



Student Handbook

2011–2012



College of Western Idaho STUDENT HANDBOOK

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Dear Students:

Welcome to the College of Western Idaho! I am pleased that you have chosen CWI as the place to begin or continue your education.

CWI is proud to offer students an excellent and affordable education. Whether you're looking at taking a community education course, participating in work force training, earning a GED diploma, a professional technical certificate or degree, or an associate degree that can be transferred to a four-year college or university, I am confident that you will find faculty and staff who are committed to helping you achieve your goals.

Your educational success should be the most important focus of your college experience. The student handbook is designed to help guide your education at CWI by providing information which will help you succeed in our community. Please take a few moments to familiarize yourself with the handbook, and ask questions about policies and sections that are not clear to you.

In addition, I hope that you will take advantage of all CWI has to offer, and I invite you to become a part of CWI's dynamic campus community. I encourage you to join one of CWI's student clubs or organizations, become a Presidential Ambassador or part of student government, or attend one of many workshops or events throughout the school year. As a former instructor and culinary student club advisor, I know how enriching involvement can be for you and your college.

Again, welcome and I wish you the best of luck as you pursue your educational goals here at the College of Western Idaho.

Sincerely,

A handwritten signature in black ink that reads "Bert Glandon". The signature is written in a cursive, flowing style.

Bert Glandon, President



2011-2012 Academic Calendar

FALL SEMESTER 2011

July	11, Monday	Financial Aid Priority Date*
August	15, Monday	Tuition and Fees Due
	15-19, Monday-Friday	Faculty In-Service Week
	22, Monday	Classes Begin
September	26, Friday	Last Day to Register Without Instructor Permission
	2, Friday	Last Day to Register/Add (CENSUS DATE)
		Last Day to Drop Classes Without a W
		Last Day to Change to/from Audit
		Last Day for 100 Percent Refund of Tuition and Fees
		Last Day to Apply for December 2011 Graduation
		First Disbursement of Fall 2011 Financial Aid**
		Labor Day (no classes, offices closed)
October	10, Monday	Columbus Day (classes in session, offices open)
November	11, Friday	Veteran's Day (classes in session, offices open)
		Last Day to Withdraw (W grades issued)
		Last Day to Register for Internship (293)
December	21, Monday	Spring Registration Begins
	21-26, Monday-Saturday	Thanksgiving Holiday (no classes, offices closed November 24-25)
	12-15, Monday-Thursday	Final Exams***
	22, Thursday	Grades Due on MyCSI at Noon
	23, Friday	Fall Grades Available in MyCSI
	23-26, Friday-Monday	Holiday (offices closed)

SPRING SEMESTER 2012

December	5, Monday	Financial Aid Priority Date*	
January	2, Monday	New Year's Holiday Observed (offices closed)	
	9, Monday	Tuition and Fees Due	
	9-13, Monday-Friday	Faculty In-Service Week	
	16, Monday	Martin Luther King, Jr. Day (offices closed)	
	17, Tuesday	Classes Begin	
	23, Monday	Last Day to Register Without Instructor Permission	
	30, Monday	Last Day to Register/Add (CENSUS DATE)	
		Last Day to Drop Classes Without a W	
		Last Day to Change to/from Audit	
February		Last Day for 100 Percent Refund of Tuition and Fees	
		Last Day to Apply for May 2012 Graduation	
		First Disbursement of Spring 2012 Financial Aid**	
	20, Monday	Presidents' Day (no classes, offices closed)	
	March	26-31, Monday-Saturday	Spring Break
		April	6, Friday
			Last Day to Register for Internship (293)
	16, Monday		Summer and Fall Registration Begins
May	7-10, Monday-Thursday	Final Exams***	
	11, Friday	Graduation Ceremony/Term End	
	17, Thursday	Grades Due on MyCSI at Noon	
	18, Friday	Spring Grades Available in MyCSI	

SUMMER SEMESTER 2012

May	14, Monday	Financial Aid Priority Date*
	28, Monday	Memorial Day (no classes, offices closed)

	30, Wednesday	Tuition and Fees Due
June	4, Monday	Classes Begin for 8 Week Session (some classes begin before this date- see online schedule)
	5, Tuesday	Last Day to Register Without Instructor Permission
	8, Friday	Last Day to Register/Add (CENSUS DATE)
		Last Day to Drop Classes Without a W
		Last Day to Change to/from Audit
		Last Day for 100 Percent Refund of Tuition and Fees
		Last Day to Apply for August 2012 Graduation
		First Disbursement of Summer 2012 Financial Aid**
July	4, Wednesday	Independence Day Observed (no classes, offices closed)
	13, Friday	Last Day to Withdraw (W grades issued)
		Last Day to Register for Internship (293)
	27, Friday	End of Regular 8 Week Term (some classes end beyond this date- see online schedule)
August	2, Thursday	Grades Due on MyCSI at Noon
	3, Friday	Summer Grades Available in MyCSI

**Students must complete Free Application for Federal Student Aid (FAFSA) AND submit all required documentation in order for financial aid funding to be available for the first scheduled disbursement date each semester.*

*** Financial aid disbursements are credited to student accounts. After all institutional charges are paid, any credit balance available will be refunded by check or pre-loaded debit card.*

****Final exams are administered during regularly scheduled class times. Final exams for Friday and Saturday classes are administered on Friday and Saturday of finals week.*

Drop/add and refund deadlines vary for classes with start/end dates that are different from the regular term dates.

**Students must complete FAFSA application AND submit all required documentation in order for financial aid funding to be available for the first scheduled disbursement date each semester.*

*** Financial Aid disbursements are credited to student accounts. After all institutional charges are paid, any credit balance available will be refunded by check or pre-loaded debit card.*

Drop/add and refund deadlines vary for classes with start/end dates that are different from the regular term dates.

College of Western Idaho Information

Administration and Support Services

Dr. Bert Glandon	President	208.562.3200
Donna Robinson	Executive Assistant to the President	208.562.3200

Enrollment and Student Services

Terry Blom	Dean, Enrollment and Student Services	208.562.3250
Connie Black	Registrar	208.562.3252
Kevin Jensen	Director of Financial Aid	208.562.3251
Lori Manzanares	Director of Student Enrichment	208.562.3263

Finance and Administration

Cheryl Wright	Vice President, Finance and Administration	208.562.3299
TBD	Human Resources Director	208.562.3280
Marilyn Griggs	Controller	208.562.3281
Jeff Shinn	Budget Director	208.562.3500
Jason Stokes	Bookstore Manager	208.562.3550

Information Technologies and Facilities

Brian Currin	Director, Information Technology	208.562.2089
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Institutional Advancement

Dr. Joan Edwards	Vice President, Institutional Advancement/Executive Director, Foundation	208.562.3242
Jennifer Couch	Director, Communications and Marketing	208.562.3508
Jodi Davis-Gempler	Director, Development	208.652.3516

Instructional Programs

Dr. Rick Aman	Vice President, Instruction	208.562.3257
William Fanning	Dean, Professional Technical Education	208.562.2505
Brenda Pettinger	Dean, General Education	208.562.3305
Heather Thompson	Department Chair – Social and Behavioral Sciences	208.562.3311

Steve Lysne	Department Chair – Natural and Physical Sciences	208.562.3360
Susan Knight	Department Chair – Business, Economics and Mathematics	208.562.2508
Christian Purvis-Aldrich	Department Chair – Languages and Arts	208.562.3307
Sue Madarieta	Department Chair – Business, electronics, and Information, PTE	208.562.2508
Jeff Schroeder	Department Chair – Transportation, Horticulture, and Manufacturing, PTE	208.562.3251
Cathleen Currie	Department Chair – Health Programs, Human Services, Culinary and Drafting, PTE	208.562.2008
Susan Johnson	Director of Dual Credit and Tutoring	208.562.3247
Kim Leeder	Director, Library Services	208.562.3114
Jac Webb	Director of Adult Basic Education/GED/ESL	208.562.2063

Campus Locations

The College of Western Idaho is bringing expanded educational opportunities to the residents of the Treasure Valley! As Idaho’s newest community college we offer of classes and services at a number of locations throughout the Treasure Valley. We have a full range of academic courses leading to an Associate of Arts or Science degree or pre-baccalaureate studies. We offer programs that prepare you to transfer to a four-year college or university to complete a baccalaureate degree. At Idaho public universities this AA/AS degree will satisfy your “general education requirements.”

As the Idaho State Board of Education designated provider of Professional Technical Education for Southwest Idaho (formerly Larry Selland College at Boise State University), we offer professional technical courses that lead to a Associate of Applied Science degree as well as certificate opportunities.

We are the Idaho community college serving the needs of Southwest Idaho for Adult Basic Education, Workforce/Employment Skills Training, Professional Technical Education Programs, Liberal Arts and Transfer degrees and community interest and enrichment opportunities!

Campus Locations

CWI Nampa Campus

5500 East Opportunity Drive
Nampa, ID 83687

CWI Canyon County Center

2407 Caldwell Boulevard
Nampa, ID 83651

CWI Ada County Campus

1360 South Eagle Flight Way
Boise, Idaho 83709

CWI at Boise State University

Larry Selland College of Applied Technology
1464 University Drive
Boise, Idaho 83725



Other Locations

CWI Aspen Creek Administrative Offices	6056 Birch Lane Nampa, Idaho 83687
CWI Oak Park Center	2323 South Vista Avenue Suite 201 Boise, Idaho 83705
CWI Horticulture Program	2444 Old Penitentiary Road Boise, Idaho 83712
CWI Professional Truck Driving Program	5252 Treasure Valley Way Nampa, Idaho 83687

One Stop Student Services

Each campus location houses a One Stop Student Services Center to provide information regarding enrollment and student services issues. All services and locations can be easily reached at 208.562.3000, on the web at www.cwidaho.cc, or email at onestop@cwidaho.cc



The College of Western Idaho Role, Mission and Values

Vision

The College of Western Idaho provides affordable, quality teaching and learning opportunities for all to excel at learning for life.

Mission: Purpose and Constituent Group

The College of Western Idaho is a public, open-access, and comprehensive community college committed to providing affordable access to quality teaching and learning opportunities to the residents of its service area in western Idaho.

Mission: Core Themes and Measures of Mission Fulfillment

- **Professional Technical Education**
 - Students who complete professional technical programs are employed in a related field or have transferred to a 4-year college or university.
 - Students who transfer to colleges or universities as juniors will earn a 2.0 GPA or higher at the transfer institution.
- **Lower Division Transfer / General Education**

- Students who complete the transfer requirements enter a 4-year college or university within 5 years.
- Students who transfer to colleges or universities as juniors will earn a 2.0 GPA or higher at the transfer institution.
- **Basic Skills Education**
 - Students successfully complete an Adult Basic Education course.
 - Students who successfully complete a basic skills course also successfully complete the next course in the sequence or a college-level course in the same discipline.
- **Community Outreach**
 - Students who complete workforce development training satisfy their goals for professional development as well as their employers' expectations.
 - Participants in Community Education offerings and events rate the experience as satisfactorily meeting expectations.
 - Students are provided access to CWI courses/programs at multiple locations, on multiple schedules, and through multiple delivery methods.
 - The CWI student population reflects the diversity of its service area.

- Approved by the Board of Trustees, December 2009

Open Door Policy

The College of Western Idaho has an open-door admissions policy. We welcome anyone seeking to benefit from our educational programs and services regardless of race, color, national origin, sex, and/or disability. Our open-door policy results in a diverse student population with varied experiences, backgrounds, abilities, interests, needs, and educational goals. CWI is committed to providing all eligible students access to appropriate educational offerings. CWI administers a placement test in order to place students in appropriate courses. Some programs and courses have special requirements for admission/registration.

Philosophy

The College of Western Idaho recognizes all individuals as having value in a democratic society. CWI believes that education is for everyone and at all stages of life-meeting students where they are, helping them with where they want to be, and instilling the importance of lifelong learning. CWI strives to foster intellectual curiosity, critical thinking, informed engagement, social and civic responsibility, and productive global citizenship.

Purpose

- To provide a program of general education that assists our students in developing the understanding, knowledge, skills, values, and attitudes necessary for effective living in a global society.
- To provide university-parallel curriculum-the first two years of a baccalaureate degree program in preparation for entrance into the junior year of a four year college or university.
- To provide a program of professional-technical education that prepares students for employment upon successful completion.
- To provide a program of community education for lifelong learning.
- To support the social, cultural, and economic development of the region.
- To serve the community by making the college's human and physical resources available-including facilities and the expertise of faculty and staff.

- To provide personalized support services to promote the successful achievement of all other institutional purposes.

The College of Western Idaho Enrollment and Student Services

Dean of Enrollment & Student Services **208.562.3000**

The Dean of Enrollment and Student Services oversees the following offices: Office of Admissions and Outreach, Office of the Registrar, Financial Aid Office, and the Student Enrichment Office.

One Stop Student Services **208.562.3000**

One Stop Student Services provides a one-door entry point for prospective students. Our approach coordinates Admissions, Financial Aid, Advising and Assessment, and Registrar functions within one convenient campus location.

The One Stop Student Services staff communicates with specific college audiences, visits high schools, career and job fairs, and gives presentations to various community groups and constituents. These outreach and community activities are performed by

Enrollment Specialists whose specific “job responsibilities” focus on developing strong community and student relationships. The One Stop Specialists and Enrollment Specialists strive to provide excellence in customer service designed to empower each student to find educational success.

Visit www.cwidaho.cc - our website that is designed to complement and enhance the One Stop student experience. Prospective and returning students can request electronic or print materials (based upon their preference) that describe programs and services offered

ACADEMIC INFORMATION

Academic Advising

The College of Western Idaho intends to create an active advising relationship with our students. At the completion of the initial enrollment planning session, all students should declare a major or program of study. Based upon the educational plan and program identified, students will be invited to a continuing student group advising session after which they will be assigned a faculty advisor. Each semester, both student and advisor will have access to degree audit tools which can help them track progress toward degree completion. The Registrar's Office will assist with this process. Specific measureable metrics will be developed and used to guide the faculty advising process. The process and metrics will be used to insure that each CWI student has a fully developed educational plan, to clarify and monitor program requirements and to assist students each semester in deciding which courses they need to take and the sequence necessary to complete their educational plans.

Advising professionals will work in collaboration with faculty advisors to provide complementary advising services, appropriate workshops and seminars and intensive support for students. Faculty advisors and professional advisors will also provide coordinated services specific to the needs of transfer planning for students who wish to transfer to four-year colleges after attending and/or graduating from CWI. These will include specific transfer related workshops (on academic and financial aid planning), guidance on specific four-year institutional requirements and appropriate two-plus-two planning (as these agreements are developed).

Our professional advisors will coordinate arrangements for specific visitation schedules by representatives of baccalaureate institutions for specific and early institutional advising. A special advising service that will be provided by our professional advising staff will be the Personal Academic and Career Enrichment (PACE) program, which will provide enhanced advising support for students. Students identified during the enrollment process or by faculty advisors may be required to participate in these advising services; other students may wish to voluntarily participate in these advising sessions. Mandatory PACE participants receive enhanced advising services through an academic contract process and upon successful completion of their contract, these students graduate from the PACE program.

Each campus location of the College of Western Idaho provides access and answers to all Educational Planning and Academic Advising issues through a unique service delivery option- the One Stop Student Services Center. Each of these centers is available to assist with admission, registration, student financial services/financial aid and academic advising assistance. The One Stop Student Services Center can always be a first stop for assistance with these issues.

Academic Transcripts

Transcripts are part of a student's permanent record. They show all the courses and credits in which the student was enrolled at the end of the drop period each semester, the final grade for each course, the courses from which the student was withdrawn, credits attempted and credits earned, courses

repeated, grade point average for the semester and cumulative grade point average, academic standing and honors received, etc.

Student signature is required to release a transcript. Requests must be made in writing to One Stop Student Services. Transcripts will be released only after the student has fulfilled all financial obligations to the college.

A \$5 fee is assessed for each official transcript requested. An additional \$5 fee is assessed for each transcript the student wants to have faxed. Unofficial transcripts are available at no charge. One Stop Student Services makes every effort to ensure that transcripts are up-to-date and accurate. However, if students believe that there is an error or omission on their transcript, they should contact One Stop Student Services with copies of relevant documentation.

NOTE: Normal processing time for an official transcript is 1-2 business days.

Adding a Course

Students may only add courses after they have registered for courses for the semester. The deadline for adding courses which are a full semester in length is the final day of the second week of the term for fall and spring terms or the final day of the first week of the term for summer. Students desiring to add to their schedules after the first week must submit an *Add/Drop* form to One Stop Student Services with the instructor's signature.

To add a course that has officially closed due to enrollment, the student must submit an *Add/Drop* form to the One Stop Student Services with the instructor's signature. Instructors are not required to give their permission.

Advanced Placement (AP)

Advanced Placement exams are used by high school students who are advanced enough in a specific subject area to place them in a more advanced term of study in that subject matter. Certain AP score level benchmarks allow students to gain CBE.

Audit

A student may enroll in a class on an audit basis. Students are encouraged to attend classes even though they will not receive credit or a grade for the class. Audited courses do not affect a student's grade point average. The registration process and fees for auditing a course are the same as if a student were enrolling for credit. With the instructor's permission, course enrollment may be changed to/from audit through the half way point of the class.

College Level Examination Program (CLEP)

The College of Western Idaho accepts Subject Matter CLEP scores for equivalent courses. The student who submits official CLEP Subject Matter examination scores must apply for admission and enroll at the College of Western Idaho or be enrolled at CWI at the time of submission of CLEP scores.

If the score submitted is at or above the approved score, the student will receive credit for the equivalent course(s). The Subject Matter examination will show the corresponding CWI course number and title.

Students are charged \$95 (\$25-administration fee and \$70 – test fee) for each CLEP test taken. CLEP tests are administered by the Assessment and Testing Services located at Boise State University in the Technical Services Building, room #115, 208.426.2762.

Credit Enrollment Limits

Every student has a unique set of circumstances: academic preparation, skills and abilities, drive and self-motivation, family and work responsibilities, etc. The number of credits students should enroll in depends on many of these factors, as well as on the type and level of difficulty of classes in which they intend to enroll. For some students 15 credits could be considered a full load, while others may be able to successfully complete more credits a semester. Registering in too many credits may result in lower performance.

Students who want to register in more than 18 credits during a fall or spring semester will need the approval of their faculty advisor and will be subject to overload fees.

Students who want to register in more than 10 credits in the summer will need the approval of their faculty advisor.

Students receiving financial aid should also keep in mind financial aid regulations when deciding on the number of credits in which they should enroll.

Incompletes

At the discretion of the instructor, a grade of incomplete (I) may be assigned in a course where:

- The student has completed more than 50 percent of the course
- The student is maintaining a passing grade
- The instructor judges the student's inability to complete the course due to legitimate unforeseen causes

The instructor must indicate what course requirements the student has left to complete. The remaining requirements must be listed on the Incomplete Grade Contract and must be determined prior to the final examination date. A copy of the contract is kept on file as part of the student's record with the Registrar.

A term grade of I must be changed to a letter grade within one week of the extension deadline. After that time, the grade will automatically be changed to an F, and the student must repeat the course to receive credit. The student is responsible for completing all outstanding course requirements and for working with the instructor to initiate the grade change.

Dropping a Course/Complete Withdrawal

Students may drop any or all courses that are a full semester in length through the census date (the tenth day of instruction in the fall and spring semesters and the fifth day of instruction in the summer semester). Deadlines are published in the official academic calendar each semester.

Students dropping courses prior to the census date are entitled to a 100 percent refund of tuition and fees. Students who have signed a Tuition and Fee Payment Plan are entitled to a 100 percent refund of tuition and fees less the administrative fees associated with the payment plan. A dropped course does not generate a permanent academic transcript record.

IMPORTANT: All class drops must be officially recorded by the College using either the online registration system or by completing an Add/Drop form and submitting it to any One Stop Student Services. Students **MUST** drop classes in one of these two ways in order to be eligible for a refund of tuition and fees. Classes may **NOT** be dropped by telephone or e-mail. Failing to drop using one of the official methods may result in an outstanding debt to the College that may be sent to a collection agency for recovery as well as a permanent

Academic transcript record with a grade of F.

Once the census date has passed, students may withdraw from a course or completely withdraw from all courses that are a full semester in length through Friday of the twelfth week of class for fall and spring semesters or Friday of the sixth week of class for the summer semester. Students may withdraw from a course or completely withdraw from courses which are less than a full semester in length until 75 percent of the course meetings have elapsed. A withdrawn course generates a permanent academic transcript record with a grade of W. Students who withdraw from courses after the census date are NOT entitled to a refund of tuition and fees and the full balance owed remains due and payable to the College. Failure to make payment for balances owed may result in the outstanding debt being sent to collections for recovery.

IMPORTANT: No course may be withdrawn from after 75 percent of the course or twelve weeks of the term has elapsed, whichever is earlier. Once 75 percent of the course has elapsed, students are responsible for the grade earned in the course as determined by the instructor. The final grade assigned by the course instructor will become part of the student's permanent academic record.

Mandatory Behavioral/Medical Withdrawal

It is the responsibility of the Dean of Enrollment and Student Services to order a medical examination or behavioral evaluation if he/she has reason to believe that a student has a serious medical or behavioral problem that substantially threatens or interferes with the welfare of the student, other members of the college community, or the educational process of the college. The Dean shall notify the student and appropriate agency (counselor, medical consultant, etc.) that such an evaluation is to be conducted. This process may be initiated by any member of the Student Services division for students who are under his/her care or counseling. In this case, the student must be notified and the request submitted to the Dean of Enrollment and Student Services. The student will have 24 hours before beginning the evaluation process.

When appropriate, parents, guardians, or spouses will be notified of the process for the protection of the student. If the student refuses to consult with the evaluating agency, the Dean will, if practical, seek the help of the student's family in persuading the student to undergo the evaluation.

If unsuccessful, the Dean will summarize the steps taken to secure the needed information and the reasons for withdrawal and then begin the withdrawal process. A copy of this order will be sent to the student.

Evaluation Conference - The student will be provided written notice of a time and place at which the student, the evaluating agency, and the Dean will confer on the final determination for mandatory withdrawal. The student has the option to have representation at this meeting, such as his/her own doctor, counselor, parents, or spouse. The Dean will refer to recommendations, reports, and evaluations as they relate to the case being considered.

Power of Contract - If it is determined that mandatory withdrawal is not appropriate, the Dean of Enrollment and Student Services in consultation with other appropriate college personnel, doctor, or

other resource person(s) will provide a contract outlining the terms by which the student may remain enrolled at CWI. This document will be signed by all parties involved, including the student. If the terms of the contract are followed, the student may continue the educational process at CWI. If the terms are not followed, the Dean may then process the mandatory withdrawal.

Appeal - As with other college policies, the student may appeal mandatory withdrawal through One Stop Student Services and may have the evaluation process reopened.

Finality - Decisions made by the Dean of Enrollment and Student Services and the College of Western Idaho are final.

Grades and Grade Code Categories

Grades are earned upon successful completion of a course in the following categories:

Grade	GPA Points	Description	Used to Calculate GPA
A	4	Excellent	Yes
B	3	Above-average	Yes
C	2	Average	Yes
D	1	Below-average	Yes
F	0	Unsatisfactory	Yes
P	-	Pass-Equivalent to C or better	No
NP	-	No pass - used with P when below C level work	No
NC	-	No Credit Granted	No
I	-	Incomplete	No
AU	-	Audit	No

Repeating Courses

The effect of repeating a course is as follows:

- Only the grade for the most recent iteration of the course will count in the GPA.
- All iterations of the course will continue to show on the transcript with their respective grades.
- Certain courses may be repeated and the credits accumulated.

For all others, the previous course is marked to show that it has been repeated.

Grade Appeal Process

A student may appeal a grade that he/she feels is in error through the grade-appeal process. The entire grade appeal process is focused on fairness for students and faculty. There are specific guidelines and procedures that must be followed in each grade appeal. This detailed information is available from One Stop Student Services.

NOTE: The grade appeal process must be started and the paperwork formally submitted to One Stop Student Services no later than 30 working days after grades have been posted

Right of Appeal

An appeal of an academic policy or requirement will most likely be reviewed by the appropriate instructional dean(s).

Relevant documentation of the extenuating circumstances or undue hardship will be required and the timeliness of the appeal will also be considered. For more information, please contact One Stop Student Services at 208.562.3000 or onestop@cwidaho.cc.

NOTE: Any student has the right to appeal admission and scholastic regulations. All written appeals must be submitted to the respective CWI official(s).

President's and Dean's Honor Rolls

The President's List and Dean's List are semester-based distinctions available to full-time students (students who completed 12 or more credits from graded courses).

President's List

4.00 Semester GPA

Dean's List

3.50 to 3.99 Semester GPA

President's List and Dean's List designations are recognized on the student's transcript. Grades of Incomplete (I) or missing grades will prevent a student from receiving honors.

Graduation

Students may graduate at any time upon meeting all graduation requirements (e.g., at the end of the fall, spring, or summer semester). CWI students should submit their Graduation Application within one semester of completing their degrees or certificates. Once an application is received, an evaluation specialist will review the application and notify the student if he/she is a valid candidate for graduation. Students do not automatically have their degrees conferred. They must apply for graduation online or at One Stop Student Services. Students must apply for graduation whether or not they are planning to participate in the commencement ceremonies. The degree will only be conferred and the diploma will only be issued if all graduation requirements have been met and all financial obligations to the College have been fulfilled. Whether transferring to a four-year school or entering the workforce upon graduation, it is very important to apply for graduation. An associate degree or technical certificate can help students further their education and their careers. The number of credits students can transfer to a four-year school and their transfer status may also be impacted.

Graduation with honors

CSI also recognizes academic distinction at graduation based on the graduate's cumulative GPA at CSI/CWI:

Summa Cum Laude

Graduating with highest praise; students who graduate with a 3.90-4.00 Cumulative GPA

Magna Cum Laude

Graduating with great praise; students who graduate with 3.70-3.89 Cumulative GPA

Cum Laude

Graduating with praise; students who graduate with 3.50-3.69 Cumulative GPA

These distinctions are recognized on a student's transcript and diploma, as well as through the wearing of gold cords during commencement ceremonies.

Grades of Incomplete (I) or missing grades will prevent a student from receiving these honors and only the CSI/CWI cumulative GPA will be considered (excluding transfer credits).

Name, Address, Phone Number, or Major Change

It is the student's responsibility to insure that the information in our system is current and accurate.

When a student's name, mailing address, phone number, major or other pertinent information changes, he or she must notify One Stop Student Services and fill out the appropriate form to reflect the change in our system. Necessary forms are available at One Stop Student Services, at off-campus centers, and online. Students are responsible for any delays in communications sent from CWI when an incorrect address is on file.

Students who have ceased attendance, or have graduated from the College, have the same rights as students currently attending. They also have the right to submit a "Directory Information Restriction Request" form. Under common law regarding privacy rights, the privacy interest of an individual expires with that individual's death. However, information on deceased students will only be made available to survivors or third parties via a subpoena to the Registrar.

Family Educational Rights & Privacy Act (FERPA)- Privacy of Student Records

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA was designed to protect the privacy of a student's educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. The College of Western Idaho may release directory information as allowed by law.

FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level (i.e. college or university).** Students to whom the rights have transferred are "**eligible students.**"

- Eligible students have the right to inspect and review their education records maintained by the school.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, directory information. Eligible students may request that the school not disclose directory information about them.

Directory Information is defined as the following:

- Name
- Address
- Phone Number
- Email Address
- Dates of Attendance
- Enrollment Status
- Major
- Class Standing – Freshman/Sophomore
- Degrees Conferred and Dates
- Awards and Honors Received
- Date of Birth
- Previous Institutions Attended

Students may submit a *Request for Directory Hold* to One Stop Student Services to prevent the release of directory information. Students

may submit a written request to review their records to One Stop Student Services. Records covered by FERPA will be made available to the student within 45 days, and the college may charge a reasonable fee for preparing copies for the student. A college representative may be present during the review of the records, and may provide information regarding the interpretation of such records to the student.

Students may not inspect financial information submitted by a parent or guardian, confidential letters associated with admission, and records to which they have waived their inspection rights. The college will not release records that are not owned by the college.

For questions concerning FERPA please contact One Stop Student Services at 208.562.3000 or onestop@cwidaho.cc.

Eligible students have the right to file a complaint under FERPA with the U.S. Department of Education Family Policy Compliance Office concerning alleged failures by the institution to comply with the Act. Complaints must be sent in writing, with all pertinent information, to the following address:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTE:

Messages for students will only be taken in emergency situations where the health and/or safety of an individual are of concern. The Office of the Registrar will not release class schedules or locations for any student, rather a message will be delivered to the student.

It is the students' responsibility to make available their whereabouts to parents, children, spouses or anyone else they deem appropriate

STUDENT STATUS

Full-Time Students – Degree-seeking students taking 12 or more credits each term

Part-Time Students – Degree-seeking students taking fewer than 12 credits each term

Non-matriculated Students –Students who are in a non-degree seeking major.

TUITION AND FEES

Students are responsible to pay for all courses in which they are enrolled and are required to pay for these courses unless they drop the courses by the second Friday of the semester for fall and spring terms or by the first Friday for summer term. Due dates for each semester may be found at: www.cwidaho.cc.

Course fees for continuing education, enrichment and non-credit courses are due upon registration regardless of when the class starts. Students who have not paid in full and do not have a Tuition Payment Plan Agreement on file may be dropped without notice.

Tuition and fees are graduated up to 12 credits at the normal per credit rate. A flat fee is charged from 12 to 16 credits. The normal per credit charge is resumed for those credits above 16. Charges for auditing a course are same as taking the course for credit.

The college does not extend credit to individual students for the purchase of tuition and fees, books, supplies, or other costs incidental to student attendance at the college.

For the latest information on CWI's tuition and fees, please refer to the most recent catalog. The catalog may be found online at:

<http://www.cwidaho.cc/programs-and-degrees/catalog-and-class-schedule.php>

STUDENT SERVICES

Students:

Terry Blom
Dean, Enrollment and Student Services
Phone: 208.562.3250
Email: terryblom@cwidaho.cc

Instructional Staff & Faculty:

Rick Aman
Vice President, Instruction
Phone: 208.562.3257
Email: rickaman@cwidaho.cc

Bookstore

The College of Western Idaho bookstore is located on the 1st floor of the Nampa campus. The bookstore has all the required materials for courses offered. In addition, a wide variety of supplies and sportswear is available for purchase. Current hours of operation are Monday-Friday, 8 am-5 pm. To learn more about book purchases, book returns, book refunds, and book buy-back programs, visit the bookstore at: www.cwidaho.cc/bookstore

Career and College Transfer Center

The **Personal Academic & Career Enrichment (PACE)** program will provide career exploration services to College of Western Idaho students. Through the PACE program we provide comprehensive career development services for students through workshops, seminars and individual assessment appointments. We can utilize several professional tools to explore career possibilities - the Meyers-Briggs Type Indicator (MBTI), Career Assessment Inventory (CAI), Career Information Services (CIS) and Career Occupational Preference System (COPS) - as well as self-directed research and on-going mentorship. The PACE project is committed to integrate career exploration within the context of every student's learning experience.

Students interested in transferring to another college or universities are invited to visit with college representatives and attend college transfer fairs throughout the school year. Students are also encouraged to make an appointment with an Enrollment Specialist to discuss transfer options. Students planning to transfer to a four-year institution are advised to review that institution's catalog for catalog rights established for students transferring in from community colleges.

Campus Security

The College of Western Idaho works to maintain a safe environment for students. Campus security officers are available during open campus hours to provide assistance and oversight of all campus events and functions. All crime reports are handled through campus security and the Nampa Police Department. In accordance with statutory requirements of the Jeanne Clery Act, campus crime statistics are posted each year online and can be accessed through the CWI website at www.cwidaho.cc.

In the event of an emergency, call 911 and Campus Security at 562-3198.

Center for New Directions (CND)

The Center for New Directions provides specific programming and services for single parents, displaced homemakers, and students seeking careers in areas not traditional for their gender. This program assists qualified students with assessment services, career exploration, and planning workshops. Students who pursue a career in Professional Technical Education (PTE) fields may also have access to continuing advising/counseling support, specialized workshops and seminars, and emergency book funds.

For more information, please contact One Stop Student Services at 208.562.3000 or onestop@cwidaho.cc for a referral or appointment.

Clubs and Organizations

Clubs and organizations abound at College of Western Idaho Community College.

The college averages around 20-25 clubs each academic year, ranging from academic focused, special interest groups to student chapters of professional organizations. It's a known fact that you get more out of a college experience if you get involved. You will probably even do better academically! In order to be recognized by CWI, and be eligible for benefits of that recognition, new student clubs and organizations must register during the Open Enrollment Period each semester and existing clubs must annually renew their registration with Student Enrichment.

For more information please visit the clubs and organizations website: https://cwidaho.cc/students-current/cs_student-clubs.php

Computer Labs

Computer labs are available for CWI students, faculty, and staff to use. Computer kiosks are also located in the One Stop-Centers.

Counseling Services

CWI will provide access to counseling services both through contracted/cooperative services with community agencies and through staff positions within the college. Currently, two Licensed Professional Counselors (LPC's) are available to work with current CWI students. These individuals will be available to provide short-term counseling, referral to community resource services for transportation, housing, food banks, and/or specific social service agencies.

Our community service partner agencies include:

- The Nampa Family Justice Center,
- Valley Crisis Center,
- Advocates Against Family Violence and
- FACES of Ada County (Family and Domestic Violence counseling and shelter/housing services),
- Nampa and Caldwell Housing Authorities,
- Community Council of Idaho (serving Hispanic and low-income families and individuals statewide),
- Idaho Department of Health and Welfare – Navigators and the Idaho Department of Labor/Job Services.

Identification Cards

A non-transferrable student identification card will be issued prior to the start of classes. Students will need it for identification purposes to use the library facilities materials, to obtain admittance to college activities, to use the computer labs, and to make changes in their major. Students must carry the student identification card with them at all times when on campus. Students are charged \$5 for the identification card and may be assessed a fee for a replacement card.

Informational Technology

The *College of Western Idaho Computer Use Policy* guides students, faculty, and staff in the acceptable use of computer information systems, network resources and technology resources available throughout the campus. Access to computer systems, networks and equipment imposes certain responsibilities and obligations and is granted subject to college policies and local, state and federal laws. Acceptable use always is ethical, non-offensive, reflects academic honesty, and shows restraint in the consumption of system resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

The access to and utilization of CWI Information Technology resources is granted to students, faculty, and staff as appropriate to support their individual learning and instructional needs. All Information Technology resources are owned and operated by the College of Western Idaho and access rights may be restricted for an individual if inappropriate activities are identified. In the event that an individual's access rights are restricted or terminated, appeals may be initiated through the following offices:

International Students

In partnership with College of Southern Idaho, College of Western Idaho participates in the Student and Exchange Visitor Program (SEVP). International applicants are those students who are not U.S. citizens, are not resident aliens, and are not refugees.

Minimum Requirements:

- Be 18 or older
- Complete the Application for Admission (available online at www.cwidaho.cc)
- Pay the one-time \$25 application fee (nonrefundable)
- Submit one of the following:
- Official transcript from high school and all colleges attended to World Education Services (WES.org) at the student's expense and list CWI as the recipient of the evaluation. The evaluation must demonstrate either equivalency to a U.S. high school diploma or 14 or more transferable college credits.

OR

- Recent (within three years) COMPASS® (Computerized Adaptive Placement Assessment and Support System) scores with a minimum Pre-Algebra score of 25 **AND** Reading score of 62 **AND** Writing score of 32
- Submit the additional international student forms that can be obtained by contacting the International Student Specialist or Coordinator. The forms include a questionnaire and a Certification of finances including a bank statement in U.S. dollars.
- If transferring from another U.S. postsecondary institution, the International Student Transfer form must also be completed by the student and signed by that institution's representative.

Once all admissions requirements are met and the international applicant is accepted to CWI, an I-20 will be issued. The student must then submit the I-20 to the American Consulate to receive a student visa.

For more information, please contact:

Laura Woodall
International Student Specialist
Phone: 208.562.3265
E-mail: laurawoodall@cwidaho.cc

Susan Nasburg
International Student Coordinator
Phone: 208.562.3262
E-mail: susannasburg@cwidaho.cc

Library

The College of Western Idaho library is located on the second floor of the Nampa Campus in Room 209. The library offers students, faculty and staff access to an impressive list of databases from the College of Southern Idaho library. In addition, the library also offers an interlibrary loan and reference books. For library hours and more information, visit: www.cwidaho.cc/library

One Stop Student Services

One Stop Student Services provides a one-door entry point for prospective students. Our approach coordinates Admissions, Financial Aid, Advising and Assessment, and Registrar functions within one convenient campus location. The One Stop Student Services staff communicates with specific College audiences, visits high schools, career and job fairs, and gives presentations to various community groups and constituents. These outreach and community activities are performed by enrollment specialists whose specific “job responsibilities” focus on developing strong community and student relationships. The One Stop Student Services specialists and enrollment specialists strive to provide excellence in customer service designed to empower each student to find educational success. Visit www.cwidaho.cc —our website that is designed to complement and enhance the One Stop Student Services experience. Prospective and returning students can request electronic or print materials (based upon their preference) that describe programs and services offered.

Placement Assessment

CWI uses the **COMPASS** (Computerized Adaptive Placement Assessment & Support System) test from the American College Testing for placement.

COMPASS is used to determine current skill levels in the subjects of Math and English. Students cannot fail the test. The COMPASS assessments are a series of untimed, adaptive tests in the areas of reading, writing, and mathematics.

All **degree-seeking** students must take the COMPASS placement test prior to enrolling in Math or English courses at the College of Western Idaho. **Non degree-seeking** students must also take the placement test if enrolling in courses that require Math or English placement.

Successful completion of college-level coursework indicated on official transcripts from accredited colleges/universities or ACT scores may also exempt you from taking part or all of the COMPASS placement sections. Visit with your advisor for complete placement information.

ESL COMPASS is used to determine the English proficiency levels of a non-native English speaking student. ESL COMPASS assessments are a series of untimed, adaptive tests in the areas of grammar/usage, reading, and listening.

COMPASS and ESL COMPASS gathers information regarding the background and educational needs of individual students. The results are then used during the educational planning process to assist students in selecting appropriate level courses in which they will be successful.

Upon completion of this assessment process, the scores and course placement information will be provided to the student immediately. With help of an Enrollment Specialist, the student may then develop an appropriate first semester schedule and initial educational plan prior to the student's first registration. We recommend that high school students take the placement test well in advance of their intended first term of registration. For students currently in high school, we recommend taking the COMPASS during the last semester of senior year or right after graduation to maximize their Math and English preparation. All other students may take the test any time prior to registration.

The COMPASS placement assessments cost \$5 each, but this fee is waived when the CWI application fee of \$25 is paid. CWI will consider valid all COMPASS placement test scores from *within three years from the date of course registration*. Please have official scores sent to One Stop for processing.

The College of Western Idaho has testing opportunities available at each of our **One Stop Student Services Centers**. COMPASS testing is available on a walk-in basis. For specific hours and testing locations, please call 208-562-3000 or visit Assessment's website at: <http://cwidaho.cc/students-current/assessment-services.php>.

COMPASS/ESL Internet Remote Testing is also available for students in over 550 supervised COMPASS testing centers across the country. There is no additional cost for students taking the COMPASS from a distance; however, a proctor fee will be charged by the remote testing center. Students can arrange to have their COMPASS placement test administered away from a CWI campus location by contacting One Stop Student Services at 208.562.3000 or onestop@cwidaho.cc.

COMPASS/ESL Retest Policy

All students are allowed one retake for each COMPASS section, and a second retake may be approved if a student is within five points of being placed into a higher course or with the approval of an enrollment specialist or faculty member. Any additional retakes will require authorization from an enrollment specialist or faculty member and be subject to the \$5 fee per assessment. Students who have taken COMPASS® in the past and have not been enrolled for two semesters may also retake COMPASS® at no charge to demonstrate current skill levels. Students who do not intend to enroll at CWI may also take COMPASS® at CWI by paying a \$5 fee per assessment. **Students who are currently completing or have already completed a course in a Math, English, or English as a Second Language track at CWI must submit to the Assessment Center a *COMPASS Retest Authorization Form* signed by the department head of Math or English and will be subjected to the \$5 per section fee. All COMPASS testers must wait 24 hours between COMPASS® retakes.**

Student Disability Services

The College of Western Idaho is sensitive to and understanding of its responsibilities to equal access, accommodation and support of individuals with disabilities. Staff and faculty alike provide resources, advocacy and collaboration across our campus community.

Student Disability Services (SDS) is incorporated within One Stop Student Services. Staff members build and maintain partnerships with students, faculty, staff and administrators to promote an

accessible, nondiscriminatory learning, teaching and working environment meeting the needs and abilities of students with disabilities.

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended in 1992 and with the Americans with Disabilities Act (ADA) of 1990, SDS is proactive in developing specialized accommodations to best support the abilities of each individual eligible for such services. Services for students with disabilities are individualized to the needs of each eligible student. These services will be facilitated based upon a student's request and requires the following documentation:

Documentation and Request for Services

When a student wants specialized, disability-related support, documentation of the disability **must** accompany the request. The needed documentation is most often an evaluation by an appropriate professional that describes the diagnosis and the current impact of the disability, in a college setting, as it relates to the needed accommodations. Reasonable accommodations are made in context with the goals and essential standards of the college program, course, etc. to which the student is requesting access.

In addition to the full spectrum of services available to all CWI students, eligible students may benefit from:

- Admission/Registration Assistance
- Assistive Technology
- Disability Support Staff
- Test/Quiz Accommodations
- Classroom/Lab Adjustments
- Alternate Format

Most physical barriers have been eliminated through sound architectural planning. Students who need to utilize areas that are not accessible should contact One Stop Student Services to make arrangements for unforeseen needed accommodations. To schedule an appointment or for more information about Student Disability Services, please contact the Student Enrichment Office or One Stop Student Services at 208.562.3000 email: onestop@cwidaho.cc or visit:

https://cwidaho.cc/students-current/cs_student-disability-services.php

Service Animals

A Service Animal is any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. If the student has a service animal, it is the student's responsibility to supply the required information the Student Disabilities Services Office to establish this accommodation.

The student will assume full responsibility for the care and management of their service animal. This will include, but is not limited to, food, water and shelter, managing the animal behavior on campus and in the community, animals' health and wellness, and disposal of animal waste in an appropriate manner. The service animal will be viewed by the campus as an extension of the student and therefore subject to the code of conduct of the college. Violations of the code of conduct will follow established procedures of the college.

Animals that are used for the expressed purpose of companionship (pets) **DO NOT** qualify as service animals. Even though they may provide a benefit to the student, they do not provide a service and will not be allowed on campus. Requests for service animals at the College of Western Idaho will be reviewed on case by case bases.

Student Health Insurance

Currently, CWI does not offer or require students to purchase health insurance.

Student Housing

The College of Western Idaho is a non-residential College.

Tutoring Center

Tutoring services for Math, English, Spanish and Biology are offered through the Tutoring Center, and are free to CWI students. For a list tutoring schedule or more information, stop by the CWI Nampa Campus Library or visit: www.cwidaho.cc/students-current/tutoring.php

Veterans Services

College of Western Idaho provides educational services for veterans needing assistance with the use of their educational benefits and educational planning. Newly enrolling veterans should contact One Stop Student Services to initiate Veterans Services. Veterans eligible to receive Veteran Affairs (VA) educational benefits need to submit all paperwork to CWI that is required to process VA entitlements. Veterans receiving educational benefits may also be eligible for other financial aid program opportunities through the CWI Financial Aid and Scholarship Office.

Each semester, veterans receiving educational benefits must contact the Veterans Certifying Official following initial certification for educational benefits. This is to assure that correct VA monthly educational benefits are granted in accordance with declared major requirements. Each veteran must report to the Veterans Certifying Official at the time of registration to receive certification for next semester. Any changes to the veteran's schedule and mailing address must be reported to the Veterans Certifying Official.

The Veterans Benefits Administration—Boise Regional Office provides brochures and manuals which outline benefits for veterans and their dependents such as disability, direct deposit, VA medical care, and other VA benefits. Veterans Affairs "benefit counselors" are also available to each veteran by phone through the Boise Regional Office. The toll-free number is 800.827.1000 or you can write to the following address: 805 West Franklin Street Boise, Idaho 83702-5560.

CWI Veterans Certifying Officials

Jessie Michaelson

VA Specialist

Phone: 208.562.3260

Email: jessiemichaelson@cwidaho.cc

Susan Nasburg

VA Coordinator

Phone: 208.562-3262

Email: susannasburg@cwidaho.cc

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Freedoms

- The right to non-disruptive inquiry and expression.
- The right to reasonable and responsible use of College facilities and services intended for individual educational development.
- The right to protection against any groundless surveillance, searches or seizures by members of the College community.
- The right to engage in demonstrations assuming that the demonstration is not violent and does not disrupt the educational and administrative process of the College or interfere with the rights of other members of the College community.
- The freedom of association. Students are free to organize, engage, and voluntarily participate in associations of their own choosing, subject only to reasonable College regulations ensuring that such associations are neither discriminatory in their treatment of other members of the College, nor operated in a manner that interferes with the rights of others.
- The right to form organizations within the College for any lawful purpose. The student government constitution establishes a procedure for College sanction. For information pertaining to College organizations, visit the Student Enrichment Office.
- The right to protection against unauthorized disclosures of confidential information contained in College records.
- The right to expect rules and regulations to be applied reasonably and impartially.
- The right to enjoy all College privileges regardless of race, color, national origin, sex, and/or disability.
- The right to exercise all rights without interference or fear of college disciplinary action.

STUDENT CODE OF CONDUCT

College of Western Idaho and the surrounding community expect all students and employees to practice high levels of academic and professional honesty and integrity. The College must and will enforce appropriate action in order to create and maintain a positive learning environment in which the rights, privileges, property, and self-worth of every individual in the College community are preserved. Policies and procedures (grievances, appeals, etc.) as defined within this catalog and during the initial semester of operation will reside within the Office of the Dean of Enrollment and Student Services.

The Student Code of Conduct governs the behavior of our student body. The code

illustrates the rules, regulations, procedures, policies, and standards of conduct that safeguard the College community's functions and protect the campus community, and provide the best possible learning and living environment to all students. The College must and will enforce appropriate action when a member(s) behavior places the welfare of any person in jeopardy.

The College has primary interest concerning:

- Matters that ignore high standards of academic and professional honesty and integrity.
- Conduct that infringes upon the rights, privileges, and property of other

members of the College community and visitors.

- Behavior or actions that would conflict with College functions or endanger the health, safety, and welfare of other persons.
- The College's obligation to support and be guided by the regulations provided by the College Board of Trustees and the laws of the local, state, and federal government.

Authority and Responsibility

Daily responsibility of behavior and actions lies within the individual student. All College of Western Idaho students are expected to use sound judgment in their daily on-campus and online experiences and to express due concern for the property, privileges, and rights of the others. The ultimate responsibility to enforce the Student Code of Conduct rests with the Dean of Enrollment and Student Services. The Dean may delegate responsibility for administration of the disciplinary system to the Director of Student Enrichment or other designee. The Dean and/or his/her designee may delegate responsibility to various conduct committees, administrators and staff. All decisions made through the conduct process are subject to review and approval by the Dean or his designee.

CWI has established specific personal and organizational standards, policies, and procedures that promote a community free from physical violence, force, abuse, and threat. Violation of these standards is grounds for conduct review and disciplinary actions. The College recognizes the control of student conduct is imposed by the entire community; therefore, when students are charged with violations of the law, the college will fully cooperate with law enforcement, courts, and rehabilitation processes. The College also reserves the right to enforce further disciplinary actions in addition to those of law enforcement

agencies. The College does not assume parental responsibilities for the conduct of students.

Student Misconduct

Academic Dishonesty

Students are expected to be honest in all aspects of their college education. All work is evaluated on the assumption that the work presented is the student's own. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted is to be a representation of students own ideas, concepts, and understanding. Anything less is unacceptable and is subject to initial disciplinary action. Academic Dishonesty includes, but is not limited to: cheating, plagiarism, assisting, fabrication, and tampering.

Cheating - Use or attempted use of unauthorized materials, information or study aids OR an act of deceit by which a student attempts to misrepresent mastery of academic effort or information. This includes unauthorized copying or collaboration on a test or assignment or using prohibited materials and texts.

Plagiarism – Representing the words or ideas of another person as one's own OR presenting someone else's words, ideas, artistry or data as one's own. This includes copying another person's work (including unpublished material) OR using your own work previously submitted for another class without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own.

Fabrication - Falsification or invention of any information (including falsifying research, inventing or exaggerating data and listing incorrect or fictitious references).

Assisting - Helping another commit an act of academic dishonesty. This includes paying or

bribing someone to acquire a test or assignment, changing someone's grades or academic records, or taking a test/doing an assignment for someone else (or allowing someone to do these things for you).

Tampering - Altering or interfering with evaluation instruments and documents.

Alcohol and Drugs

The College recognizes the health risks, costs associated with the use of illicit drugs and alcohol, and the distractions that drugs and alcohol impose on the educational pursuits of a student. Therefore, the College has strict policies concerning the purchase, sale, use, possession, or consumption of beer, wine or any other intoxication liquor. The College of Western Idaho prohibits drugs and alcohol on campus property, training sites, or at all College activities on or off campus. Any student or group of students who are under the influence of intoxicants and fail to conduct themselves in a reasonable manner by violating recognized standards of conduct are subject to disciplinary action and/or dismissal from the school.

Family members will be notified in the event the situation is warranted by the Dean of Enrollment and Student Services or any person designated by the Dean. The investigation, prosecuting, and disciplinary roles relating to illegal drug and alcohol use are the responsibility of the College and law enforcement authorities. In addition, CWI has adopted and implemented an alcohol and drug prevention program. As part of the federal regulations, CWI is required to annually provide policy and prevention information to all students both new and prospective. For information regarding policy, as well as process of violations, contact the Student Enrichment Office at 208.562.3000. The Board of Trustees authorizes the President of CWI or his designee to permit the presence of alcohol at an off-campus CWI sponsored event when, in his discretion, it is appropriate. This alcohol policy

does not apply to The College of Western Idaho Foundation. This policy is subject to change at any time, as CWI's administration may deem necessary for the protection of person or property.

Computer Offenses

The *College of Western Idaho Computer Use Policy* guides students, faculty, and staff in the acceptable use of computer information systems, network resources and technology resources available throughout the campus. Access to computer systems, networks and equipment imposes certain responsibilities and obligations and is granted subject to college policies and local, state and federal laws. Acceptable use always is ethical, non-offensive, reflects academic honesty, and shows restraint in the consumption of system resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Campus Disruptions and Violence

Any act of violence or intimidation, any seizing of any portion of property, or any unauthorized activity which prevents the normal operations of the College in any way by any individual or group will be considered in direct opposition to the necessary operation of the College. Action will be taken immediately, including probability of expulsion, regardless of the number of individuals involved.

Dress Code

Students are expected to dress appropriately for the given class and activity. For example: no shorts or open-toed shoes in lab settings. Regulations prohibit any individual from entering any campus building barefoot.

Destruction of Property

Intentionally or recklessly damaging, destroying, defacing, or tampering with the property of the College or the property of another person or entity is prohibited.

Discrimination and Harassment Policy

The College of Western Idaho subscribes to the policy of providing equal educational and employment opportunities, services, and benefits to students and employees without regard to age, race, color, national origin, sex, religion, and/or disability, in accordance with the Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and all other state and federal non discrimination statutes. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

The College of Western Idaho is committed to enforcing a campus environment free from abuse, intimidation, and harassment, where each individual is encouraged and treated with respect and courtesy.

Disorderly Conduct

Any conduct that disrupts or is offensive to the scholastic and communal atmosphere of the College on College property or at College sponsored or supervised events, or infringes upon the rights of other individuals is a violation of this code.

Disregard for Authority

Is defined as students not responding to sensible instructions and direction from College advisors, faculty and staff.

Disruption of Peace

Knowingly disrupting the peace of the College academic environment, including, but not limited to, disorderly conduct, failure to comply with order to disperse, fighting, quarreling, and/or being intoxicated is prohibited.

False Charges/Statement

Intentionally making false charges or allegations including testimony at College conduct hearings, law enforcement reports or questioning, or misconduct in classroom situations.

Firearms, Explosives, and Weapons

Possession, wearing, carrying, transporting, or

use of a firearm or other dangerous weapon, incendiary device or explosive is strictly forbidden on the College of Western Idaho owned or controlled premises, to include private vehicles of employees, students or campus visitors. This policy extends to any person who may have acquired a government-issued permit or license to carry a concealed weapon. Law Enforcement officers on duty are exempted from this policy.

Fraud

The College of Western Idaho strictly prohibits altering, misusing, or falsifying any College document or record, or knowingly giving false information to any recognized official or committee with the intent to deceive obstructs justice in any way.

Gambling

Gambling of all sorts is prohibited on campus. The privilege of playing card games is given on the assumption that no gambling takes place. However, if gambling does take place and is detected, this privilege will be unconditionally withdrawn.

General Harassment

The College of Western Idaho is committed to maintaining a working and educational environment, which fosters appropriate and respectful conduct and communication between all individuals within the College community. CWI complies with Federal and State Equal Employment Opportunity (EEO) laws and strives to keep the College free from all forms of harassment and discrimination, including sexual harassment.

Specific types of conduct that constitutes harassment towards another person or group of people includes, but is not limited to:

- Unwelcome comments or other conduct that unreasonably interferes with an individual's work or academic performance or creates and intimidating, hostile, or offensive

environment for the student(s) or faculty.

- Retaliation against any person filing a conduct complaint or against any person cooperating as a witness.

Sexual Harassment

The College's policy is that NO member of the College community may sexually harass another. The guidelines of sexual harassment prepared by the Equal Opportunity Commission under authority of Titles VII of the 1964 Civil Rights Act. Title IX of the education amendments of 1972 prohibits sex discrimination in any educational program or activity that receives federal financial assistance.

Sexual harassment is defined as follows: unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission of conduct, whether explicitly or implicitly, is made a condition or action of an individual's employment, education, academic pursuits, or participation in College activity.
- Such conduct affects or interferes with a person's employment, education, living environment, or participation in a College activity by creating an intimidating, hostile, or offensive, working or learning environment.

The College will adhere to the policy of protecting the rights of all individuals within the College community. Following any complaint, the College will provide a fair and impartial investigation. Any member of the College community found to have violated any of the policy's concerning sexual harassment will be subject to disciplinary action. Any allegations of sexual harassment are referred to the Dean of Enrollment and Student Services, Director of Student Enrichment, or Director of Human Resources.

What Can Students Do?

Report the harassment to a supervisor, faculty member, One Stop Services, the Dean of Enrollment and Student Services, or the Director of Human Resources. If the offender is a supervisor, report to the next level of authority.

Tell Somebody.

Co-workers or fellow students should support each other against harassing behavior. Report the behavior to CWI Administration as soon as possible.

Whom to Contact:

A student may contact:

- Dean of Enrollment and Student Services, 208.562.3000
- Director of Human Resources, 208.562.3000

Malicious Treatment and/or Hazing

The College does not approve of any form of hazing. Hazing is defined as any action taken or situation created intentionally to provide mental or physical discomfort or in any way to degrade the dignity of the individual student.

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of an individual or student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the educational institution.

These actions include, but are not limited to:

- Any activity that includes conditions or requires the student to perform a duty or task which involves a violation of the law.
- Any type of activity involving the consumption of food, liquid, alcoholic beverages, drugs, sleep deprivation, or any other activity that exposes the

student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.

- Abusing authority of one's class rank or leadership position
- Using any form of physical bondage
- Taking another to an outlying area and deserting them
- Knowledge of an occurrence of this type has taken place and failing to report it to appropriate College officials or public safety officials.

Sexual Assault The College of Western Idaho is in compliance with State laws concerning sexual assault. Sexual assault is defined as any forced sexual contact including, but not limited to: acquaintance/date rape or unwanted touching or fondling. Any non consented advance is intolerable and may result in expulsion, termination, as well as any other State enforced justice.

Service Animals

A Service Animal is any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. If the student has a service animal, it is the student's responsibility to supply the required information the Student Disabilities Services Office to establish this accommodation.

The student will assume full responsibility for the care and management of their service animal. This will include, but is not limited to, food, water and shelter, managing the animal behavior on campus and in the community, animals' health and wellness, and disposal of animal waste in an appropriate manner. The service animal will be viewed by the campus as

an extension of the student and therefore subject to the code of conduct of the college. Violations of the code of conduct will follow established procedures of the college.

Animals that are used for the expressed purpose of companionship (pets) **DO NOT** qualify as service animals. Even though they may provide a benefit to the student, they do not provide a service and will not be allowed on campus. Requests for service animals at the College of Western Idaho will be reviewed on case by case bases.

Smoking

Smoking is prohibited inside all College buildings and College owned vehicles. Smoking is only allowed in outside designated smoking areas.

Solicitation

Any student, solicitor, agent, or salesperson operating in his/her own interest and for purposes not directly connected with college interest is not permitted to advertise on campus or participate in any college function. Soliciting through mycwi email or Blackboard accounts is prohibited.

Stalking

Engages in a course of conduct that seriously alarms, annoys or harasses the victim and is such as would cause a reasonable person substantial emotional distress; or engages in a course of conduct such as would cause a reasonable person to be in fear of death or physical injury, or in fear of the death or physical injury (Idaho State Law, 18-7906).

Tampering with Emergency Equipment and/or False Report of Emergency

Deliberately setting off a fire alarm, knowingly causing, making, or circulating a false report, warning, fire, explosion, crime or any other emergency is unacceptable behavior and will be confronted and dealt with immediately. Students could be held accountable for any

finances that are issued from the Fire and Police Departments.

Theft or Vandalism

The College prohibits theft, abuse, or defacement of the property of the College or any person or entity without the approval of the Dean of Enrollment and Student Services.

Trespass or Unauthorized Entry or Use

The College prohibits unauthorized entry, trespass, use, or forcible entry of College facility and/or property.

Reporting Student Misconduct

Any member of the College community including students, faculty, staff, and visitors may make allegation(s) of student misconduct where alleged misconduct occurs within or outside of the College boundaries. All charges must be prepared in writing and referred to the Office of Enrollment and Student Services, specifically the Dean of Enrollment and Student Services or any delegated official, for review. The allegations must be submitted within 10 business days of the incident, excluding weekends and holidays.

The Dean of Enrollment and Student Services or designee will review the charges and then give written notice* to the accused individual(s) of misconduct and will ask the student to meet with him or her. The charges against the student will be read and explained to him or her. He or she will also be given a copy of the Student Code of Conduct and the charges; he or she will also be informed of any names of witnesses and given a summary of their testimony. The student will be given an opportunity to present his or her defense.

*The written notice will include the description of the alleged policy violation, the date, the approximate time, the location if known, and a summary of the information upon which charges are based.

The Dean of Enrollment and Student Services, or designee, will then schedule a preliminary meeting in order to rule on the charges and determine whether further proceedings or hearing should take place. During this hearing

the Dean of Enrollment and Student Services, or his designee, may recommend appropriate sanctions.

The conduct hearing process is not intended to be a harsh environment or process. The student has the right to be accompanied at the conduct hearing by an advocate of his or her choice, including legal counsel. The student must give the Enrollment and Student Services Office 48 hours notice that an advocate or legal council will be accompanying them. If that notice is not given, the advocate or legal council will not be allowed to attend the conduct hearing. However, should the student choose to be accompanied by legal counsel, the student is still required to account for his or her self and must personally present his or her evidence and position. In addition, the student's legal counsel may participate only with permission of the hearing officer. Should the student choose to bring legal counsel, the College's legal counsel may also be present. The student has the right to provide evidence and witnesses supporting his or her case, all evidence and witnesses pertaining or relevant to the case will be considered. After discussion, the Conduct Committee will recommend appropriate sanctions to the Dean of Enrollment and Student Services, or his designee, who may then accept the recommendations and take action or may revise the recommendation according to his or her discretion. The written findings of the Committee, with its recommendations, will be given to all concerned parties.

Standard of Evidence

The term "standard of evidence" will mean a "preponderance of evidence." A "preponderance of evidence" means that the evidence given is enough to suggest that a circumstance is more likely than not to have occurred as described.

Sanctions

Students found to be in violation of the Student Code of Conduct are subject to College sanctions. Sanctions shall be imposed in accordance to the severity of the misconduct. In

all cases, The College of Western Idaho shall reserve the right to require counseling and/or testing of students as seemed appropriate. The conduct Committee, Dean of Enrollment and Student Services or designee, and the President reserve the right to include one or more of the following sanctions listed below.

- **Written Reprimand:** An official notice in writing to the student that he or she has violated the Student Code of Conduct.
- **Probation:** A written reprimand for the violation of the Student Code of Conduct. It is a designated time period that includes the options for more severe disciplinary actions if the student is found in violation of any College rules or regulations during the probation period.
- **Reduction of Privileges:** Denial of specified privileges for a designated period of time.
- **Hold on academic records:** A hold may be placed on the students account for not completing sanctions in the timeframe set forth in their sanction.
- **Restitution or Reimbursement:** Compensation for any loss, damage, or injury incurred by the College or any member or College community.
- **Discretionary Sanctions:** Including but not limited to education projects, work assignments, community services or restitution.
- **Interim Suspension:** A suspension of less than a term designed to prohibit the presence of the student on campus until the case is resolved. College officials impose an interim suspension prior to a hearing to insure the safety of the student or members of the College or when the student poses a definite threat of disruption to the College, to him or herself, or to another College member.
- **Suspension from College:** Student is withdrawn from all courses and divisions of the College. The student is

prohibited from attending the College for a specific period of time. The student must be informed in writing of the effective suspension period, the assessed or approximate time period, and the reason the suspension is imposed.

- **Expulsion from College:** Permanently separated from the College. This action will be made part of the student's permanent record. In the event of expulsion, a student may not be readmitted to any units of the College without the consent of the President of the College. The student must be informed in writing of the expulsion and the reason the expulsion is imposed.
- **Withholding degree:** May withhold awarding a degree otherwise earned until the completion of the Student Conduct process as set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

Appeals

A student determined to have violated the Student Code of Conduct shall have the right to appeal. All appeals shall be filed in writing to the Dean of Enrollment and Student Services within ten (10) business days of receipt of the sanctions. The Dean of Enrollment and Student Services shall review the written appeal for one or more of the following purposes:

- Discovery of new information not available at the time of hearing.
- To determine whether or not the original hearing was conducted fairly in light of charges and evidence.
- To determine if the sanctions imposed were appropriate.
- If the appeal is accepted, the individual reviewing the appeal will consider all relevant materials, and may also talk with the student or others as needed.
- This process is a review of the case, not

an additional conduct hearing. Within ten (10) business days, the student will receive written notification of the final decision. The original sanction can be upheld, modified, or reversed.

Violation of Probation

Any student facing disciplinary action may be placed on probation. If a student is sanctioned with probation and fails to comply with the conditions of his or her probation, then the student is in violation of the Student Code of Conduct and will potentially face other disciplinary actions which may include suspension or dismissal.

Failure to Comply

If students choose to not complete the required sanctions related to the policy violation, the student may be called in for an additional conduct hearing(s).

Conduct File

The creation of a student file will be kept for seven (7) years following any academic dishonesty or misconduct incident.

Emergency Action

The College of Western Idaho President, or any designee, may take emergency action when immediately necessary to secure the health and safety of other persons or the student against who the action is taken and there is an alleged violation of the Student Code of Conduct.

Emergency Action includes, but is not limited to:

- Immediate withdrawal from the College. Restriction of the accused students present on College property and/or College events
- At the time of the Emergency Action, the Dean of Enrollment and Student Services may request that the student

- secure a medical/psychological evaluation through the College affiliates or another facility at the student's own expense.
- The evaluation may be used to determine the appropriateness of withdrawing the emergency action.

At the time of Emergency Action the student will be informed of the reason for the emergency action. The student will have the opportunity to provide evidence supporting the reasons Emergency Action need not to be taken. However, decision is ultimately the right of the designated College member. The student will be informed of the time, place, and date of the preliminary hearing.

Based on the reasonable evaluation of the evidence presented at the preliminary hearing, the Dean of Enrollment and Student Services shall notify the accused student of the decision to:

- Dissolve the emergency action and take no further action
- Dissolve the emergency action but proceed to a full hearing
- Sustain the emergency action until a formal hearing regarding the accused student's conduct may be held.

STUDENT RIGHT-TO-KNOW

The College of Western Idaho is pleased to provide prospective and current students the following information in compliance with the Higher Education Act of 1965, as amended.

- Institutional Information:
 - requirements and procedures for withdrawing from the institution
 - cost of attendance
 - refund policy
 - current academic programs of the institution (current degree programs, educational/training programs, faculty)
 - names of associations, agencies accrediting the institution
 - description of Disability Services
- The **Family Educational Rights and Privacy Act of 1974 (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
 - **FERPA** was designed to protect the privacy of a student's educational records, to establish the right of students to inspect and review their

educational records, and to provide guidelines for the correction of inaccurate or misleading data. The College of Western Idaho may release directory information as allowed by law.

- Graduation/completion and transfer-out rates
- In accordance with statutory requirements of the Jeanne Clery Act, campus crime statistics are posted each year online and can be accessed through the CWI website at www.cwidaho.cc.
- Financial assistance available and eligibility, includes such information as:
 - types of aid available
 - application forms/procedures to use in applying for aid
 - eligibility requirements
 - selection criteria
 - criteria used to determine amount of aid award
 - satisfactory student progress standards
 - how to reestablish satisfactory progress status
 - disbursement methods
 - loan qualifications, and student employment conditions.

STUDENT SUBSTANCE ABUSE POLICY

Purpose

The College of Western Idaho recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol and is committed to providing a drug-free and alcohol-

free educational environment, which supports the mission of the college.

Legal Provisions

Under Idaho law, it is illegal for any person under 21 years of age to purchase or attempt to purchase or otherwise procure, possess, or consume beer, wine, or other alcoholic or intoxicating liquor. It is also illegal to sell, serve, give or furnish beer, wine, or other alcoholic or intoxicating liquor to a person under age specified above. It is also illegal for any underage person to falsify a driver's license or other identification document or for any person to permit his/her driver's license or any other identification document by and underage person to purchase alcoholic beverages.

Because CWI campus is within Nampa or Boise City limits, city beverage ordinances, which conform closely to state law, also apply on the campus and are enforced by the city police.

State and federal laws also prohibit the use and/or possession of illegal drugs and drug paraphernalia. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, and other controlled substances on College premises, during a College-sponsored activity, or while representing the College at off campus premises is absolutely prohibited.

College Policy

Alcoholic beverages may not be possessed or consumed under any circumstances on CWI premises and at any CWI sponsored events held off campus. Students who become intoxicated off campus and are involved in CWI sponsored events will be accountable to local law enforcement and fall under CWI's drug and alcohol policy. The use of illegal drugs is strictly prohibited for use anywhere on campus or off campus at CWI sponsored events.

The Board of Trustees authorizes the President of the College or his/her designee to permit the presence of alcohol at an off-campus College-sponsored event when, in his/her discretion, it is appropriate. This alcohol policy does not apply to the College of Western Idaho Foundation.

College's Role

CWI does not condone or remain indifferent to any act or conduct that impairs the pursuit or dissemination of knowledge or that may be judged to have a deleterious effect on the academic community. CWI's primary role in dealing with matters involving the use or potential use of drugs or alcohol by its students is that of prevention, counseling and education. Family members may be notified in the event the situation is warranted by the Dean of Enrollment and Student Services or his designee. The investigatory, prosecuting, and disciplinary roles relating to illegal drug and alcohol use are the responsibility of the college and law-enforcement authorities.

In addition, the College has adopted and implemented an alcohol and other drug prevention program. As part of the federal regulations, the College is required to annually provide policy and prevention information to all students both new and prospective.

For information regarding this policy, as well as the process that is involved when the drug and alcohol policy is violated you may contact the Student Enrichment Office.

Policy Changes

This policy is subject to change at any time, as the College's administration may deem necessary for the protection of person or property.

Process for Violating the Drug and Alcohol Policy at the College of Western Idaho

The following guidelines represent typical responses that will most likely occur when violations of CWI's substance abuse policy are made. Although each incident is considered on its own merit, prior conduct background or other behavioral incidents will be taken into consideration when decisions are rendered. In some situations, a first offense may result in a more serious response, given the nature of the incident. Students may take the two-hour drug

education seminar even if they have not violated the drug and alcohol policy.

Level 1

A level 1 offense is when a student violates the substance abuse policy. Student will be required to attend a two-hour education seminar. An example of this violation may include, but is not limited to: possession of alcohol under age or sustained presence in a room where other alcohol policy violations are taking place.

Level 2

A level two offense is when a student violates the substance abuse policy for a second time or when a student's use of substances causes personal or academic consequences. Depending on the situation the student will attend an educational seminar. Students will also be referred to counseling services, a 12-step program and a letter sent to their parents (if under the age of 21). Examples of this violation include, but are not limited to: possession of marijuana, drug paraphernalia, large quantities of alcohol, kegs or beer balls, or use in public or common areas, participation in drinking games, or a repeat of a level one offense.

Level 3

A level three offense involves behavior that suggests the excessive consumption of alcohol or other drugs, or leads to an alcohol or other drug-related arrest. At this level, the student's family will be notified; the student will either be placed on temporary behavioral probation depending on the individual circumstances. This level of severity may require that the student receive a professional alcohol assessment. Examples of violations at this level might include, but are not limited to: third violation of policy, alcohol and other drug related hospitalization, arrest for false identification, DWAI/DUI while on campus or at any CWI sponsored event. NOTE: Students who are responsible for hosting or sponsoring drinking games, who procure kegs, or otherwise engage in sponsoring behavior, which is unsafe, by its nature are considered to be responsible for a level three offense.

Level 4

A level four offense is when substance use results in behavior that leads to potential or actual harm to self or others. The student will likely be suspended or separated from CWI and could face referral to the local law enforcement agency. Some examples might include, but are not limited to: growing, manufacturing, selling, or distributing illegal substances, selling or distributing prescribed medications, possessing cocaine, opioid's, or hallucinogens, fighting, sexual harassment/assault, verbal threats, while under the influence of alcohol or illegal drugs or more than three violations of the policy.

Appeals Process

The entire appeal process is focused on fairness and "due process" for students. The specific procedures are available in the Student Enrichment Office.

NOTE: All discipline appeals must be formally submitted to the Dean of Enrollment and Student Services no later than 10 business days after the discipline has been imposed.

Failure to Comply

If students choose not to participate in the required sanction relative to their violation of the drug and alcohol policy, the student may be suspended from CWI.

Letter and Policy

Students under the age of 21 are subject to the parent/guardian notification policy. The College of Western Idaho reserves the right to apply this policy to students over 21 where circumstances are such that it is in the best interest of the student and the College.

Conditions under which parent/guardian may be notified:

- As a rule, upon the finding of responsibility for the first alcohol or drug related offense. The student will be required to attend a 2-hour educational seminar.
- Students, who violate level two, three or four of the substance abuse policy, are subject to parental notification in

either written or verbal form, if they are under the age of 21.

- College of Western Idaho administrators reserve the right to exercise professional judgment and

discretion in the application of this policy.

- Letter is sent to parents of student.



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