff/faculty success and advancement. [See also 4340.]

B-2. Ubuntu will monitor and advance the university’s affirmative action and equal opportunity programs [see FSH 3060] being a strong and active voice ensuring that the university’s programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee will also work closely with the Americans with Disabilities Act Advisory Committee (ADA) to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at the university. Ubuntu also recommends policies and procedures to address specific disabled access challenges at the university, consistent with requirements of applicable regulations and regents’ policy ensuring that the ‘spirit of the law’ is followed.

B-3. This committee will advise the president on matters of equal opportunity, ensuring that UI’s programs, activities and services are available to persons with learning, sensory, physical and other disabilities, and identify avenues for ensuring the campus community creates a fair and inclusive environment for all.

B-4. This committee will also discharge such other functions as may be assigned by the Faculty Senate or by the president or the president’s designee. It will also submit periodic reports on its activities to the Faculty Senate including recommendations for appropriate program or policy changes (see FSH 1460).

C. STRUCTURE. Four faculty, one of whom serves as chair; two staff members (one from Staff Affairs); two students (one undergraduate (ASUI) and one graduate (GPSA or SBA), one of whom belongs to an under-represented and/or under-served student population and the following ex officio members without vote or their designees: the ASUI Director of Diversity Affairs, Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women’s Center, a representative from Human Resources, the Director of Human Rights, Access and Inclusion, the Director of Diversity and Community, the Coordinator for Disability Support Services, the Director of International Programs, the LGBTQA Coordinator, and the Director of the Native American Student Center or the Native American Tribal Liaison.
TO: University Curriculum Committee  
FROM: College of Graduate Studies  
RE: 3+2 Catalog Language  
DATE: November 1, 2013

(Admission to the University section)

Academic Requirements

Students who satisfy all criteria listed below will be considered for graduate admission to the University of Idaho:

(1) Have a bachelor’s degree from a college or university accredited by a regional accrediting association. If the degree is from a recognized but not regionally accredited institution, the application will be reviewed by the department and by the College of Graduate Studies

Or

Have completed three years of undergraduate study in an international accredited institution which has a Memorandum of Understanding in place with the University of Idaho for a cooperative 3+2 program leading to a graduate degree. Cooperative 3+2 programs may have higher entrance requirements. (see COGS website for a list of 3+2 programs).

(2) Have an undergraduate cumulative grade-point average of 3.00 or higher or an undergraduate grade-point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits),

(3) Have maintained at least a 3.00 grade-point average in subsequent academic work if any, and

(4) Have been reviewed and recommended for acceptance by the department administering the program in which the student seeks to enroll. For individual departmental admission requirements please refer to part 5 of this catalog or consult the graduate admissions website at www.uidaho.edu/gradadmissions.

The College of Graduate Studies requires all applicants to submit three letters of recommendation, a one to two page Statement of Career Objectives and a one to two page resume/curriculum vitae.

Students planning to apply for work leading to a graduate degree should contact the department in which they wish to major before submitting the application for graduate admission. All admission decisions are made at the departmental level with final admission granted by the College of Graduate Studies. Admission is granted only to a specific degree and program and initial admission is granted for a specific semester.

Admission application files will be sent to the department for review once all required documents have been received by the Graduate Admissions Office. Students currently enrolled in a college or university need to submit a current transcript that shows all work completed thus far.
Graduate Admission Categories

Regular Enrollment. Regular enrollment for graduate study leading toward an advanced degree may be granted to a student who satisfies all of the following criteria: (1) has a bachelor’s degree from a college or university accredited by a regionally accrediting association, (2) has an undergraduate cumulative grade-point average of 3.00 or higher or an undergraduate grade-point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), (3) has maintained at least a 3.00 grade-point average in subsequent academic work if any, and (4) has been reviewed and recommended for acceptance by the department administering the program in which the student seeks to enroll.

Students who are part of a recognized 3+2 program will be considered to be regularly admitted when they have met the specific admission requirements of COGS and any enhanced requirements outlined by the department which is offering the 3+2 program.

Provisional Enrollment. A student who is not eligible for regular enrollment may be considered for provisional enrollment (on the master's level only) if the academic unit administering the program recommends it, and if at least two of the following conditions are met: (1) the student's undergraduate GPA shows steady improvement; (2) the student has taken post-baccalaureate undergraduate level course work with A and/or B grades; (3) the student has achieved the 75th percentile on the relevant GRE or equivalent exam; (4) the student has been out of school for five or more years and has been working for at least one year in the field of the proposed graduate major. The academic unit specifies conditions that the student must fulfill in order to be advanced to regular enrollment. Provisional enrollment may also be granted to a student who is otherwise eligible for regular enrollment but whose prospective academic unit specifies conditions that he or she must first meet (i.e. achievement of specific grades and/or completion of specific course work). International students who hold nonresident alien visas and students who are to be appointed to assistantships cannot be accepted in provisional enrollment.

The admissions office notifies the student that he/she has been accepted for provisional enrollment. In the letter of acceptance, the following general and specific terms governing the student's provisional enrollment are stated:

1. A student may not remain in provisional enrollment status for more than 12 consecutive calendar months (a shorter period may be specified). Nor may a student remain in this status after completing nine credits (a lower credit limitation may be specified).
2. A student will be advanced from provisional to regular enrollment provided he or she maintains a GPA of at least 3.00 each semester while in the provisional status (a higher GPA may be specified), fulfills the conditions, if any, that were specified at the time of initial enrollment, and receives no incompletes.
3. A student who does not meet the stated conditions for advancement to regular enrollment within the specified time and credit limitations cannot continue in the College of Graduate Studies or enroll in 500-level courses and is subject to normal disqualification and reinstatement procedures.

It is the student's responsibility to be in touch with the administrative unit regarding his or her progress toward meeting the conditions for advancement.
The conditions specified for a student’s advancement to regular enrollment are established at the time of his or her acceptance and must not be changed (i.e., either strengthened or relaxed) thereafter.

Academic units need not require a student to make up ALL of his or her academic deficiencies while in provisional enrollment. Performance on a limited selection of them should suffice to demonstrate whether or not the student has the ability to do satisfactory graduate work. Remaining deficiencies, if any, can be made up after the student is in regular enrollment. The academic unit must be sure that any courses the student is required to take while in provisional enrollment will, in fact, be offered during that period.

**Unclassified Enrollment.** Unclassified enrollment is for students who do not wish to work for a graduate degree and is not to be used as a probationary category. Admission as an unclassified student does not guarantee subsequent transfer to a degree program. This enrollment category is not open to international students who hold nonresident alien visas or to students who are to be appointed to assistantships. Students on Unclassified enrollment are not eligible for Title IV financial aid.

**Non-degree Student.** Refer to the "Non-Degree Admission Requirements" section above for a full description of this classification. Non-degree students are not admitted to the College of Graduate Studies. They may, however, take graduate courses with permission of the instructor and the Dean of the College of Graduate Studies provided that they have earned a baccalaureate degree with an overall 3.00 GPA. Non-degree students are not eligible for Title IV financial aid. If a non-degree student receives a grade of C, D, or F in a 500-level course, he/she loses the privilege of taking more 500-level courses.

**Concurrent or Multiple Level Curricula for Graduate Students.** A graduate student may simultaneously enroll in an undergraduate, graduate or law program. The "Course Level Adjustment" form indicating course use (graduate, undergraduate or law) is available and must be filed each semester or session by the 10th day of classes. Please note that students seeking a degree at more than one level will need to officially apply for admission at the appropriate level. Placing courses from the undergraduate level to the graduate level or graduate level to the undergraduate level, when no degree is sought, does not require admission to the level where the course will be placed. Student fees for the courses are determined by the student’s primary level; however, an undergraduate will be charged graduate fees for any courses placed on the graduate transcript.

**Seniors in 500-Level Courses.** A senior who has a cumulative grade-point average of 3.00 or higher may enroll in 500-level courses. The course(s) may be placed on either the undergraduate or the graduate transcript but will automatically be placed on the undergraduate transcript unless the student completes a "Course Level Adjustment" form indicating the appropriate transcript placement for the course. The placing of courses on a graduate transcript does not admit or guarantee subsequent admission of such students to the Graduate College. The deadline for filing the "Course Level Adjustment" form is the tenth day of the class for that semester or session. All courses placed on a graduate transcript, regardless of the course level, will be assessed graduate fees.

**Returning Students.** A graduate student who has completed one degree and wishes to enroll in further courses must file a "Change of Curriculum" form with the Graduate Studies Office.
A returning graduate student who has not enrolled within two years of the term in which he or she wishes to register must file an Application for Readmission with the Graduate Admissions Office (see B-1). Readmission must be approved by the department in whose degree program the returning graduate student wishes to enroll. If the department denies the readmission, the student will be moved automatically into Unclassified enrollment status.

**Graduate Admission of International Students**

The College of Graduate Studies welcomes applications from qualified students from other countries. International applicants are expected to have qualifications equivalent to those required of other graduate students.

**Credentials.** Official transcripts and/or certified copies of the certificate, diploma, or government examination report received on completion of any college or university course work must be sent by the certifying agency directly to the Graduate Admissions Office. The credentials must be translated into English if written in a foreign language.

**English Language Proficiency.** UI requires all applicants whose primary language is not English to demonstrate proficiency in the English language. Because most applicants report the Test of English as a Foreign Language (TOEFL) score, UI bases its minimum English language proficiency requirements on the TOEFL. UI College of Graduate Studies requires a minimum TOEFL score of 550/79 (paper or internet based test). Equivalent measures of proficiency acceptable to UI include the MELAB (77), the Cambridge IELTS (6.5). It is important to verify the departmental TOEFL score requirement as many departments require a score higher than indicated above. Exceptions to the minimum TOEFL requirement are made for (a) those from official English-speaking countries, (b) those who have earned a degree from either a U.S. institution, or (c) based on the judgment of the Graduate Admissions Office, those who have earned at least 12 credits, with a grade C or better, in university-level English courses from a U.S. institution. UI does not accept scores that are more than two years old.

**Deferred Admission.** Deferred admission may be granted to applicants who qualify academically, but who have not yet met UI's minimum English language proficiency requirement. In deferred admission status, students enroll in UI's American Language and Culture Program (ALCP) to achieve the academic units English language requirement prior to being granted full admission and commencing their degree programs. Please note that not all academic units grant deferred admission. **International students in a 3+2 program are not eligible for deferred admission.**

**Concurrent Enrollment as an Option of Deferred Admission.** Students enrolled in ALCP Level 5 or Level 6 may, in consultation with the coordinator of ALCP and the course instructor, obtain approval to enroll as non-degree students for up to 7 credits per semester of academic courses in addition to their full-time ALCP courses. Students whose proficiency levels later prove inadequate for success in the academic courses may be withdrawn at the discretion of the academic course instructor and the ALCP coordinator. Once students achieve the necessary language qualification and gain full admission to the university, they may apply the credits of academic courses completed while in deferred admission status toward UI degree programs (other university and College of Graduate Studies restrictions may apply).
**Financial Statement.** As required by the U.S. Immigration and Customs Enforcement (USICE), all international students who hold or intend to hold nonresident alien visas must present to the Graduate Admissions Office satisfactory statements of finances and adequate proof of financial responsibility or sponsorship to cover all financial obligations while attending the University of Idaho.

**Health and Accident Insurance.** Supplemental health and accident insurance is mandatory for international students who hold nonresident alien visas and all accompanying dependents. Students must purchase and maintain the UI health insurance (SHIP) policy or document coverage of an equivalent policy with the International Programs Office before they are allowed to register or attend classes. Failure to obtain and maintain the required insurance may subject students to sanctions, up to and including disenrollment. See [information on insurance](#) in the Student Services section.

**Status.** In order to pursue a degree, international students must be authorized in their current visa status. Immigration regulations require that international students holding F-1 or J-1 student visas be certified as full-time students during the academic year. F-1 graduate students are required to be enrolled in 9 credit hours and are allowed to take up to 3 credits of on-line coursework towards this requirement. J-1 visa holders are also required to enroll in 9 credit hours, but are not allowed to take online classes toward the 9-credit requirement. Other visa categories may be eligible to study in the U.S. Students who do not hold an F-1 or J-1 student status should contact the International Programs Office for rules governing enrollment while in the U.S.

**Deadline for Application for Admission.** To provide time for evaluation, for notice of admission status to reach the applicant, and for USICE requirements to be met for issuance of a student visa, applications and credentials should be received by the Graduate Admissions Office no later than the following dates: for fall semester, May 1; for spring semester, October 1; for summer session, March 15. (Please note: The priority application deadlines are February 1 for fall semester and summer sessions and September 1 for spring semester. Priority consideration for awarding College of Graduate Studies tuition waivers will be given to applicants who meet those deadlines.)

**International Student Advisors.** The international student advisors (ISAs) are involved with an international student’s progress at every stage of the educational process. Once a student has been admitted, the ISAs provide general information about cultural adjustment and the educational system, as well as specific details about other matters. Community contacts may be arranged, if requested. All matters pertaining to a student’s non-immigrant status with Department of Homeland Security (DHS) are handled through the International Programs Office. A mandatory orientation before registration provides new students with assistance on initial questions. After this orientation, students are invited to visit the ISAs at any time with questions or concerns relating to immigration matters, education, finances, and cultural adjustment. The ISAs also serve as official liaisons between students and their consular offices or sponsoring agencies.