

Boise State University

# Student Handbook

2015 - 2016

*Updated 8/25/2015*



**BOISE STATE UNIVERSITY**

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## Statement of Nondiscrimination

It is the policy of Boise State University to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). Boise State is an equal opportunity employer.

The University does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, please contact Boise State's Title IX, ADA, and 504 Coordinator:

Annie Kerrick  
Director of Title IX/ADA/504 Compliance  
Administration Building, Suite 305  
1910 University Drive, Boise, ID 83725-1500  
(208) 426-1258  
[reportdiscrimination@boisestate.edu](mailto:reportdiscrimination@boisestate.edu)

For more information or if you believe you have been subject to discrimination on any other basis, please contact:

Alicia Estey  
Title VI Coordinator/Executive Director, Institutional Compliance  
Administration Building, Suite 305  
1910 University Drive, Boise, ID 83725-1500  
(208) 426-1258  
[aliciaestey@boisestate.edu](mailto:aliciaestey@boisestate.edu)

You may also file a complaint with:

U.S. Department of Education  
Office of Civil Rights (OCR)  
810 3rd Avenue #750  
Seattle, WA 98104  
(206) 607-1600  
[OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

# **Section 1 - Introduction**

## **About the Handbook**

This handbook is intended as a tool to assist students at Boise State University. Although it contains a wealth of important information, it should not be considered a binding contract between any person and Boise State University. Sometimes, you'll be directed to other websites and publications that will provide more complete and detailed information. Because this handbook is subject to change and is frequently updated, you may want to review it often for the most current information. Welcome to Boise State!

## **Boise State University Mission Statement**

### **1. Type of Institution**

Boise State University is a comprehensive, urban university serving a diverse population through undergraduate and graduate programs, research, and state and regional public service.

Boise State University will formulate its academic plan and generate programs with primary emphasis on business and economics, engineering, the social sciences, public affairs, the performing arts, and teacher preparation. Boise State University will give continuing emphasis in the areas of the health professions, the physical and biological sciences, and education and will maintain basic strengths in the liberal arts and sciences, which provide the core curriculum or general education portion of the curriculum.

### **2. Programs and Services**

#### **Baccalaureate Education:**

- Offers a wide range of baccalaureate degrees and some qualified professional programs

#### **Associate Education:**

- Offers a wide range of associate degrees and some qualified professional programs
  - Effective July 1, 2009 most associates degree and professional technical programs have transferred to the College of Western Idaho.

#### **Graduate:**

- Offers a variety of masters and select doctoral degrees consistent with state needs

#### **Certificates/Diplomas:**

- Offers a wide range of certificates and diplomas

#### **Research:**

- Conducts coordinated and externally funded research studies

#### **Continuing Education:**

- Provides a variety of life-long learning opportunities

#### **Technical and Workforce Training:**

- Offers a wide range of vocational, technical and outreach programs

#### **eCampus:**

- Degree programs and courses that use the internet to deliver instruction to students who are separated from the instructor and provides regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

### 3. Constituencies Served

The institution serves students, business and industry, the professions and public sector groups throughout the state and region as well as diverse and special constituencies. Boise State University works in collaboration with other state and regional postsecondary institutions in serving these constituencies.

### **Student Affairs Vision, Mission and Values**

#### **Vision**

As a result of our work, every Boise State student is more self-aware, community oriented and prepared to change the world.

#### **Mission**

Boise State University Student Affairs connects with students to provide vital services, resources, and learning opportunities preparing them for work and life beyond the blue.

#### **Values**

In promoting the University's shared values the Division of Student Affairs is:

- Focused first on every student's growth and development
- Civic minded and passionate about fostering diverse and inclusive communities
- Committed to excellence, integrity, and fiscal responsibility
- Dedicated to service and continually evolving in all that we do

### **About Boise State**

Welcome to Boise State University, Idaho's metropolitan research institution. You are now a member of the Bronco family! This section of the handbook includes information about characteristics that make Boise State distinct, such as its history, location and traditions.

### **History**

Boise Junior College was founded in 1932, the height of the Great Depression, by Bishop Middleton S. Barnwell. In its first year, the college had 70 students and fourteen faculty members. Boise Junior College was governed by the Episcopalian Church until 1934. The school became Boise College in 1965, when it began offering four-year baccalaureate degrees, and became Boise State College in 1969. Boise State College then gained university status in 1974, and became Boise State University. Boise State is now the largest university in Idaho, with over 20,000 students from all 50 states and 65 different countries.

### **Faculty**

Boise State professors have been recognized with numerous awards and honors. The award-winning faculty includes Idaho Environmental Educator of the Year, national Marketing Educator of the Year and Idaho Nurse of the Year for Academic Education. Boise State has also had eleven Idaho Professor of the Year honorees since 1990. Our faculty provides expert commentary for the NBC Today show, New York Times, Washington Post and USA Today. They also serve as consultants internationally at The Hague, the Chinese National Academy of Sciences and the United Nations.

### **Research**

A talented and dynamic faculty, with credentials from top research institutions and with distinguished backgrounds in industry, has fueled our progress as a metropolitan research university of distinction. Undergraduate, master's and doctoral students work alongside faculty in vital research areas such as sensor development, geochemistry and geophysics, public and health policy, novel materials, biomolecular studies and nanoelectronics. Our research programs are supported by

significant and increasing external funding from federal and state agencies, and from private businesses and industries. The university's growing intellectual property portfolio has great potential for commercial development and technology transfer.

### **Location**

Boise, the City of Trees, is Idaho's state capital and the third largest metropolitan area in the Northwest United States. A city of great variety, Boise boasts numerous recreational, cultural and business opportunities. Just a short distance from the Boise State campus, students can enjoy an array of outdoor activities, including hiking, camping, fishing, hunting, river rafting and skiing. Boise also offers cultural events, such as the Idaho Shakespeare Festival, performances by the Boise Philharmonic and Ballet Idaho and the Gene Harris Jazz Festival. Also, a footbridge adjoins the campus to Julia Davis Park, where the Boise Art Museum, Idaho State Historical Museum, and Zoo Boise are located. The Boise economy is based on high technology, agricultural products, tourism, government agencies, and manufacturing. We hope you will enjoy all that the Boise community has to offer!

### **Symbol**

The B logo represents the university's location in the city of Boise and the Bronco nickname. Both of the official blue and orange school colors are represented in the mark. The Garamond and Gotham Black typography bring a modern clarity to the identification and a consistent presentation among all the colleges, departments and units. The forward-moving B demonstrates our personality traits of determination, strength, character and community.

### **Mascot**

The mascot was selected by a group of students in 1932. They chose the Bronco because wild horses could be found near Boise, many students rode horses at the time, and because of the prevalence of farming and ranching in the Boise area. Coaches, administration and students approved the choice, and the Bronco became the official mascot. The Bronco is now named Buster. Buster Bronco placed third in the 2007 Sports Illustrated Power Mascot Ranking and was selected for the seventh annual Capital One All American mascot team in 2008.

### **Colors**

Boise State's school colors were also selected in 1932. The students decided on orange and blue because they wanted colors that were different from the colors of their rivals in the region. Students proudly wear the orange and blue to show their Boise State spirit.

### **Fight Song**

Go Orange, Go Big Blue, Fight, Fight, BSU  
Fight Broncos celebrate the orange and blue  
Boise will stand and cheer for BSU  
Fight for distinction and our alma mater  
bravely defending BSU  
Fight on Courageously for Boise State  
Success and Honor make her great (B S U)  
Boise's proud tradition heads up competition  
Glory for B - S - B - S - U  
Go! Orange! Go! Big! Blue!  
Fight! Fight! B-S-U!

[Fight Song MP3](#)

# Boise State University Statement of Shared Values

Boise State University is committed to personal and social development, educational excellence, and civic engagement. Membership in the campus community is a privilege and requires its members to conduct themselves ethically with integrity and civility. Campus community members enjoy the same rights and freedoms that all U.S. citizens enjoy, including personal responsibility for one's own conduct, behavior and speech.

In a culture of intellectual inquiry and debate, where the search for knowledge and discovery flourish, campus community members are expected to demonstrate civility, abide by norms of decorum, and adhere to the principles of civil discourse. "Being civil means being constantly aware of others and weaving restraint, respect and consideration into the very fabric of this awareness," (Forni, 2002, p. 9).

Higher education has the duty to educate students to be responsible citizens. Boise State strives to provide a culture of civility and success where all feel safe and free from discrimination, harassment, threats or intimidation.

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members are expected to adhere to these common values (Josephson, 2002).

**Academic Excellence** – engage in our own learning and participate fully in the academic community's pursuit of knowledge.

**Caring** – show concern for the welfare of others.

**Citizenship** – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.

**Fairness** – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

**Respect** – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn't resort to intimidation, coercion or violence to persuade.

**Responsibility** – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.

**Trustworthiness** – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

Boise State's Statement of Shared Values can be found at:

<http://deanofstudents.boisestate.edu/statement-of-shared-values>

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## Academic Advising

Academic Advising is important to your success at Boise State. An advisor can help you outline a college program to reach your goals by giving you information about degree programs, courses, campus resources, college policies/procedures, and career opportunities. If you are an undergraduate student pursuing an academic degree, you can view and change your major or minor on [my.BoiseState.edu](http://my.BoiseState.edu). If you already have selected a major, contact your academic department to connect with an advisor. If you have not yet chosen a major, you can work with an advisor from [Advising and Academic Enhancement](#) which is located in the Academic and Career Services Building in Room 111, 1464 University Drive, (208) 426-4049.

## Academic Appeals

Students have the right to appeal an academic policy or requirement. Appeal forms are available either online through the Registrar's Office [webpage](#), or in-person at the Registrar's Office, Admin Building, Room 110. For questions, call (208) 426-4129. The decision to approve or deny the appeal will be based on the following conditions:

- Extenuating circumstances make it impossible for the student to comply with the policy or requirement.
- An undue hardship on the student would result from a strict application or interpretation of the policy or requirement.
- NOTE: Extenuating circumstances must be beyond the student's control and the undue hardship must be a condition far more serious than simple inconvenience.

## Academic Calendar

The calendar lists important dates and deadlines for the academic year. Be sure to consult the Deadline by Session grid, as many deadlines will vary by session. The calendar is also where you'll find the final examination schedule. See the current [Academic Calendar](#) and calendars for upcoming semesters at [registrar.boisestate.edu](http://registrar.boisestate.edu).

## Academic Grievances (Policy #3140)

Students have the right to appeal an academic policy or requirement. The spirit behind the policy is for a student to have recourse for a situation when s/he feels s/he has been treated unfairly. The goal is to address "unfair treatment" that does not fall into other categories (e.g., discrimination based on a protected class). The policy, including the procedure for submitting an academic grievance, may be found at [Undergraduate Appeals](#) or by contacting the Office of the Vice Provost for Undergraduate Studies at (208) 426-4062.

## Albertsons Library

If you need it for coursework or projects - we have it or can get it for you! Albertsons Library has the largest computer lab on campus and a wide variety of study areas both quiet and for group work. The Library is home to a large collection of books, journals, maps, government documents and technology for use in-house, online and check out. Need to charge your mobile device? We have a cord for that! Need to create presentations slides or edit images, audio and video? You can do that here. Want to print something in 3D? We have that too. For more information, including hours, services and resources, visit [Albertsons Library](#).

### **Canceling Classes for Adverse Weather Conditions**

Boise State University has procedures regarding the cancellation of classes in the event of adverse weather and driving conditions. View the [Closure Procedures](#).

### **Commencement Information**

[Commencement](#) is the graduation ceremony held every December and May to honor those who are receiving a certificate, associate degree, baccalaureate degree, master's degree or doctoral degree. Commencement takes place in the Taco Bell Arena and tickets are not required. For more information, visit [academics.boisestate.edu/provost/commencement](http://academics.boisestate.edu/provost/commencement).

### **eCampus Center**

The eCampus Center is dedicated to expanding the programs and offerings of Boise State University beyond traditional borders to meet the academic needs of students anytime, anywhere. Learn how to prepare for taking online classes, what online degree programs are offered, and the university's authorization status to provide online education to residents in other states. Visit <http://ecampus.boisestate.edu>.

### **Extended Absence from Class**

If you will be missing classes for an extended period of time, be sure to contact your instructors. If you're missing class because of a medical emergency, contact the Office of the Dean of Students, Norco Building, Suite 116, (208) 426-1527.

### **Extended Studies**

[Extended Studies](#) expands the educational reach of the University by offering classes at regional sites, through online education, during the summer, through its "After Work" programs, and even at high schools through concurrent enrollment programming. Extended Studies also offers noncredit, personal enrichment and professional development programs. The Division of Extended Studies is located at 220 E. Parkcenter Blvd, Boise, (208) 426-1709.

### **Grade Appeals (Policy #3130)**

Students have the right to appeal an academic policy or requirement. A grade appeal is a complaint regarding a final course grade. The policy, including the procedure for submitting a grade appeal, may be found at [Undergraduate Appeals](#) or by contacting the Office of the Vice Provost for Undergraduate Studies at (208) 426-4062.

### **Grading System**

Boise State University uses a plus/minus grading system on a 4.0 grading scale. For more information about the grading system, consult the [Registrar's Office](#), Admin Building, Room 110, (208) 426-4249 or <http://registrar.boisestate.edu>.

## Graduation Information

When you have met all the degree requirements for your major, you can apply for graduation on [my.BoiseState](#). To learn more about graduation requirements, the application for graduation and the deadlines, click on [graduation information](#) or contact a graduation evaluator in the Registrar's Office, Admin Building, Room 110, (208) 426-4249.

## Honors College

The [Honors College](#) at Boise State University offers talented, highly motivated students the personalized attention of a small liberal arts school while drawing upon the resources of a metropolitan research university. Open to majors from all academic disciplines, the mission of the college is to provide students with exceptional opportunities.

To find out more about what the Honors College has to offer and how you can apply, call (208) 426-1122, email [honorscollege@boisestate.edu](mailto:honorscollege@boisestate.edu) or visit the Honors College offices located in Driscoll Hall.

## Intensive English Program

The [Intensive English Program](#) provides opportunity for students to improve English language skills. Emphasis is placed on rigorous language skills development, university preparation, and intercultural understanding and communication. For more information, contact the Intensive English Program, 1075 E. Park Blvd., (208) 426-1921, or [iepinfo@boisestate.edu](mailto:iepinfo@boisestate.edu).

## International Learning Opportunities /Education Abroad

[International Learning Opportunities](#) (ILO) offers students a chance to participate in education abroad, the National Student Exchange and other international learning opportunities. This office supports Boise State faculty with USAC teaching abroad applications, Fulbright scholars, fosters international collaboration in scholarly endeavors, and facilitates the development of international cooperative agreements. For more information, contact International Learning Opportunities, Simplot/Micron Building, Room 101, (208) 426-2630, or [studyabroad@boisestate.edu](mailto:studyabroad@boisestate.edu).

## Jury Duty

Boise State University supports civic engagement and encourages students to be responsible citizens by fulfilling their obligation when called upon for jury duty. The University may request a postponement of a jury commitment only in cases of extreme academic hardship. Find additional information at [academics.boisestate.edu/undergraduate/jury-duty](http://academics.boisestate.edu/undergraduate/jury-duty).

## National Student Exchange

The [National Student Exchange](#) program (NSE) is a unique opportunity to enhance your education. Nearly 200 institutions in the United States, Canada, Puerto Rico, U.S. Virgin Islands and Guam are members of NSE; coordinators negotiate exchanges at the member institutions. For more information, contact the NSE Coordinator, Simplot/Micron (SMTC) Building, Room 101, [studyabroad@boisestate.edu](mailto:studyabroad@boisestate.edu) or (208) 426-2630.

## Schedule of Classes

Course listings are available at [my.BoiseState](http://my.BoiseState). You may also add and drop classes on [my.BoiseState](http://my.BoiseState) during your registration period. Contact the Help Center, Administration Building, Room 110, (208) 426-4249, if you need help with viewing the schedule. If you need assistance in selecting your classes, visit your faculty advisor or an academic advisor in the Academic and Career Services Building, Room 114.

## Service-Learning

[Service-Learning](#) is a course-based, credit bearing educational experience with relevant community service. Students critically reflect on the service in order to increase the understanding of course content, gain a broader appreciation of the discipline, and an enhanced sense of civic responsibility. For more information, contact the Service-Learning Office, Simplot-Micron Building, (208) 426-1004, or [servicelearning@boisestate.edu](mailto:servicelearning@boisestate.edu).

## Student Records: Family Educational Rights and Privacy Act (FERPA)

The Family Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a federal law that limits the amount of information that can be released about students to people outside the University without students' specific written permission. Additional information about [FERPA](#), including the privacy request and release of information form, is available through the [Registrar's Office](#).

## Testing Services

For testing information, contact [University Testing Services](#) at (208) 426-2762. Testing includes COMPASS (for math and English placement), CLEP tests and additional test proctoring services. Find them at the Academic and Career Services Building, Room 115, 1464 University Drive, [testingservices@boisestate.edu](mailto:testingservices@boisestate.edu).

## Tutoring Services

Need some extra help in a class? Check out the tutoring options available through [Advising and Academic Enhancement](#), located in the Academic and Career Services Building in Room 114, 1464 University Drive, (208) 426-4049.

## University Catalog

For current information about Boise State University, its academic colleges and degree requirements, consult the [University Catalog](#).

## Withdrawal from the University

If you're considering withdrawing from Boise State University, it's a good idea to speak with your academic advisor first. If you do not have an advisor, see the previous section about Academic Advising. If you decide to withdraw, you must drop all classes on [my.BoiseState](http://my.BoiseState). If the semester withdrawal deadline has passed, you are liable for fees, and if you're receiving financial aid, you should consider the impact that a complete withdrawal may have on your current and future financial aid. Contact the [Financial Aid Office](#) for more information.

Use the following options when determining what process of withdrawal you need to follow:

**Withdrawal Before the 10<sup>th</sup> Week of Classes**

Withdraw directly on your [my.BoiseState](#)

Path: Student Center >> Enroll >> Drop

Ensure that you have withdrawn properly by printing your schedule.

**Withdrawal From One or More Classes After the 10th Week deadline, but not ALL classes**

Dropping a Class After the Deadline form and instructions are available online:

<http://registrar.boisestate.edu/forms/student-forms>

Registrar's Office, Administration Building, Room 110, (208) 426-4129

**Complete Withdrawal After 10th Week Deadline and Before Last Day of Instruction**

Form, instructions and FAQs are online at:

<http://deanofstudents.boisestate.edu/studentwithdrawal>

Office of the Dean of Students, Norco Building, Suite 116, (208) 426-1527

**Complete Withdrawal After Semester Ends or For Prior Semesters**

Academic Appeals form and instructions are available online:

<http://registrar.boisestate.edu/forms/student-forms>

Registrar's Office, Administration Building Room 110, (208) 426-4129

<b>Writing Center</b>
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The [Writing Center](#) is a free service open to all members of the Boise State community and a place where you can find support for your writing efforts. The Writing Center is located in the Liberal Arts Building, Room 200. Call (208) 426-1298.

## Section 3 – Campus Resources / Student Services

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## Admissions

The [Admissions](#) Office responds to prospective and newly-admitted students. They provide information about Boise State University, host campus tours, conduct information sessions, process applications for admission, evaluate application materials for admissibility, and coordinate international student admission and outreach. Enrollment counselors visit high schools and attend college fairs in and out of state to share information about the University.

If you want more information about Boise State and the application process, Admissions is the place to go for answers. Find the office at 1700 University Drive, Boise, ID 83725-1320 (on the west end of the first floor on the Student Union between the Information Desk and the Special Events Center). Call (208) 426-1156 or email at [bsuinfo@boisestate.edu](mailto:bsuinfo@boisestate.edu).

## Alumni Association

The [Boise State Alumni Association](#) connects, celebrates and engages alumni and friends of the University to build lifelong relationships that support the future of Boise State. The association works to attract the best and brightest students through scholarships and provides social activities, such as pre-game football events, Homecoming festivities, reunions, student and alumni networking events, graduation boxes, and pre-commencement celebrations. The Alumni Association sponsors the Bronco FAN Club student organization and the Top Ten Scholars awards. The Alumni Center is temporarily located in University Plaza (mirrored building), 960 Broadway Ave. Suite 260, across the street from Albertson Stadium. Call (208) 426-1698.

## Boise State Bookstore and Bronco Shops

For textbooks, school supplies, and a whole lot more, visit the [Boise State Bookstore](#) on the first floor of the Student Union Building. You can also find all your official Bronco gear at the five [Bronco Shop](#) locations around the Treasure Valley.

## BroncoAlert

BroncoAlert is a phone and text-based system allowing the university to proactively notify students, faculty and staff when an emergency is taking place on or near campus. BroncoAlert will only be used in critical situations, including weather emergencies, with potential to affect health or safety.

Students will automatically receive an e-mail in their BroncoMail account. Boise State will only activate the system in the event of an immediate threat to safety, or in a serious emergency. All personal information submitted remains private.

Get [BroncoAlert via Text Message](#) by updating your [my.BoiseState](#) account.

## BroncoCard

A BroncoCard is the key to campus life. Among many other functions, your BroncoCard grants you access to your residence hall and Campus Rec, holds the balance for your meal plan and flex dollars, allows you to print in the university computer labs, and is necessary to get your free student ticket for football games. The [Bronco Card Office](#) is located on the first floor of the Student Union. For more information, call (208) 426-4171.

### **BroncoMail (Student Email)**

All current Boise State University students can log in to their BroncoMail powered by Google email accounts through [my.BoiseState.edu](http://my.BoiseState.edu). You can [forward your BroncoMail](#) to an email address of your choosing. For more information, consult the Help Desk, (208) 426-4357.

### **BroncoTEC**

Purchase computers, software, and other technical supplies from [BroncoTEC](#), located on the first floor of the Student Union. Many items are available at discounted “academic” prices if purchased through BroncoTEC while you’re enrolled at Boise State.

### **Calendar of Events**

Keep up-to-date on campus events and news at [events.boisestate.edu](http://events.boisestate.edu). Submit your student organization events by contacting [krissansing@boisestate.edu](mailto:krissansing@boisestate.edu).

### **Campus Read**

The Campus Read committee of students, faculty and staff, collaborates with the President’s Office to select a book that will encourage students to read beyond textbooks; raise awareness and tolerance of intergenerational and cultural likenesses and differences; promote academic discourse and critical thinking; provide an introduction to the expectations of higher education; integrate an academic and social experience into the campus community; and create a sense of community by increasing student-to-student and student-to-faculty interaction. For more information, visit [Campus Read](#).

### **Campus Recreation**

[Campus Recreation](#) offers exciting, challenging and fun activities. The Recreation Center serves as the hub for students, faculty, staff, and alumni who want to participate in physical activity. Campus Rec provides competitive and recreational sports, fitness classes and personal training, outdoor trips and education, as well as informal recreation opportunities such as cardio and strength training. The Center is located adjacent to the Student Union Building at 1515 University Drive. For more information, visit the [Rec Center](#) or call (208) 426-1131.

### **Campus Security and Police Services**

[Campus Security and Police Services](#) offers immediate access to our highly trained Boise State Security Staff and Boise Police Officers. They offer a full range of security and law enforcement services 24 hour per day, seven days per week. At any time, you may dial (208) 426-6911 for non-emergency services or 911 for emergency assistance. Campus Security provides security escorts, vehicle jump starts, door unlocks and other service functions.

### **CARE Team**

The Office of the Dean of Students oversees the Boise State [CARE Team](#) in an effort to make sure all students, faculty, and staff feel safe while pursuing their educational and personal careers at Boise State. The CARE Team is a valuable resource when assessing risk and intervening when someone poses a threat to self or others. More information can be found at [care.boisestate.edu](http://care.boisestate.edu)



### **Career Center / Bronco Jobs**

The [Career Center](#) can help you through the career exploration and planning process, find student employment, internship, and career opportunities, and meet your post graduate career goals. Visit the Career Center at 1464 University Drive in the Academic and Career Services Building, Room 111, or call (208) 426-1747. You can also access career information through our Virtual Career Center at <http://career.boisestate.edu/virtualcareercenter/> or check out [BroncoJobs](#), our online job search system for Boise State students and alumni.

### **Children's Center**

The Boise State University [Children's Center](#) provides a quality child care program for the children of full and part-time Boise State students, faculty, and staff. The center is located at 1830 Beacon Street. For more information, call (208) 426-4404.

### **Conference Services / Catering**

Planning an event on campus? Contact [Conference Services](#) for all your room reservation needs. Offices are located on the second floor of the Student Union. Call (208) 426-1677. Would you like to serve refreshments at your event? If so, [University Catering](#) can assist you with your food service needs. Contact them at (208) 426-3890.

### **Convocation**

[Convocation](#) is Boise State's official kickoff event for the fall semester. Taking place the Friday prior to the start of the term, the Administration, as well as faculty and student representatives, welcome the new students and their families to set the stage for the upcoming academic year. The event is followed by the Blue and Orange celebration, including food, fun and activities co-sponsored by the Future Alumni Network.

### **Counseling Center**

[Counseling Services](#) provides a broad spectrum of counseling, consultative, evaluative, teaching, training, and research functions. Their staff includes masters level licensed counselors, doctoral level licensed psychologists, and pre- and post-masters level interns. Counseling Services is located at 1529 Belmont Street on the second floor of the Norco Building. To learn more, call (208) 426-1459.

### **Dean of Students**

The [Office of the Dean of Students](#) provides a variety of services designed to support student success and engagement at Boise State University. This office plays a significant role to in supporting and empowering students and families during difficult times. Contact the Dean of Students at (208) 426-1527 or stop by the Norco Building, Suite 116 for friendly assistance and referrals to other vital campus resources.

### **Disability Resource Center**

The [Disability Resource Center](#) is responsible for ensuring that Boise State University maintains an educationally and physically open, accessible environment for students with disabilities. It provides accommodations to students with permanent or temporary disabilities and need accommodations to

gain access to their classes or University housing. Accommodation areas may include assistive technologies, alternative formats, alternative testing, deaf and hard of hearing services, and note taking. To request accommodations, visit the [DRC online](#) and click on the Request Services button on the main page. Documentation of disability and initial appointment with DRC required. The office is located in the NW corner of the Lincoln Garage on the first floor or call (208) 426-1583.

### **Enrollment Services**

The team at Enrollment Services strives to provide enrollment-related services that are seamless, customer-friendly, student-centered, and efficient. [Enrollment Services](#) encompasses Admissions, Financial Aid and Scholarships, New Student and Family Programs, and the Registrar's Office. Enrollment Services is located in the Administration Building, Room 208, 1910 University Drive, Boise, ID 83725-1320. For more information, call (208) 426-2384.

### **Financial Aid and Scholarships**

The [Financial Aid and Scholarship Office](#) provides information, guidance and help with federal, state, and institutional grants, loans and scholarships. Students should complete the online FAFSA form used to determine eligibility for federal aid. Get the process started at [FAFSA](#). Any student experiencing financial difficulties is encouraged to meet with a financial aid counselor to review options. Contact the Financial Aid Office by sending an email to [faquest@boisestate.edu](mailto:faquest@boisestate.edu), call (208) 426-1664, or visit the office in the Administration Building, Room 113. Get your questions answered at [Financial Aid](#).

### **Games Center**

Located on the first floor of the Student Union, the [Games Center](#) features a billiards area, foosball, ping pong tables, and bowling. Take the kids bumper bowling or join your friends for Monte Carlo or black light bowling at night. Call (208) 426-1456. Check out the [upcoming events page!](#)

### **Housing and Residence Life**

From traditional style residence halls to suites and townhomes to apartments, Boise State offers a variety of living options for students. For more information, visit [Housing and Residence Life](#). The Housing and Residence Life office is located in Chaffee Hall, (208) 447-1001.

### **Impact Scholars**

[Impact Scholars](#) is a program committed to increasing enrollment, retention and graduation rates of students with foster care experience who attend Boise State University. The program engages students in support, campus and community engagement, and mentorship and scholarship opportunities. Contact Impact Scholars at (208) 426-1527, located in the Office of the Dean of Students.

### **Information Desk**

The Info Desk, located on the first floor of the Student Union, is an excellent resource for students. Purchase tickets for sporting and entertainment events, movies, and Wahooz Family Fun Zone and

Roaring Springs; add Bronco Bucks or meal plans to your BroncoCard; and check the Lost and Found and so much more! Call (208) 426-INFO (4636). Complete details of services at [Info Desk](#).

### **Institutional Compliance and Ethics**

The [Office of Institutional Compliance and Ethics](#) is responsible for ensuring Boise State University complies with federal, state, and local laws and regulations pertaining to non-discrimination and affirmative action. The office maintains Boise State's Affirmative Action Plan and implements innovative programs to increase Boise State's awareness of and commitment to diversity, equity and affirmative action in the workplace. The office also conducts and oversees investigations regarding claims of protected-class based harassment and discrimination.

### **International Student Services**

The [International Student Services office](#) provides support services to international students for immigration, academics, cross-cultural challenges, and adjusting to life at Boise State University. For more information about ISS services, call (208) 426-3652 or visit the office in the Student Union on the second floor.

### **Legal Services for Students**

The Associated Students of Boise State University (ASBSU) provides funding for free attorney consultations with a local private lawyer for most legal problems you may have. The service is available to all eligible Boise State students. Appointments are held in the Office of the Dean of Students in the Norco Building, Room 116. To [schedule an appointment](#) or get more information, call (208) 426-1527 or visit [the Office of the Dean of Students](#).

### **Mailing Services (Bronco Express)**

[Bronco Express](#) is where you'll find everything necessary to ship a package. It's located on the first floor of the Student Union. Call (208) 426-5403.

### **Maintenance – Text-n-Fix**

Did you find a maintenance problem on campus? Use [Text-n-Fix](#)! Faculty, staff and students can now use their smartphones to request routine campus maintenance. Simply text a photo of a maintenance issue along with location information to [textnfix@boisestate.edu](mailto:textnfix@boisestate.edu). A text will be sent in reply to confirm the request was received. Contact Facilities, Operations and Maintenance at (208) 426-1409 with questions or suggestions.

### **Multicultural Student Services**

[Multicultural Student Services](#) (MSS) is committed to raising awareness and understanding about marginalized and oppressed groups in both minority and dominant culture, creating understanding about the needs of these groups, and providing opportunities to all for action and interaction. For more information, call (208) 426-5950. MSS is located on the second floor of the Student Union.

### **my.BoiseState/Help Center**

[my.BoiseState](#) is your portal to your student account. You can add and drop classes, change contact information, view and accept financial aid, apply for graduation and perform numerous other tasks. For assistance, contact the Help Center in the Registrar's Office, Administration Building, Room 110, (208) 426-BWEB (2932). If you need assistance accessing your [my.BoiseState](#) site or BroncoMail account, call (208) 426-HELP (4357).

### **New Student and Family Programs**

[New Student and Family Programs](#) coordinates transition programming to help new students make a successful transition to life at Boise State University. Programs include new student orientation, Convocation, B on the Blue and Parent and Family Weekend. For more information, email [orientationinfo@boisestate.edu](mailto:orientationinfo@boisestate.edu) or call (208) 426-1679.

### **Payment and Disbursement Center/Account Maintenance Center**

The [Payment and Disbursement Center](#) is available to process all payments associated with the student account, post departmental deposits, and assist students in understanding their student account. Located in the Administration Building, Room 101. Call (208) 426-1212.

Located in the same office, Account Representatives in the [Account Maintenance Center](#) can research and explain charges, payments and financial aid disbursements and determine how these affect the balance on the student account. They are also available to help students with payment plans and to approve short term loans. The Center also processes all refunds on the student account. Located in the Administration Building, Room 101. Call (208) 426-2134.

### **Printing and Graphics / Campus Copy**

Printing and Graphic Services provides Boise State University cost-effective graphic communication products and services. This includes design services, [Campus Copy](#) and the [Sign Shop](#). For locations and more information, call (208) 426-1269 or go to [Printing and Graphic Services](#).

### **Public Computers and Kiosks**

There are [numerous](#) public computers, kiosks and BroncoPrint multifunction (copying, scanning and printing) stations available for use by students on campus. Printing costs may vary; all students receive \$15.00 print credit each semester via BroncoCard.

### **Registrar's Office**

The [Office of the Registrar](#) provides quality support and personal service, emphasizing processes related to the integrity and accuracy of academic records, registration, enrollment data, course administration, policy enforcement, and graduation. The office is located in Room 110 of the Administration Building. Contact the Registrar by phone at (208) 426-4249.

### **Student Employment / Work Study**

Information about student employment, work study and internships is available at the [Career Center](#). Visit the Career Center at 1464 University Drive (behind the Student Union and across the

street from Campus Rec), or call (208) 426-1747. You can also check out [BroncoJobs](#), the Career Center's online database for Boise State students and alumni. Employers list jobs (full-time, part-time, seasonal, on-campus, off-campus) and internships.

### **Student Union Building**

The [Student Union Building](#) (SUB) is the community center of the university, serving students, faculty, staff, alumni and guests. By whatever form or name, a university union is an organization offering a variety of programs, activities, services and facilities that, when taken together, represent a well-considered plan for the community life of the university. Visit [The Role of the College Union](#).

### **Ticket Office (Student Tickets)**

Students can purchase discounted movie tickets and discount Roaring Springs/Wahooz tickets at the Student Union [Info Desk](#). For more ticket information, call the Info Desk, (208) 426-INFO (4636). For student tickets to athletic home games, [click here](#) for a complete understanding of the ticket process.

### **Transportation and Parking Services**

Automobile and motorcycle parking permits are purchased online. A new Zone permit structure has been implemented. The offices of [Transportation and Parking Services](#) are located in the Student Union Transit Center (facing University Drive on the first floor across from the Bookstore). Call (208) 426-PARK (7275).

Transportation and Parking is devoted to promoting alternative means of transportation, from bicycling to ridesharing. [Transportation options](#) include:

- Free campus shuttle service. Featuring a [live shuttle map](#).
- Free rides on Valley Ride buses IF you have a bus sticker on your Bronco ID; get one at the Transit Center or the Student Union Information Desk.
- Motorist Assistant program offering free services for lock-outs, jump starts, etc.
- Over 4000 bicycle parking spaces throughout campus.
- Permits to secure your bicycle safely in the Bicycle Barns (Brady Garage and Lincoln Garage)
- Cycle Learning Center offers free compressed air 24/7; bike rentals; bike repairs, parts and accessories; as well as educational classes.
- Campus Security offers [free online or in person bike registration](#) to help prevent bike theft.
- Carpool/vanpool options with a guaranteed ride home in case of an emergency.

### **University Dining / Food Services**

Many dining options are available on campus. Find out more at [University Dining Services](#).

### **University Health Services**

[University Health Services](#) provides a wide range of health care services uniquely designed to meet the needs of Boise State students. They offer Primary Care, Counseling Services and Wellness Services integrated seamlessly to optimize the health of students and the campus community. Their

goal is to empower your path to lifelong health. University Health Services is located at 1529 Belmont Street, in the Norco Building directly behind Campus Recreation. For Medical, Wellness, and Counseling Services, call (208) 426-1459.

### **University Sustainability**

Find out more about what Boise State is doing to be environmentally sustainable. The university's green initiatives are led by the Environmental Health, Safety and Sustainability department. For more information, please visit <http://sustain.boisestate.edu> or call (208) 426-3999.

### **Veteran Services**

Boise State University has been designated as a "military friendly" school for providing excellent services to Veterans. If you are, or will be a Veteran of the United States military or a dependant, you will want to contact the [Veteran Services Office](#) to use your Veteran benefits at Boise State. Visit the office on the first floor of the Lincoln Garage or call (208) 426-3744.

### **Vice President for Student Affairs**

The role of Student Affairs is to promote student success; enhance student growth and development; and assist in developing an institutional climate that promotes intellectual inquiry, celebrates diversity, and promotes acts of civility. For more information about the services provided by Student Affairs, contact the [Vice President for Student Affairs](#), (208) 426-1418, or visit Room 208 in the Administration Building.

### **Women's Center**

The Boise State [Women's Center](#) empowers students to achieve their goals and promotes social change by providing educational outreach, support services, and a safe place. The Center also offers the services of the Associate Director, a full-time professional social worker who assists students experiencing stalking, sexual assault, sexual harassment, or relationship violence. The Women's Center is located on the 2<sup>nd</sup> floor of the Student Union. Call (208) 426-4259.

# Section 4 – Opportunities for Involvement / Student Life

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### **Army Reserve Officer Training Corps (ROTC)**

The objective of Boise State University’s [Army ROTC program](#) is to provide highly capable and motivated students the opportunity to become commissioned officers in the Active Army, National Guard or Army Reserve. Any full time students who are physically able to participate in a college level physical fitness class are encouraged to enroll in lower division ROTC classes without incurring a military service obligation. For more information, contact the Department of Military Science, (208) 426-3500. The office is located in the Taco Bell Arena between Entrance 3 and the Arguinchona Basketball Complex.

### **Art, Music, and Theatre Arts**

The [Art Department](#), [Music Department](#), and [Theatre Arts Department](#) put on a variety of events each year and offer several opportunities for involvement. For more information, call Art: (208) 426-1230; Music: (208) 426-1596; Theatre Arts: (208) 426-3957.

### **Associated Students of Boise State University – (ASBSU, Student Government)**

The [Associated Students of Boise State University](#) – also called ASBSU – is the official student government at Boise State. ASBSU has two core purposes: first, to facilitate educational, intellectual, social, and cultural engagement at the University, and second, to advocate for the interests of students at the University. All fee-paying students are members of ASBSU. ASBSU gets its money from a student fee each semester, and uses this money to fund student clubs and organizations and other initiatives on campus.

ASBSU is run entirely by students, for students. Students are elected or appointed to various bodies, including the Student Assembly, Executive Council, Student Funding Board (SFB), Student Ethics Officer, and various university committees. In an effort to be transparent and accountable to students, ASBSU posts all documents from the Student Assembly and the Executive Council online. SFB recordings are available upon request.

The Student Ethics Officer also exists to hold ASBSU accountable by ensuring that ASBSU officers act in accordance with the governing documents of ASBSU as well as the Boise State Student Code of Conduct. The Student Ethics Officer responds to any complaints related to ASBSU.

For more information about how to get involved with ASBSU, call the ASBSU office at (208) 426-4240 or email [asbsu@boisestate.edu](mailto:asbsu@boisestate.edu).

### **Athletics**

A student who wishes to participate in intercollegiate athletics at Boise State is encouraged to contact the coach of the sport s/he is interested in or the main Athletic Office, located in the Varsity Center, (208) 426-1288. More information about Bronco Athletics can be found at [Bronco Sports](#).

### **Campus Committees (ASBSU)**

There are almost fifty university committees that have positions for student members. To sit on a committee, you must be enrolled at Boise State during the fall and spring semesters and maintain at least a 2.0 cumulative GPA. If you're interested in serving on a committee, contact the [Associated Students of Boise State University](#) (ASBSU). Their offices are located on the second floor of the Student Union. Call (208) 426-4240 for more information.

### **Campus Recreation (Club Sports, Intramurals and Outdoor Programs)**

The [Club Sports Program](#) is designed to serve students who share a common interest in sports, with the objective of offering activities for any and all students who wish to participate and develop skills in a particular sport. For questions, call (208) 426-5643.

The [Intramural Sports Program](#) provides the campus community with the opportunity to participate in various sports in a fun and friendly environment. Each semester, 10 to 12 individual and team sports are offered. For questions, call (208) 426-5643.

The [Outdoor Program](#) enhances the Campus Recreation community by organizing human-powered adventure activities and extensive leadership opportunities. For questions, call (208) 426-1946.

For more information about everything [Campus Recreation](#) has to offer, call (208) 426-1131, or visit the Rec Center at 1515 University Drive.

### **Fraternities and Sororities**

Your chances of succeeding in college increases significantly when you get involved on campus. Students who join fraternities and sororities strengthen their academic careers develop leadership skills, serve others, and build positive relationships that will last a lifetime. For more information on



fraternities and sororities, contact the [Student Involvement and Leadership Center](#), 2<sup>nd</sup> floor of the Student Union Building, or call (208) 426-1223.

### **Future Alumni Network – FAN Club**

The [Boise State Future Alumni Network](#) (FAN Club) will work to advance campus traditions while fostering a sense of loyalty and school pride among Boise State students. To prepare students for a life of involvement, FAN Club will facilitate events and programs that enrich the Boise State experience. FAN Club offers students leadership opportunities and the opportunity to network with alumni. Some of their annual events include the Short Stack Shindig during Welcome Week, School Pride Day, Homecoming events, and Bronco FAN Friday. For more information, call (208) 426-1698.

### **Housing and Residence Life**

There are several opportunities for involvement in [Housing and Residence Life](#). For example, the Residential Housing Association (RHA) is a programming and governing body for residents living on campus, and serves as the umbrella organization for each community's hall councils – where engagement and leadership start for many students. RHA is a great way to get involved and be a campus leader. Housing and Residence Life also provides a number of activities for residents, as well as employment opportunities. To learn more, call (208) 447-1001.

### **International Student Services**

International Student Services hosts a weekly get-together called Coffee and Conversation, to which all students, faculty and staff are invited. It is held in the Student Diversity Center on the 2nd floor of the Student Union. Please see [iss.boisestate.edu](http://iss.boisestate.edu) for details about this and other events. "Like" the [Boise State International Student Facebook page](#) to stay informed about all events and activities.

### **Martin Luther King Living Legacy Celebration**

The [MLK Human Living Legacy Celebration](#) provides the Boise State University campus with a series of advocacy, awareness, and educational activities in an effort to promote civility and address the current needs of the community in accordance with the teachings of Dr. Martin Luther King, Jr. To learn more about how you can become involved, call (208) 426-5950 or email [mlkcommittee@boisestate.edu](mailto:mlkcommittee@boisestate.edu).

### **Multicultural Student Services**

[Multicultural Student Services](#) organizes a variety of events and programs throughout the school year and serves many multicultural student organizations. Service-Learning and student employment opportunities are also available. For more information, call (208) 426-5950. Multicultural Student Services is located on the second floor of the Student Union in the Student Diversity Center.

### **Student Clubs and Organizations**

What do you love to do? Whether it's rugby, rock climbing, or robotics, there's a good chance other students love it too and have started a club for that interest at Boise State. Browse the complete listing of more than 200 clubs and organizations on the [Student Involvement and Leadership](#)

[Center's website](#). Can't find a group you're looking to join? It's easy to start a new club. For questions, call (208) 426-1223 or visit the Student Involvement and Leadership Center on the 2nd floor of the Student Union Building (above the Boise River Café).

### **Student Involvement and Leadership Center**

What you do outside of the classroom is as important as what you do inside of the classroom. The [Student Involvement and Leadership Center](#) provides space and context for students to engage in uncommon dialogue to explore purpose and realize potential. Get involved with student organizations, fraternities and sororities, leadership programs, service opportunities, and campus events and activities. For more information, visit Student Involvement on the second floor of the Student Union (above the Boise River Café) or call (208) 426-1223.

### **Student Newspaper (*The Arbiter*)**

[The Arbiter](#) is the official independent student newspaper of Boise State University. Student Media's mission is to provide a forum for the discussion of issues affecting the campus community. If you are interested in working for *The Arbiter*, call Student Media at (208) 426-6300. Their offices are located at 1173 University Drive, in the Lincoln Parking Garage, across from the Student Union.

### **Student Radio (University Pulse)**

[University Pulse](#) is a student-operated radio station on the Boise State University campus. Radio is broadcasted on a live Internet stream 24/7 and on the live airwaves every Sunday from noon to midnight. For more information, call Student Media at (208) 426-6300.

### **Women's Center**

The [Women's Center](#) hosts many events on campus, and the best ways to get involved are by subscribing to the newsletter, visiting the Center for a tour, and/or signing up online to be a volunteer. Students can work as peer educators (PE), providing valuable opportunities to promote equity and advance leadership skills. For example, Healthy Relationship PEs create workshops and plan events to help students understand how culture can impact relationships and to inspire bystanders to become active in making campus a safer place. Additionally, PEs focused on Gender Equity and LGBTQIA related topics partner with student organizations and campus departments to offer film screenings, guest speakers, panels, and interactive workshops. The Center also offers confidential, no cost support for victims of violence, people interested in preventing violence, LGBT students, allies, non-traditional students, and students experiencing any type of obstacle, personal, financial, or academic. This office is located on the second floor of the Student Union, call (208) 426-4259 or visit [Women's Center](#).

# Section 5 – Important University Policies and Procedures

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[Code of Conduct](#)

[Student Organization Handbook](#)

[Housing and Residence Life Standards, Expectations, and Procedures](#)

[Student Appeals](#)

[Student/ University Personnel Conflicts](#)

### **Student Code of Conduct**

The [Student Code of Conduct](#) exists to provide the best possible learning and living environment for all students. The University upholds the shared values of academic excellence, caring, citizenship, fairness, respect, responsibility and trustworthiness as the foundation for a successful academic environment. As a tool, the Student Code of Conduct will help promote growth and learning as students interact with their environment and accept responsibility for decision-making. The Boise State University student conduct process will help educate students about their responsibilities as members of an academic community and will impose sanctions when student conduct places the community in jeopardy. Get more information by calling the Dean of Students Office at (208) 426-1527 or visiting [Conduct Program](#) site.

### **Student Organization Handbook**

The [Student Organization Handbook](#) contains all relevant and current policies and procedures as they relate to all recognized student organizations at Boise State University. Club officers and members are expected to read and follow all of the policies printed in the manual.

### **Housing and Residence Life Standards, Expectations, and Procedures**

Standards, expectations, and procedures for residents living on campus and their guests can be found at [Housing and Residence Life](#). Violations of Community Standards are managed by the [Student Conduct process](#). For more information about these standards, expectations, and procedures, please call the Housing and Residence Life Office, (208) 447-1001. For more information about the Student Conduct Process, call the Office of the Dean of Students at (208) 426-1527.

### **Student Appeals**

Students have the right to appeal any academic policy or requirement. The decision to approve or deny the appeal will be based on the following conditions:

- Extenuating circumstances that make it impossible for the student to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

However, the extenuating circumstances must be beyond the student's control and the undue hardship must be a condition far more serious than simple inconvenience. Documentation is required and the timeliness of the appeal will be taken into consideration. It is important to remember that it is **extremely** rare for an appeal to be approved solely on the basis of potential repercussions resulting from the enforcement of a particular policy or deadline date. Rather, appeals are approved on the basis of the severity of the extenuating circumstance that prevented the student from following University policies or meeting deadlines.

Students will generally want to follow the steps outlined below to resolve issues they may experience:

Issue with a Class	Contact the faculty member first to see about resolution. If unable to come to resolution, contact the department chair. If still unable to reach resolution, contact the Associate Dean of the college the class is in. Can also contact the Provost's office for further direction.
Issue with an Internship	Contact the internship liason or program coordinator for the department/area in which the internship is through.
Issue with On-Campus Living / Roommates	Contact your Resident Assistant (RA) first to let them know about the issue. If unable to resolve, contact the Resident Director (RD) for the hall you live in (reach the RD by contacting the front desk of your hall). Can also contact Housing and Residence Life at (208) 447-1001 for direction.

**1. University Academic Appeals:** The University Academic Appeals Committee (UAAC) is the final arbiter in the process of requesting an exception to academic policy.

### Types of Appeals

- Early reinstatements after academic dismissal.
- Add classes or register after the 10<sup>th</sup> day deadline.
- Extension of Incomplete grades.
- University-wide academic policy exceptions (e.g., extension of time allowed to graduate under a certain catalog; waiver of the last 30 credit requirement; and other unusual appeals or requests that do not relate to major requirements).
- Drop a class or completely withdraw **after a semester has ended**.

The University Academic Appeals Committee meets weekly. Appeal forms are available online at [registrar.boisestate.edu](http://registrar.boisestate.edu) or at the Registrar's Office, A110, Administration Building. Students must have their completed appeal into the Registrar's Office by 5:00 p.m. the Friday prior to the meeting in which it will be reviewed. The Committee will review an appeal one time only; re-appeals are not accepted. It is imperative that students submit all the information they wish to have reviewed in their initial request and provide documentation of extenuating circumstances beyond their control that justify the exception to policy.

**2. Student Fee Appeals:** The Student Fee Appeals Committee deals with all appeals for refunds and waiver of fees when students drop or completely withdraw after the refund deadline or have missed the deadline for cancellation, late fee appeals, and appeals for student health insurance waivers. Students must provide documentation of extenuating circumstances beyond their control that justify an exception to the refund/cancellation policy.

Fee appeal forms may be obtained in the Account Maintenance Center or Payment and Disbursements, A101, or online at <http://vpfa.boisestate.edu/process/uformsdocs/uvappeal.pdf>.

**3. Special Admissions Appeals:** The Special Admissions Committee deals with all appeals relating to student admission. Students may file an appeal for special consideration if unusual or extenuating circumstances prevented them from meeting the admission standards, meeting the application deadline, from meeting the requirements of provisional status, for continuing provisional status, or to request early consideration for degree-seeking status. Students should provide any documentation of the situation. Forms should be picked up and returned to the office of Admissions, 1700 University Drive, Boise, ID 83725-1320 (west end on the first floor of the Student Union between the Information Desk and the Special Events Center). Call (208) 426-1156.

#### **4. Financial Aid Appeals:**

- **Satisfactory Academic Progress (SAP) Appeals:** Students who do not meet all of the satisfactory academic progress standards are not eligible for financial aid until they bring their performance within the minimum standards. When extenuating circumstances exist, it is appropriate for a student to complete and submit to the Financial Aid Office the Satisfactory Academic Progress (SAP) Appeal Form at <http://financialaid.boisestate.edu/sapdocuments>. The appeal must include a written explanation of the extenuating circumstances and supporting documentation. Students completing appeals must meet with an academic advisor to develop a plan for success. If an appeal is approved, the student will typically receive aid for one semester only and performance conditions will be established. Those performance conditions will need to be met before subsequent aid is disbursed.
- **Other Financial Aid Appeals:** There are various unusual or unforeseen circumstances relating to financial aid eligibility that give reason for a student to submit a Special Conditions form. Examples include an unexpected loss of income or unusually high medical costs incurred within the aid year. Special Conditions forms are available from the Financial Aid Office or online at <http://financialaid.boisestate.edu/printable-forms>. Forms must be submitted with a written explanation and supporting documentation.
- **Scholarship Appeals:** Students who fail to meet eligibility criteria to renew their scholarships may submit an [Scholarship Appeal Form](#) if there are extenuating circumstances that negatively impacted their academic record.

**5. Residency Appeals:** Students who wish to appeal their out-of-state residency status must do so in writing to the Residency Appeals Committee. They must specify why they believe they have met the residency criteria and on what basis they should be given residency. A Residency Information Form must accompany the student's letter and any documentation. Students submit the completed appeal to the Residency Coordinator in the Registrar's Office. The form and residency criteria are available in the Registrar's Office, A110, (208) 426-4249, or online at [Student Forms](#). Students must have applied for admission to the university before making an appeal.

**6. Appeals to Drop a Class After the Deadline:** (Note: appeals for dropping all courses are described in Section 7 found below.) If students need to drop a class in a current semester after the deadline, but **before the end of the semester**, they must appeal to the instructor and the Associate Dean of the College of the course. The student must make an appeal in writing and provide documentation of extenuating circumstances that would justify an exemption from the deadline policy. The student must also complete the "Requesting Approval to Drop a Course After the Deadline" form (signed by the instructor and the Associate Dean). Once the student receives all required signatures, the student must submit the form to the Registrar's Office, A110, for

processing. Click on [Student Forms](#). Please note, if the class you are dropping is the only class you are taking for the semester, please see Section 7 found below.

**7. Appeals to Completely Withdraw After the Deadline:** If a student needs to completely withdraw (drop all courses) after the deadline, but **before the end of the semester**, the student must appeal through the Office of the Dean of Students, Norco Building, Suite 116. Students seeking academic withdrawal after the drop deadline must provide documentation of the extenuating circumstances beyond their control that prevented them from both completion of their courses and from withdrawing by the established deadline. **Even if the student is only registered in 1 credit and is dropping that class, it is considered a complete withdrawal.** Please go to <http://deanofstudents.boisestate.edu/studentwithdrawal> for withdrawal information and the appeal form).

**8. Appeals to Change a Grade:** If a student would like to dispute a grade, s/he must first consult the course instructor. If the issue is not resolved, the student should contact the department chair. If the situation is still unsettled, s/he should contact the associate dean of the college that oversees the department. If the grade dispute is unresolved after going through this process, the student may contact the Vice Provost for Undergraduate Studies for further guidance at (208) 426-4062. The Office of the Provost/Vice President for Academic Affairs is located in the Administration Building, Suite 202.

*Note: This process is often confused with appealing to drop a class after the semester has ended and the desire to change an "F" grade to a "W." If a student needs to drop a class, please follow the process listed in item 6 above.*

**9. Parking Appeals:** Students, faculty, and staff have the right to appeal any parking citation believed to be issued in error.

The complete parking appeals policy is available at [Transportation and Parking](#). Please note the deadlines stated on the website. Failure to meet these deadlines may result in forfeiting the right to appeal a citation.

To initiate an appeal of a Boise State parking citation, drivers must fill out the [Parking Appeals Form](#) accurately and completely. Failure to provide complete information may result in the appeal being denied. Please be as specific as possible and include any information you wish to have considered during the appeals process. Additional information will not be accepted after the decision has been made.

You have the right to request an independent review of the appeal decision by the Appeals Review Board if the first appeal has been denied. TPS must receive a written request for the Appeals Review Board review within ten (10) working days of the written notification. The written request must be accompanied by payment of the fine in full or no review will be scheduled. Written notification of the Appeals Review Board's decision will be sent within five (5) working days of the review. In the event that the Appeals Review Board reverses the initial appeal, the University will process a refund check.

Contact Transportation and Parking Services in the Transit Center located on the first floor of the Student Union Building or at (208) 426-PARK (7275).

**10. Housing Appeals:** Students are permitted to petition for release from their housing agreement. If a student provides adequate information and a compelling reason for having the housing agreement revoked, their petition will be heard. The process for petitioning release is as follows:

- The student meets with his/her resident director to discuss their situation and to complete a petition form.
- Student submits the petition form, including all pertinent and supporting information to the resident director.
- The resident director reviews the student's written petition and makes a recommendation to the Housing Petition Committee.
- The Housing Petition Committee reviews each petition to make a ruling, followed by written notification to the student of the outcome.
- Circumstances that could result in a successful petition include unforeseen financial hardship; a health condition that is adverse to successfully residing on campus; transfer to another institution; withdrawal from Boise State University for reasons other than transferring; change in marital status; military service; religious service commitment; or other unanticipated circumstances that do not permit the student to continue as a residential student.
- Students who successfully petition to have their housing agreement revoked forfeit their original housing deposit and are assessed a \$400 agreement release fee.
- The Petition Committee's decision to reject or grant a petition is final.

Students are permitted to appeal housing fees by following the University's fee appeal process (see Section 2 found above). Fees subject to appeal include charges for room damages, late fees for failure to make payments according to due dates, and the \$400 agreement release fee.

### **Student/University Personnel Conflicts**

When conflicts arise between students and university personnel, if it is safe to do so, students should first present their complaint to the university employee concerned. If no solution is reached, the complaint should be taken to the appropriate department head or supervisor (or to the unit head or dean of the appropriate college/administrative unit).

If the complaint is against a dean or unit head, it should be presented to the appropriate vice president. The complaint should be presented to and addressed by the appropriate university officials within a reasonable amount of time. For more information on how to handle these situations, or for direction or advocacy, please call the Office of the Dean of Students at (208) 426-1527.

*Note: This process does not pertain to discrimination grievances or sexual harassment grievances covered by Policies 1060, Nondiscrimination and Anti-Harassment, or 1065, Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking, or Academic Grievances addressed in Policy 3140.*

## **Section 6 – Referral Guide**

For questions and concerns at Boise State University, consult the [Caring for You Resource Manual](#). If your concern or question is not listed, please call the Office of the Dean of Students, (208) 426-1527.

## **Section 7 - Directories**

Find Boise State department and employee directories at <http://directory.boisestate.edu>. Other Boise State directories are PDF files. The searchable employee and the printable employee by name and employee by department PDF files are updated weekly. Other directories are updated as needed.

Boise State University's area code is 208.

- [Employees \(searchable list\)](#)
- [Department Directory \(pdf\)](#)
- [Fax Numbers \(pdf\)](#)
- [Department Quick Reference Guide \(pdf\)](#)
- [Campus Mail Stop Codes](#)
- [State of Idaho Directory](#)

## **Section 8 - Campus Maps**

Campus Parking Map (Know Your Zone!)

<http://transportation.boisestate.edu/Z.one%20Images/Z.one%20Map3.jpg>

Live Shuttle Bus Map (a free service)

<http://transportation.boisestate.edu/parkshuttle.php>

Interactive Campus Map

<https://maps.boisestate.edu>