

# 2023-2024 Planner & Student Handbook



College of  
Eastern Idaho



# **Student Handbook PLANNER 2023–2024**

**College of Eastern Idaho**

**1600 S. 25<sup>th</sup> E.  
Idaho Falls, Idaho 83404-5788  
208-524-3000  
www.cei.edu**

**CEI Security:                   208-604-4597  
IT Help Desk:                 208-680-6874**

***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

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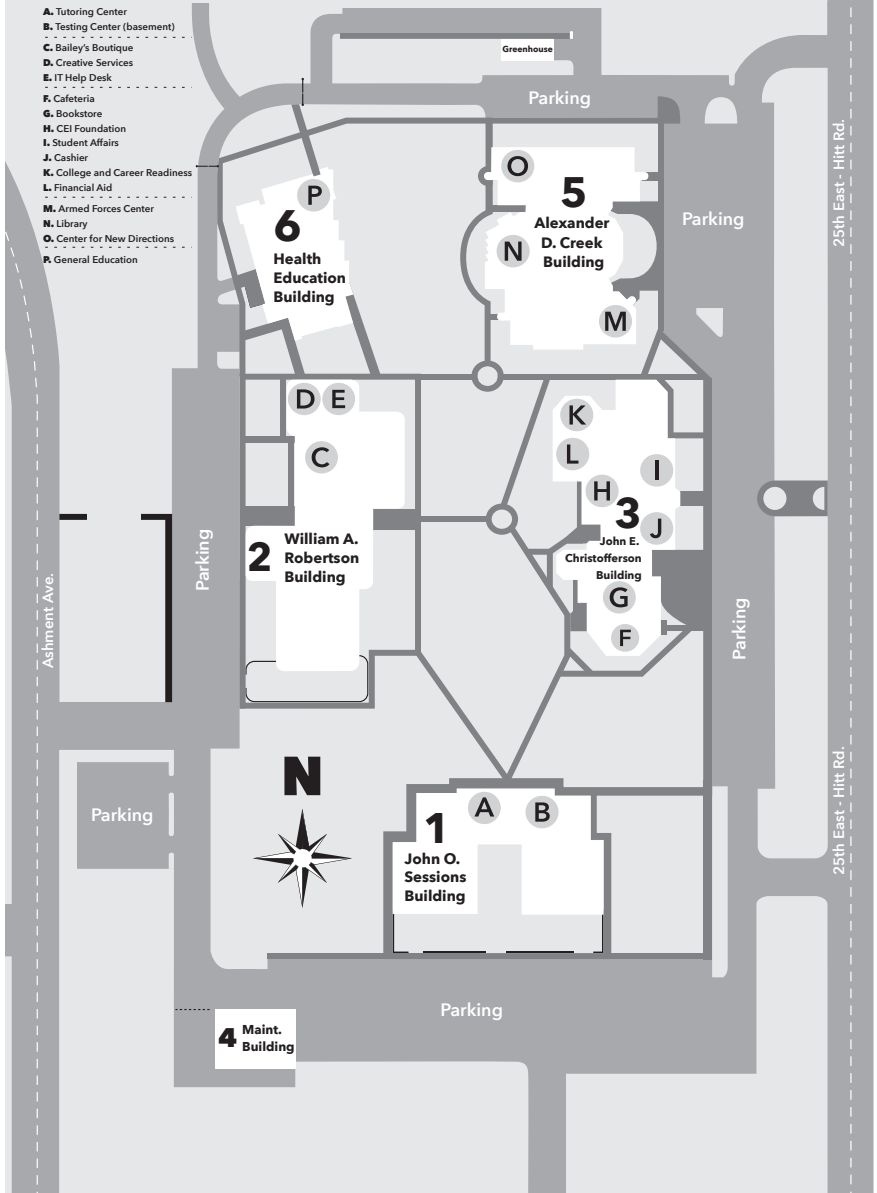


# CAMPUS MAP

### CAMPUS RESOURCES

in order of building

- A. Tutoring Center
- B. Testing Center (basement)
- C. Bailey's Boutique
- D. Creative Services
- E. IT Help Desk
- F. Cafeteria
- G. Bookstore
- H. CEI Foundation
- I. Student Affairs
- J. Cashier
- K. College and Career Readiness
- L. Financial Aid
- M. Armed Forces Center
- N. Library
- O. Center for New Directions
- P. General Education



## WELCOME



College of Eastern Idaho (CEI), one of four Idaho community colleges, serves our eastern Idaho region by offering Associate of Arts (AA) and Associate of Science (AS) transfer degrees in addition to our growing technical Associate of Applied Science (AAS) programs. CEI is committed to improving the “go-on” rate of high school graduates to college in eastern Idaho. We are also committed to working with local school districts to create dual credit opportunities and a seamless transition from high school, to CEI, and on to four-year degrees and a wonderful career.

CEI proudly supports our honored veterans and active duty military members and is a champion of building steps toward credit for prior learning in Idaho.

As CEI’s President, I am honored to continue this important work by ensuring our students thrive in a diverse and dynamic environment that supports their success. We aim to fully represent what it means to be a community college, and strive to find unique and innovative ways to serve our nine-county region. We are committed to collaborating with you as a student to help you succeed in any educational path you choose. As an open-access college, we welcome anyone into our College to help them meet their personal goals.

Our faculty and staff are committed to the mission of CEI, “to provide open-access to affordable, quality education that meets the needs of students, regional employers, and community.” Our technical programs are designed to promote regional economic development by meeting employer needs for trained workers. Our Associate degrees are built in partnership with universities around the state to ensure our students are prepared to move forward in their education journey. We work closely with local business and industry to create customized training for workforce development, and offer an array of industry-recognized certifications.

As we continue to grow, CEI has placed more emphasis on online learning while maintaining more traditional face-to-face methods. We are committed to provide any of our students access to counseling and advising, whether on campus or virtually through our online systems. We are dedicated to the success of our students, their job readiness and their life enrichment opportunities.

We are the shortest distance between where you are and where you want to be.

Welcome to College of Eastern Idaho. We’re glad you’re here!

Rick Aman, PhD  
*President of College of Eastern Idaho*

# ACADEMIC CALENDAR 2023-2024

## FALL SEMESTER (2023)

August 14-15	Faculty Days and Faculty/Staff In-Service
August 16-18	Faculty preparation and student advising
August 17	Fall 2023 term fee deadline
August 21	Fall semester classes begin (Including Full Semester & Block A)
August 25	Last day add/drop classes (Including Full Semester & Block A)
<b>September 4</b>	<b>Labor Day Holiday **</b>
September 25	Last day to withdraw from Block A without grade penalty
October 2	Application for fall graduation due
October 9	Columbus Day- Classes held
October 12	Block B Fee Deadline
October 13	Mid-Term/last day to make up Summer incompletes
October 13	Block A Classes End
October 16	Block A final credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
October 16	Mid-Term credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
October 16	Block B Classes Begin
October 16	Spring semester registration for continuing students begins
October 20	Last day to add/drop Block B
October 30	Last day to withdraw from credit classes without grade penalty
November 6	Spring semester registration for new degree/certificate seeking students begins
November 6-22	Fall in-class evaluations
November 10	Veteran's Day Observed - Classes held
November 13	Spring semester registration for non-degree seeking students begins
November 20	Last day to withdraw from Block B without grade penalty
<b>November 23-24</b>	<b>Thanksgiving Vacation **</b>
December 8	Last day of instruction (Including Full Semester & Block B)
December 8	Spring 2024 term fee deadline
December 11 - January 7	Winter Break (students)
December 22-25	<b>Christmas Holiday** (Observed)</b>

## SPRING SEMESTER (2024)

<b>January 1</b>	<b>New Year's Holiday</b>
January 2-3	Faculty Prep
January 4-5	Faculty/Staff In-Service
January 4	Full Semester & Block B final credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
January 8	Spring semester classes begin (Including Full Semester & Block A)
January 12	Last day add/drop classes (Including Full Semester & Block A)
<b>January 15</b>	<b>Martin Luther King Jr. Day **</b>
February 1	Application for Spring/Summer Graduation due
February 9	Scholarship applications due to CEI Foundation Office by 5:00 p.m.
February 12	Last day to withdraw from Block A without grade penalty

# ACADEMIC CALENDAR 2023-2024

<b>February 19</b>	<b>President's Day **</b>
February 29	Block B Fee Deadline
March 1	Mid-Term/last day to make up Fall incompletes
March 1	Block A Classes End
March 4	Block A final credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
March 4	Mid-Term credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
March 4	Block B Classes Begin
March 8	Last day to add/drop Block B
March 11	Summer/Fall semester registration for continuing students begins
<b>March 18-22</b>	<b>Spring Break ***</b>
March 25	Last day to withdraw from credit classes without grade penalty
April 1	Summer/Fall semester registration for new degree/certificate seeking students begins
April 8	Summer semester registration for non-degree seeking students begins
April 8-19	Spring in-class evaluations
April 15	Last day to withdraw from Block B without grade penalty
May 3	Last day of instruction (Including Full Semester & Block B)
May 6	Fall semester registration for non-degree seeking students begins
May 7	Full Semester & Block B final credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
<b>May 7</b>	<b>Commencement - Tuesday</b>

## SUMMER TERM (2024)

<b>May 27</b>	<b>Memorial Day **</b>
May 30	Summer 2024 term fee deadline
June 3	Summer semester classes begin
June 7	Last day add/drop classes
June 19	Juneteenth - Classes held
June 28	Mid-Term/last day to make up spring incompletes
July 1	Mid-Term credit grade entry & submission deadline due by 4:00 p.m. in Self-Service
<b>July 4</b>	<b>Independence Day Holiday **</b>
July 8	Last day to withdraw from credit classes without grade penalty
July 26	Last day of instruction
July 29	Final credit grade entry & submission deadline due by 4:00 p.m. in Self-service

**\*\*\* Subject to change**

**\*\* Campus will be closed/no classes held**

**Classes will meet on Columbus Day, Veteran's Day, and Juneteenth**

ADA/Section 504 Compliance Officer



## ABOUT CEI

### OUR MISSION

To provide open-access to affordable, quality education that meets the needs of students, regional employers, and community.

### OUR CORE THEMES



**Learning for Work and Life:** CEI is a place of learning where students prepare for transfer, careers, and effective citizenship. The college embraces active learning, and provides instruction that is not only academically rigorous, but also tailored to the needs of the student and the community. Learning for work and life takes place in all areas of campus through transfer degrees, career-technical education, college and career readiness, and workforce training.



**Student Centered:** CEI faculty and staff throughout the college are committed to students and their success. Well-functioning student support areas are critical to students' success because they help model outstanding professional behaviors, and they provide comprehensive student support from first contact through degree and/or employment.



**Community Engagement:** CEI's focus on community is evident in a safe and inviting campus, which fosters communication, professional growth and adult enrichment through broad, collaborative relationships within academic and employer communities throughout the region.

## EDUCATIONAL OFFERINGS

College of Eastern Idaho prepares students to earn an Associate of Arts (AA) or an Associate of Science (AS) degree and then, if they so choose, to transfer those credits to a baccalaureate institution. Academic transfer programs are comprised of instruction in liberal arts and sciences to develop knowledge and skills in communication, humanities, writing, mathematics, science, and social science. CEI also offers several Career Technical Education (CTE) certificates and programs including Technical Certificates and Associate of Applied Science (AAS).

## EQUAL OPPORTUNITY

It is the policy of College of Eastern Idaho to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, handicap, age, creed, or gender, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act. College of Eastern Idaho is an Equal Opportunity/Affirmative Action institution and the programs and courses offered are approved for Veterans Administration Benefits.

The Equal Opportunity/Affirmative Action Officer (for employees) may be contacted at 208.535.5303.

The Title IX and Student Conduct office (for students) may be contacted at 208.535.5451.

*For CEI policies, see [cei.edu/hr/policies-procedures/](http://cei.edu/hr/policies-procedures/)*

## ACCREDITATION

College of Eastern Idaho is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:



Northwest Commission on Colleges and Universities  
8060 165th Avenue NE, Suite 100  
Redmond, Washington 98052-3981  
Phone: 425-558-4224

## PHONE NUMBERS

(208) 535-5468

Administration  
(208) 535-5477

Admissions Counselors  
(208) 524-3000 Ext 4

Advising Office  
208-524-3000 Ext 2

Cafeteria - Catered Your Way  
(208) 535-5385

Campus Security  
(208) 535-5432

Cashiers Office  
(208) 535-5352

CEI Toll Free  
1-800-662-0261

Center for New Directions  
(208) 535-5363

CNA/Healthcare Programs Coordinator  
208-535-5623

College & Career Readiness (GED)  
208-535-5386

Communications/Marketing  
(208) 535-5440

Computer Support Services  
(208) 535-5444

Creative Services

(208) 535-5342

EEO/AA Officer  
(208) 535-5303

Early College Programs  
(208) 535-5309

Financial Aid  
(208) 535-5374

Follet Bookstore Clerk  
(208) 535-5367

Foundation  
(208) 535-5407

Human Resources  
(208) 535-5495

I.T. Help Desk  
(208) 535-5444

Library  
(208) 535-5362

Maintenance Help Desk  
(208) 535-2187

Registrar's Office  
(208) 535-5665

Student Affairs  
(208) 524-3000

Transfer Credit Evaluator  
208-535-5355

## PHONE NUMBERS CONTINUED

### Technical Division Managers:

Business Department Chair  
208-535-5469

Trades and Industry Division Manager  
(208) 535-5373

Nursing Administrator and Chair  
208-535-5489

Information Technology Services.  
(208) 595-5474

### CEI Deans:

Dean of CTE  
208-535-5400

Dean of Student Affairs  
(208) 535-5451

Dean of General Education  
208-535-5308

Interim Dean of Health & Human Services  
208-535-5426

### Office Fax Numbers

Administration  
(208) 524-3007

Human Resources  
(208) 525-7303

Business Office  
(208) 524-0429

Student Affairs  
(208) 525-7026

Business & Technology Office  
(208) 525-7038

Trades & Industry / GE Ed (Rm 146)  
(208) 525-7111

Healthcare Education  
(208) 525-7113

# ADMISSIONS

## OFFERED DEGREES AND CERTIFICATES

Major	Department	AA	AS	AAS	ATC	ITC	BTC
Automotive Technology	Trades & Industry			x	x	x	
Business Management	Business & Technology			x		x	
Certified Nursing Assistant*	Health Professions						
Dental Assisting	Health Professions					x	
Diesel Technology	Trades & Industry			x	x	x	
Energy Systems Technology	Trades & Industry					x	
General Education	General Education	x	x				
Information Assurance and Cybersecurity	Business and Technology			x		x	x
Information Technology Services	Business and Technology			x		x	
Legal Studies and Paralegal Training	Business & Technology			x		x	x
Light Duty Diesel Technology	Trades & Industry			x	x		
Machine Tool Technology	Trades & Industry			x		x	
Medical Assisting	Health Professions			x			
Practical Nursing	Health Professions					x	
Radiation Safety	Business & Technology					x	
Registered Nursing	Health Professions			x			
Surgical Technology	Health Professions			x			
Web and Applications Development	Business & Technology			x		x	
Welding Technology	Trades & Industry			x	x	x	

\*Certificate received upon completion of course

### Types of Degrees & Certificates offered at CEI

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Advanced Technical Certificate (ATC)
- Intermediate Technical Certificate (ITC)
- Basic Technical Certificate (BTC)

## ADVISING

### Admissions Counselor

Students must meet with an admissions counselor prior to their first semester. Degree-seeking students will be required to attend a new student orientation, called SOAR (Student Orientation, Advising and Registration) as part of the admissions process at College of Eastern Idaho.

### Academic Advisor

All degree seeking students are assigned an academic advisor(s) during the first semester of their program. The advisor assigned can assist with career preparation, course selection, and general mentorship. A student that is unsure of who his/her academic advisor is can consult Self-Service or the Student Affairs Office. Career and Technical students who are completing prerequisites or general-education courses and have not started their required program courses should also meet with their assigned advisor. During the Summer semester and academic breaks, students may also consult the Student Affairs Office regarding academic advising.

General education students will be assigned a faculty mentor after they earn 30 or more credits. The new faculty mentor will have an educational background in line with the student's educational goal. Any student may consult the advising office any time they need academic advising.

### Transfer Advising

CEI offers transfer advising to all students in partnership with our Idaho 4-year colleges and universities.

### College Level Examination Program

College of Eastern Idaho accepts a limited number of applicable College Level Examination Program (CLEP) exams. Please refer to the CLEP chart in the current CEI Catalog

**Advanced Placement** Students who complete an advanced placement course in high school and receive a score of three (3), four (4), or five (5) on the Advanced Placement examination will be granted credit for the corresponding course at CEI in accordance with Idaho State Board of Education requirements. Additional information is available in the Student Affairs Office.

### Challenge Examinations

Students who feel that their experience or previous knowledge would enable them to successfully challenge a course offered at CEI may petition to take a challenge examination. Challenge examinations may be taken at any time during a semester/term at a cost of \$15 per credit, payable in the Business Office prior to taking the examination. Challenge Exam Forms are available online. Challenge exams are not available in all courses. For petition procedures, contact the Registrar's Office. A course may be challenged once. Courses in which the student is currently enrolled, regardless of the grade received, may not be challenged.

Upon successful submission of all requirements, the challenged course will appear on the student's transcript as a "CH" grade. Failed challenge exams will not be recorded on a student's transcript. Credits earned from a challenge examination are not counted as "in residence" credit. See Residence Requirements for Graduation in the current CEI Catalog

## REGISTRATION

New degree-seeking students to College of Eastern Idaho will be required to complete new student orientation. Details on how to sign up for orientation will be found on the student's acceptance email from CEI. New students will learn about the College policies, work with an advisor over their program to build a schedule, and learn how to utilize the CEI website including learning how to register for courses. Continuing students will be notified of the dates they may begin to register via their CEI email address. Students are expected to register according to these dates. By registering for a course(s), students agree to pay all applicable tuition and fees whether or not they attend all their courses.

## CEI Email

Email is the primary means of communication for CEI students. Students will automatically get a CEI email account when they register for credit courses. They are shown how to access their school email at SOAR. Student email addresses have the following format: firstname.lastname@cei.edu. Students can access their CEI email accounts from any computer with an internet connection.

Students are expected to check their CEI email accounts on a regular basis as all official communications from the College will come via email from instructors and various offices such as Financial Aid, Admissions, the Registrar's Office, Business Office, etc. It is the students' responsibility to check their CEI email account. Failure to do so will result in missing messages about deadlines and other significant information.

## Identification Cards

A nontransferable student identification card is issued to CEI students generally after the tenth (10th) day of the semester. Students will need their student identification card to take tests at the Testing Center and to check out materials from the Library. Students should carry their student identification card with them at all times when on campus. ID cards are available on the main campus in the Student Affairs Office. If the student's ID card is lost or stolen they will need to pay a \$10 replacement charge.

## Schedule of Classes

The schedule of classes is available online prior to each registration period and contains detailed information about the courses offered including dates, times, instructors, delivery methods, and locations. The most up-to-date course information can be accessed at [cei.edu](http://cei.edu) or through Self Service.

## Student Class Level

The following number of completed credits determines a student's class level:

Class Level	Credits Completed
Freshman	1-30
Sophomore	31 or More

## Adding a Course

Students may decide to add additional courses after they have registered for the semester. Students are strongly encouraged to finalize their schedules as early as possible after registration begins. Enrollment in courses is dependent upon space availability and meeting prerequisites. Courses may not be added after the close of business hours on Friday of the first (1st) week of the new term or block.

Please refer to the academic calendar in the CEI Catalog for specific registration deadlines for each semester.

## Prerequisites/Co-requisites

A prerequisite must be completed prior to gaining access to another course. A co-requisite must be completed concurrently with another requirement or course. If a course has a prerequisite or co-requisite, students will not be able to register in the course unless those requirements are in progress or have been met. Students can check the course catalog or talk to their advisors if they have questions about specific requirements.

## Course Waitlists

A course waitlist is a list of students who want an opportunity to register for a section that is full. Students will be notified through their CEI email when a seat becomes available and will have twenty-four (24) hours to register for the seat. Students who are on a waitlist are encouraged to check their student email regularly for notifications. Instructors cannot override the waitlist.

Waitlists close the Friday after classes begin. Waitlisted students are not considered enrolled in a course. Students must be officially registered for an open seat in order to have enrollment status at CEI and may not attend the class while on the waitlist.

## Auditing a Class

During open-registration periods, students may be able to register for courses under audit status, if there is space available. Regular tuition and fees apply.

## **Dropping/Withdrawing from a Single Course or Courses (Not a Total Withdrawal)**

### **Students dropping prior to the beginning of a term and during the first (1st) week of the term:**

Students dropping from one or more course(s) prior to the beginning of the term may do so through the use of Self-Service. Courses dropped before the beginning of the term and during the first week will not appear on the student's official transcript.

### **Withdrawing from a course or courses after the first week of the term:**

The deadline to withdraw from one or more course(s) without grade penalty is the last day of the tenth (10th) week of the Fall/Spring semesters and the last day of the fifth (5th) week of the Summer term. Students must use Self-Service to withdraw from their course(s) by the close of business on the final day of the withdrawal deadline. These deadlines are published on the CEI website, calendar, and in the college catalog. A grade of (W) will appear on the official transcript for each course the student withdrew from after the first (1st) week and prior to the published deadline.

Students who fail to complete the official drop process will be considered enrolled and will be graded accordingly.

A (W) grade can have a number of negative consequences, including negatively impacting eligibility for Federal Financial Aid. A (W) on a transcript can also raise questions by transfer institutions and even prospective employers. Students should meet with academic and financial aid advisors to carefully consider all consequences before withdrawing from courses.

A student who has received financial aid and who plans on withdrawing from any course(s) will be responsible for the funds that must be returned based on the date of withdrawal.

## **Total Withdrawal From All Semester/Term Courses**

The deadline for Total Withdrawal from CEI without grade penalty is the last day of the tenth (10th) week of the Fall and Spring semesters and the last day of the fifth (5th) week for the Summer term. The Total Withdrawal form is available online and must be submitted to the Registrar's Office before the end of the last day to withdraw to receive a (W) grade. These deadlines are published on the CEI website, calendar, and in the college catalog.

A grade of (W) will appear on the official transcript for each course withdrawn from after the first (1st) week and prior to the published deadline. A petition is required if requesting to withdraw without grade penalty after the published deadline. A petition will only be authorized in cases of documented circumstances of hardship, medical issues (documentation is required from the health care provider), or training related employment. Petitions granting late Total Withdrawals are decided by a Student Affairs Committee.

## **Repeating Courses**

See Financial Aid Repeat Coursework in the current CEI Catalog

Course repetition to improve grades is allowed, regardless of the grade received, with the exception of some professional program components. It is recommended that the student visit with their advisor before repeating a course. The credit for the repeated course will be included in the calculation for federal financial aid awards for one repeat of a passed course.

While all grades received remain on the record, only the grade received for the most recent enrollment in the course is calculated in computing grade point average. If a course is failed and repeated with a higher grade the original failed grade is not calculated in the GPA. If a course is failed and repeated with a failing grade the failed grade will then be calculated in the GPA.

## **Registration Changes**

Registration/schedule changes are the responsibility of the student. The last day to register or add courses is the Friday of the first (1st) week of the block/semester. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of (F) in the course. Students should be aware that withdrawal from courses may decrease veteran benefits, financial aid, etc. It is solely the responsibility of the student to withdraw from a course or do a total withdrawal.



## Career & Technical Education (CTE) Course Restrictions

Registrations for CTE courses are limited to students who have the correlating program as their declared, active major. If students wish to add a particular CTE course without declaring the applicable program as their major, they may request the course instructor's permission to be added to the course. Students would need to fill out a General Petition and turn it into the Student Affairs Office after obtaining instructor permission.

### Enrollment Status

For enrollment verification to the Veteran's Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside of College of Eastern Idaho, only credits which are required to satisfy graduation requirements of the specific certificate/degree program in which the student is enrolled will be used for enrollment status (or approved substitutions). The following chart will be used:

Status	Credits Required
Full Time	12+, 6+ in Summer
$\frac{3}{4}$ Time	9-11, 4-5 in Summer
$\frac{1}{2}$ Time	6-8, 3 in Summer
Less than $\frac{1}{2}$ Time	Fewer than 6, 3 in Summer

A student's academic advisor and the Registrar must approve a Spring or Fall term credit load above twenty-one (21) credit hours and a Summer term credit load above ten (10) credit hours.

Eight week courses at College of Eastern Idaho are extremely intensive. Faculty will cover sixteen (16) weeks' worth of course material within the eight (8) week period.

Students will be required to complete all course work to receive a satisfactory grade. Students are advised to take the shortened session length and rigorous course requirements into consideration when registering.

## STUDENT LAPTOP LOANER Program

### Conditions:

1. Student must meet established criteria for eligibility to receive a loaner laptop.
  - A. Established Criteria to Qualify for Program:
    - a) Must be enrolled in an active degree seeking program.  
(Early College students must petition to participate in program)
    - b) Must be enrolled in 12 or more credits if signing up in the Fall or Spring terms or in 6 or more in the Summer Term. (Students may submit a petition to participate even if they are enrolled in less than the credit requirement.)
    - c) Student must have no outstanding balance on their student accounts.  
All fee and tuition balances must be paid (or financial aid coverage for that semester must be verified) before laptop can be received.
  2. To sign up and receive a laptop, student must complete and sign a "Laptop Loaner Agreement" form in the Registrar's Office. Form will be kept on file by the College.
  3. The laptop is and remains the property of the College of Eastern Idaho during the term of the loaner agreement.
  4. The laptop must be returned to the Registrar's office if the student completes a total withdrawal during any semester they are enrolled in, or does not attend the following semester, (excluding summer term) or after 2-years whichever comes first. Unless.... see #5
  5. Upon successful, timely completion of the students program and graduation, the "Laptop Loaner Agreement" is terminated and the ownership of the laptop may revert to the student if desired.

6. If a student withdraws during a semester, their possible refund will be held until the laptop is returned in good condition. If the laptop is not returned in good condition then a portion or the total cost (\$595) of the laptop will be deducted from the student's refund.
7. The laptop cannot be loaned, sold, or transferred to anyone else.
8. The laptop cannot be altered or modified in any way.
9. Student must ensure the security and proper care of the laptop.
10. Students may not use the laptop for any inappropriate, unethical, or illegal purposes.
11. Student accepts financial responsibility for the laptop if it is lost, stolen, or damaged due to gross negligence.
12. Students are expected to follow the written and verbal instructions provided when picking up the laptop and to immediately contact the IT Services Help Desk if the laptop is lost, stolen, or damaged.

### **Student Health Insurance**

College of Eastern Idaho no longer requires all students to carry health insurance. However, a few CTE and Healthcare majors require proof of a health insurance plan. Contact your program administrators for any questions regarding a health insurance requirement. Insurance is available on the Idaho Exchange to students who do not already have individual, employer or parental health insurance plans.

### **Tuition Refunds for All Courses**

Refund of tuition is based upon the date of notification of withdrawal.

Tuition Refunds will be made as follows:

- Withdrawal prior to first (1st) day of term - 100%
- Withdrawal during first (1st) week of course - 100%
- Withdrawal during the second (2nd) week of course - 50%
- Withdrawal during the third (3rd) week of course - 25%
- No refund after the third (3rd) week of courses

8-Week Classes (Block A, Block B, and Summer) are not module courses and follow the same tuition refund procedure outlined above.

- Module tuition refunds will be made as follows:
- Withdrawal prior to first(1st) day of module course – 100%
- Withdrawal during first(1st) week of module course – 50%
- No refund after the first(1st) week of module course

Except for canceled courses, a \$10 administration fee will be charged to process a withdrawal and will be deducted from the refund. Fees are nonrefundable. These are set by the respective division.

Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance, and applicable rules and regulations governing financial aid. The refund policy is not changed for late registrants. College of Eastern Idaho reserves the right to deduct from the refund any outstanding bills to the extent allowed by federal regulations. Refunds will first be used to offset any financial aid owed.

## Tuition General Fees & Miscellaneous Fees

<b>2023 - 2024 Tuition Rate Per Semester</b>		
<b># of Credits</b>	<b>In-State Tuition*</b>	<b>Out-of-State*</b>
1	\$140	\$280
2	\$280	\$560
3	\$420	\$840
4	\$560	\$1,120
5	\$700	\$1,400
6	\$840	\$1,680
7	\$980	\$1,960
8	\$1,120	\$2,240
9	\$1,260	\$2,520
10	\$1,400	\$2,800
11	\$1,540	\$3,080
12	\$1,680	\$3,360
13	\$1,820	\$3,640
14	\$1,960	\$3,920
15	\$2,100	\$4,200
16	\$2,240	\$4,480
17	\$2,380	\$4,760
18	\$2,520	\$5,040
19	\$2,660	\$5,320
20	\$2,800	\$5,600
21	\$2,940	\$5,880

\*As defined in Residency Status for Tuition

### **Miscellaneous Fees (All Programs)**

Fees are estimates and are subject to change.

\$15 technology fee for all registered students.

\$15 per credit fee for full online courses

\$50 per credit, up to \$500, for Out-of-District students.

Out-of-District fees are not charged for Summer terms.

Questions can be sent to the Assistant Registrar.

### **General Education**

Science - \$40 per semester lab fee

CHEM 111/L - \$65 per semester lab fee

CHEM 112/L - \$65 per semester lab fee

Business Management - \$50 in testing fees

### **Cybersecurity and Technology**

Digital Media Specialist - \$50 per semester hosting fees

Information Assurance and Cybersecurity

BTC - \$110 in testing fees  
ITC - \$110 in testing fees  
AAS - Additional \$550 in testing fees  
Information Technology Services  
BTC - \$225 in testing fees  
ITC - \$225 in testing fees  
AAS - \$445 in testing fees

### **Health and Human Services**

\$16 per course malpractice insurance  
\$60 to \$350 per class lab fees  
\$35 to \$882 testing fees per class/lab fees  
Legal Studies and Paralegal Training - \$100 in testing fees  
Radiation Safety - \$30 per semester lab fee

### **Trades and Industry**

\$55 per semester coverall fee: (All Courses)  
Automotive, Diesel, Light Duty Heavy Duty  
\$30 Certification Fee (ASE 203, ASE 205, ASE 207)  
\$35 TSA (ASE 204, ASE 206)  
\$25 Lab Fee (MTD 103)  
\$55 coverall & laundry fee

### **Energy Systems**

\$40 TSA (ELT 154)  
\$15 Lab Fee (ELT 155, ELT 156)  
Machine Tool Technology  
\$20 TSA (MAC 254)  
\$125 Lab Fee (MAC 104, MAC 203, MAC 204)  
\$400 Lab Fee (MAC 103)

### **Welding**

\$100 Lab Fee (WLD 134)  
\$120 Lab Fee (WLD 234)  
\$200 Lab Fee (WLD 232, WLD 233)  
\$140 Lab Fee (WLD 135)  
\$150 Lab Fee (WLD 142)  
\$100 Lab Fee (Evening Welding Course)

Students are required to pay fees as indicated by the fee schedule in each specific program. Semester fees are payable in full by the published deadline posted on the CEI calendar. Payment of the full-time registration fee entitles students to the services maintained by the college for their benefit; no fee reduction is made if the student chooses not to use these services. Non-payment of fees will result in being withdrawn from all classes.

Fees are nonrefundable after the term starts.

### **Tuition Payment Plan**

Students may elect to pay for any tuition and fees through an authorized payment plan offered by the Cashier's Office. Visit the Cashier's Office for current details, deadlines, and questions.

### **Delinquent Accounts**

If the student's account is delinquent, their registration may be canceled and their student file put on hold. If the student is indebted to the college (e.g., insufficient fund checks, library fines, coverall fees, lab fees, etc.), they will not be eligible to receive an official transcript, certificate, degree, affidavits, or verifications. They will not be allowed to register for courses until indebtedness is cleared or arrangements have been made with the Business Office.

## **Dishonored/Demand Payment Policy**

In the event a check is returned from the bank due to non-payment, the student will be notified and assessed a charge of \$20. The charge will be entered against the student's account, a hold placed on all records, and continued attendance will not be allowed until the check clears.

## **RESIDENCY STATUS FOR TUITION**

Residency determination for tuition purposes is governed by rules and regulations adopted by College of Eastern Idaho Board of Trustees and Idaho Code 33-2110A. For further information, please contact the Registrar in Student Affairs at (208) 524-3000.

Based on information provided by the applicant on their Application for Undergraduate Admission, an initial determination is made concerning the student's residency status for tuition purposes (e.g., in-state/out-of-state, in-district/out-of-district). If residency information is missing or incomplete the student status will default to non-resident, and the tuition will default to out-of-state.

In general, a student enrolling into CEI shall not be deemed a resident of the community college district or of a county or of the state of Idaho unless the student established domicile primarily for purposes other than education within said district, county, or the state, for at least twelve months continuously prior to the beginning of the term for which the student enrolls.

## **Definitions**

### **Domiciled**

Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where the student intends to remain and to which he/she expects to return when he/she leaves the state without intending to establish a new domicile elsewhere.

### **Continuously Resided**

Continuously resided means physical presence in the State of Idaho for twelve (12) consecutive months without being absent from Idaho for more than a total of thirty (30) days during the twelve (12) months. Absence from the State for normal vacations, family travel, work assignments, short-term military training, and similar occasions totaling not more than thirty days during the twelve (12) month qualifying period, in and of itself, will not be regarded as negating the continuous residence of the individual.

### **Support**

Support means financial support given to the student during the twelve months preceding the opening date of the term for which resident status is requested. Any student who receives 50% or more of his/her support may demonstrate this by showing that he/she is claimed as a dependent by a parent or legal guardian for income tax purposes or that a parent or legal guardian provides 50% or more of the cost of attending an institution according to the CEI Financial Aid Office or that other similar evidence exists of parental support.

### **Primarily Educational Purposes**

Primarily Educational purposes means enrollment in 12 or more credit hours in any term during the past twelve (12) months.

### **Armed Forces**

Armed Forces means the United States Army, Navy, Air Force, Marine Corps, and Coast Guard; National Guard or Reserve forces from any state other than Idaho are not included.

### **Veterans and Covered Individuals**

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 requires the Veteran's Administration to disapprove programs of education for payment of benefits under the Chapter 33, Post-9/11 GI Bill<sup>®</sup> and the Chapter 30 Montgomery GI Bill<sup>®</sup> - Active Duty at public institutions of higher learning if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

In support of student Veterans and in order for CEI's currently eligible programs to remain approved for the VA's GI Bill<sup>®</sup> programs, CEI will charge in-state tuition to all non-resident students who can prove to the institution that they meet the eligibility criteria set forth under Section 3679(c) of Title 38, United States codes.

## **In-State Residency Requirements**

Any student enrolling in one of Idaho's public institutions may prove classification as an Idaho resident for tuition purposes by meeting the criteria for one of the following options:

- Any student who has one or more parent(s)/legal guardian(s) who is domiciled in Idaho and provides at least 50% of the student's financial support. The parent/guardian must have maintained a bona fide domicile in Idaho for at least 12 months prior to the term in which the student is applying for residency.
- Any student who receives less than 50% financial support from a parent or legal guardian and who has continuously resided and maintained a bona fide domicile in the state of Idaho primarily for purposes other than education for at least 12 month prior to the term in which the student is applying for residency.
- Any student who is a graduate from an accredited Idaho high school, is domiciled in Idaho, and who enrolls in an Institution within 8 years immediately following secondary school graduation regardless of the domicile of the student's parent or guardian.
- Any student who completed 6 years of elementary and secondary education in Idaho, is domiciled in Idaho, and matriculates at an institution within 8 years following completion of secondary education.
- Any student who is married to a person who is classified, or eligible for classification, as an Idaho resident for the purpose of attending an Institution, except that a student who was enrolled as a full-time student in any term during the 12 month period before the term in which the student proposes to enroll as a resident student must independently establish domicile.
- A member of the Armed Forces who entered service as an Idaho resident, has maintained Idaho resident status, but is stationed outside of the Idaho on military orders.
- A member of the Armed Forces stationed in Idaho on military orders.
- An officer or enlisted member of the Idaho National Guard.
- A person separated, under honorable conditions, from the Armed Forces after at least 2 years of service, who at the time of separation designates the state of Idaho as their domicile, and within 1 year of the date of separation enters an Institution; or listed Idaho as the home of record in service, and within 1 year of the date of separation enters an Institution; or moves to Idaho for the purpose of establishing domicile; provided however, to maintain status as a resident student, such person must actively establish domicile in Idaho within 1 year of registration at an Institution.
- Members of the following Idaho Native American Indian Tribes "whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho":
  - Coeur d'Alene
  - Eastern Shoshone
  - Kootenai
  - Nez Perce
  - Northwestern Shoshone
  - Shoshone-Bannock
  - Shoshone-Paiute

## **District Residency**

District residency determination for tuition purposes is governed by rules and regulations adopted by the CEI Board of Trustees and Idaho Code § 33-2110, § 33-2110A and § 33-2110B. Once a student is determined to be a resident of the state of Idaho, a further determination is required to be made on district residency. District residency is based on the county of residence. CEI is part of a statewide community college district that also includes College of Western Idaho (CWI), College of Southern Idaho (CSI), and North Idaho College (NIC). Students whose permanent residence is in Idaho but not in one of the six (6) counties that make up the community college district (Ada, Bonneville, Canyon, Jerome, Twin Falls, and Kootenai) are charged out-of-district fees in addition to in-district tuition and fees. Idaho counties without a community college district pay the student's out-of-district fees not to exceed \$500 each semester for a two (2) semester year for a full-time student, up to a maximum of \$3,000 lifetime liability, provided the student completes and submits the Certificate of Residency form to the county of residence for verification.

All Out-of-District students must submit the Certificate of Residency to their county clerk's office. All student accounts will be charged the appropriate Out-of-District fees per credit, and the billed amount will stay on the student's account until a Certificate of Residency form has been approved and returned to the CEI business office. If residency is verified by the county, the student is responsible for paying only the in-district tuition and fees and the balance, if any. If verification is not received from the student's county of residence the student is responsible for all out-of-district tuition and fees.

Students who enroll at CEI may qualify for district residency, for tuition purposes under one or more of the following criteria (documented proof will be required):

- Any student who receives less than 50% of their financial support from a parent/guardian; has continuously resided in, and maintained a bona fide domicile in the specific Idaho county for purposes other than education for at least twelve (12) months prior to the term in which the student is applying for residency.
- Any Student who has domiciled in the county, who has qualified or would otherwise be qualified under the provisions of this policy, and who is away from that county for a period of less than one (1) calendar year and has not established legal residence elsewhere provided a twelve (12) month period of continuous residence has been established immediately prior to departure.
- Any student whose parent, parents or court-appointed guardians are domiciled in the county for at least twelve (12) months continuously prior to the opening day of the term for which the student matriculates and provides more than 50% of the student's support.
- Any student whose spouse is classified, or is eligible for classification, as a resident of the county for tuition purposes.
- Any student who is a member of the United States Armed Forces, stationed in the county on military orders.
- Any student who is an officer or an enlisted member of the Idaho National Guard.
- Any student whose parent(s), or legal guardian(s) is/are members of the United States Armed Forces and stationed in the county on military orders and who receives 50% or more of their support from parent(s) or legal guardian(s). The student, while in continuous attendance, shall not lose his/her residency status when his/her parent(s) is/are transferred on military orders.
- Any student who has separated, under honorable conditions, from the United States Armed Forces after at least two (2) years of active service, who at the time of separation designates the county as his/her intended domicile or who has the county as the home of record in service and enters CEI within one (1) year of the date of separation.

Out-of-district fees will remain on the student's account until the form has been approved by his or her county. Once an approved form has been received by CEI, the charges will be removed from the student's account and become the responsibility of the county. If the county does not pay after being billed, the charges will be placed back on the student's account and become the responsibility of the student.

### **Request for Change to Resident Tuition and Fees**

It shall be the responsibility of the student to notify the college of changes in residency and to furnish all requested documentation in a timely fashion. A student may request a review of his/her residency status by submitting the Idaho Determination Worksheet and all required documentation to the Registrar's Office on or before census date: the tenth (10th) day of instruction in the Fall and Spring semesters, and the fifth (5th) day of instruction in the Summer semester. The burden of proof in requesting a change in resident status rests with the student. Please see the Registrar page on the cei website for details.

After the determination on residency status has been made, the student will receive notification of the decision. Students are responsible for paying the tuition and fees owed on their accounts by the established due date. Resident tuition rates shall be effective for the semester in which a student is reclassified to resident status. If residency (state and/or district) is granted after payment was received, the difference will be refunded within a reasonable time to the student.

## Residence Requirements for Graduation

Students seeking a Basic Technical Certificate, Intermediate Technical Certificate, Advanced Technical Certificate, an Associate of Applied Science Degree, an Associate of Arts or an Associates of Science must complete no fewer than 25% of their credit requirements through College of Eastern Idaho.

## Residency Audits

College of Eastern Idaho reserves the right to audit students at any time with regard to eligibility for state/district resident status and to reclassify students who are registered under an improper classification. State/district residency classification or reclassification based upon materially erroneous, false, or misleading statements or omissions by or in support of the applicant shall be set aside retroactively upon the discovery of the inaccuracy of such statements. Any student having paid less than required to CEI because of an incorrect classification or reclassification that is subsequently set aside will repay any and all amounts not properly paid because of the classification or reclassification. If the student concealed information or furnished false or misleading information and was classified incorrectly as a result, he/she will also be subject to appropriate disciplinary and/or legal action.

## GRADING

### Grading System

Grades reflect the ability of each student to meet the performance objectives required to complete the program. Letter grades are given with the following equivalents:

Grade	Points	Percentage	Description
A	4.0	93%	Excellent
A-	3.7	90%	Excellent
B+	3.3	87%	Good
B	3.0	83%	Good
B-	2.7	80%	Good
C+	2.3	77%	Average
C	2.0	73%	Average
C-	1.7	70%	Average
D+	1.3	67%	Poor
D	1.0	63%	Poor
D-	0.7	60%	Poor
F	0.0	59%-0%	Failing

\*(except 1/7/1998 – 12/12/2003 when (D) = 0 points)

### Figuring GPA (Grade Point Average)

Students wishing to check their grade point averages should use the following formula:

- $GP \times CR = GP + GP = TGP/CR$
- Per credit grade point (GP) equivalent multiplied by number of credits (CR) per class = grade points (GP),
- Add individual grade points (GP) together = total grade points (TGP)
- Divide by grade points (GP) by number of credits (CR) taken = GPA.
- For example, if a student receives a grade of B in BIOL 227 and a grade of C in SOC 101:
- BIOL 227: (B) 3.0 x 4 credits = 12.0 grade points
- SOC 101: (C) 2.0 x 3 credits = 6.0 grade points
- $12.0 + 6.0 = 18$  grade points  $\div 7$  credits = 2.57 GPA



## Other Grade Descriptions

**AU (Audit):** Students may audit a course if there is available space in the course and they pay the full fee for the course. Students taking a course for “no credit” need not complete the assignments or exams used to determine grades. The intent to audit a course must be stated before the add/drop period ends. Audited courses are not counted as part of a student’s enrollment status and students cannot receive financial aid for audited courses. Audited courses will be recorded on transcripts as (AU) and “0” credit.

**CH (Challenge Courses):** Some CEI courses may be challenged. In order to challenge a course permission of the instructor, department chair, and dean must be sought and granted, and the student will be required to pass a comprehensive test for that course with a minimum grade of (C).

**CIP (Course in Progress):** Used for current term courses where the final grade has not been submitted and verified.

**P (Pass):** All work completed in a satisfactory manner.

**S (Satisfactory):** By a high enough entrance exam score. Ex. CLEP and AP.

**W (Withdraw):** Student withdrew from school prior to last day to withdraw without penalty according to official CEI calendar. No credit will be awarded.

**IC (Incomplete):** The Faculty member and student will complete an IC contract. If the student does not complete the course in the time designated on his/her contract, the grade will automatically revert to an F, and the student must repeat the course in order to receive credit. Students are eligible for IC grades if:

- The student is maintaining a passing grade of (C) or above
- The student has completed more than 50% of the course
- The instructor judges the student’s inability to complete the course due to legitimate unforeseen causes
- When course work can be completed without further attendance in the classroom and/or lab

The instructor must indicate on the contract what course requirements the student has left to complete. A copy of the contract is kept on file as part of the student’s record with the Registrar. An instructor may determine that an earlier completion date is advisable. If the incomplete course is a prerequisite for a subsequent course, registration will not be possible until the prerequisite is successfully completed.

The student is responsible for completing all outstanding course requirements and for working with the instructor to initiate the grade change. An (IC) is calculated as an (F) until all course work is complete, and may impact federal financial aid eligibility. If the student receives a grade of (IC) they will have until mid-semester of the subsequent semester to complete the course.

The following are not included in the calculation of GPA: S, AU, W, CH, P.

## Change of Program

Degree-seeking students declare a program of study during the admissions process. Purposefully selecting and declaring a program helps a student clarify his or her educational goals.

Degree-seeking students should meet with an advisor before deciding to change a program, as changing a previously declared program may affect eligibility for financial aid and veterans benefits. It may also increase the time it takes to complete a degree or certificate.

To change a program, a currently enrolled student must complete the “Intent to Change or Add Program” form.

If a student is on probation and changes to another program, the probation status is transferred to the new program. Students entering a new program after academic dismissal enter on academic probation.

## GRADUATION

### Graduation Certificates/Degrees

Through authority of the Idaho State Board of Education, College of Eastern Idaho awards the Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), Advanced Technical Certificate (ATC), Intermediate Technical Certificate (ITC), or Basic Technical Certificate (BTC) to program graduates. Applications are due October 1 for Fall

semester, or February 1 for Spring and Summer semesters. If the date falls on a weekend or holiday, the deadline will be the next day of business.

All requirements for a certificate/degree must be completed and official grades reported to the Registrar before the student will be allowed to graduate. A certificate/degree which is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student's record corrected. The College reserves the right to revoke a previously granted certificate/degree, either for failure to satisfy the certificate/degree requirements (e.g., a mistake in granting the certificate/degree), or for fraud or other academic misconduct on the part of the recipient discovered or acted upon after the certificate/degree has been awarded. Certificates/degrees issued by CEI are unique documents. Duplicates will not be issued.

Students must apply for graduation and pay the \$15 fee whether or not they are planning to participate in the commencement ceremony. CEI students should submit a graduation application within one semester of completing their degrees or certificates. Once an application is received, the Registrar's office will review the application and notify the student if he/she is an eligible candidate for graduation. Graduation applications and fees are valid only for the term in which the student has applied. If the student does not meet graduation requirements for the term, a new application and fee of \$15 will be required.

Students may graduate at any time upon meeting all graduation requirements (e.g. at the end of the Fall, Spring, or Summer semester). Students may select any edition of the catalog published and in force while they are continuously enrolled in the program in which they are graduating. If the student does not maintain continuous enrollment, they will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment. Students are required to graduate under a catalog in effect during their continual enrollment in the program in which they are graduating.

Students do not automatically have their degrees conferred. 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. Degrees or certificates will be dated as the last day of the semester. Students must earn a minimum grade of (C-) in all required courses in order to meet graduation requirements, unless otherwise stated in a particular program. In addition, a cumulative grade point average of 2.0 or higher is required for graduation. The College reserves the right to make course substitutions for discontinued courses.

### **Graduation with Honors**

CEI recognizes academic distinction at graduation based on the institutional GPA for graduation.

- Silver Cord: Cumulative GPA 3.5-3.749
- Gold Cord: Cumulative GPA 3.75-4.0

These distinctions are recognized on a student's final transcript and diploma. Graduation honors are based on all semesters completed at the time a degree is awarded. The May commencement ceremony takes place before Spring grades are finalized. Therefore, honors recognition at commencement is based upon the institutional GPA for graduation from the student's most recently completed semester.

Incomplete (IC) grades or missing grades will prevent a student from receiving these honors and only the institutional GPA for graduation will be considered (grades for developmental coursework and transfer credits will be excluded).

### **Veteran Recognition**

College of Eastern Idaho recognizes the contributions/sacrifices that U.S. Veterans have made to our country. When a Veteran graduates from any programs and chooses to walk in the commencement ceremony they will be given an appropriate cord to wear over their robe.

### **Graduation Rates**

Every August, College of Eastern Idaho will post on the CEI website an annual report disclosing the completion or graduation rates of students. The federal requirement for calculation of a completion or graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first (1st) time at an institution of higher education and have not enrolled previously at any other institution.

## **ACADEMIC REGULATIONS**

### **Student Records**

Family Education Rights and Privacy Act (FERPA)

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 students' educational records, to establish the right of students to inspect and review their educational records, and to provide guideline for the correction of inaccurate or misleading data. CEI 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 eighteen (18) or attends a school beyond the high school level (e.g., a 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 that 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
- Appropriate parties in connection with financial aid to a student
- 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
- 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:**

- Student's name
- Student's phone number
- Student's photograph
- Most recent previous educational agency or institution attended
- Freshman/sophomore standing
- Candidacy for degrees/certificates and anticipated date of graduation
- Student's address
- Student's email address
- Enrollment status
- Full-time/part-time status
- Dates of attendance
- Major
- Degrees conferred and dates
- Awards and honors received

A school official is a person employed by the College in an administrative, supervisory, counseling, faculty, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, external evaluator, medical service provider, law enforcement or security personnel, or collection agent); a person serving on the CEI Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to access/review an education record in order to fulfill his or her responsibilities for the College. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the College has a legitimate educational interest. The information must not be used for personal or other purposes extraneous to the official's areas of responsibility. Having access to education records does not constitute authority to share this information with anyone who does not have legitimate educational interest.

Any student may submit a Non-Release of Information form to the Student Affairs Office to prevent the release of directory information. Any student may also submit a written request to review his/her records to the Registrar's Office. Records covered by FERPA will be made available to the student within forty-five (45) days. In general, the College is not required to provide copies of the education records requested unless failure to do so would effectively prevent the eligible student from exercising the right to inspect and review the records. 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 parents or guardians, 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.

Any student has 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, DC 20232-5920

For questions concerning FERPA, please contact the Registrar's Office at 208-524-3000.

Sensitive information such as driver's license, Social Security numbers, etc., should not be sent through email unless the email is encrypted. Other acceptable means of transmitting sensitive information would include regular mail, fax, or in person.

### **Name, Address, or Phone Number Change**

In order to change a name on an official student record, a student must provide the Registrar's office with a Student Name Change Form along with one of the following items in the new name:

- Certified Court Order Granting Name Change or
- Government Issued Photo ID (Driver's License, Passport, Military ID) or
- Social Security Card

To change an address or phone number, a student can go to Student Self-Service and under User Options they can edit their profile.

### **Academic Calendar**

CEI operates on the semester system. The academic year includes two sixteen (16) week semesters (Fall and Spring) and one eight (8) week Summer term. View the calendar at <http://www.cei.edu/about-us/calendar>, and on page 4.

In addition to full semester-length courses, CEI offers shortened courses, such as four (4) week or eight (8) week courses. Day, evening, weekend, and online courses are available in order to meet the needs of students who have work or family responsibilities.

## **Credits (Hours)**

A credit, sometimes referred to as a semester credit or a semester hour, is related to time spent in class, study, preparation, lab, or field experience. One (1) semester credit hour normally requires forty-five (45) hours of student work which includes:

- Minimum of fifty (50) minutes in class each week for one (1) semester (which assumes twice this amount of time in study and preparation outside the classroom)
- Two (2) to three (3) hours in lab each week for one (1) semester
- The equivalent combination of one (1) and two (2)

Credit for workshops and shortened courses is granted on the basis of one (1) semester credit for every forty-five (45) hours, or more, of scholarly activity.

## **Course Numbering**

The following numbering system is used for all credit courses offered by CEI:

- Zero Level (000–099): Course content is considered below college-freshman level. These courses are not applicable for graduation.
- One Hundred Level (100–199): Course content taught at the college-freshman level.
- Two Hundred Level (200–299): Course content taught at the college-sophomore level.

## **Delivery Method of Classes**

Classroom/Lecture/Lecture Lab (CLA/LEC/LCLAB) – The majority of CEI courses are offered on a face to face basis, which take place in a designated location such as a classroom. Students in a classroom or lecture structure are expected to meet with the instructor during the scheduled course time and at the scheduled locations. Students may use technology appropriate to the course content and as needed to access web-based course materials.

**Hybrid (HYB)** - Hybrid courses have fewer in-person course meetings than a course taught with the classroom/lecture structure. A portion of the course is delivered online and a portion is delivered on-site in a classroom.

**Online (OLI)** - An online course is a course that is taught entirely over the internet. No on-site class meeting or on-site testing is required. Online courses allow students to log on and complete work within a certain time frame and according to deadlines set by the instructor. Materials are designed to facilitate online interaction with the instructor and students. Students should verify that they have the necessary equipment (computer and high speed connectivity) and skills (software applications and self-discipline) to be successful in online courses.

**Independent Study (IND)** - An independent study course is a course of organized instruction or research in which the instructional delivery is determined by a student and his/her instructor. These courses require the student to work independently to complete the course.

Less common course structures that are available through CEI are Assessment (ASM), Clinical (CLI), Distance Lecture (DLEC), Internship (INT), Practicum (PRA), and Supervised Work Experience (SWE).

Please see academic advisor or admission counselor for more details.

## **Credit Enrollment Limits**

Degree-seeking students who want to register in more than twenty-one (21) credits during a Fall or Spring semester, or more than ten (10) credits in the Summer semester will need the approval of their academic advisor and the Registrar. Non-degree seeking students may register for no more than ten (10) credits, and will need the approval of a Registrar, Dean, or the Director of Early College.

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

## **TRANSCRIPTS**

### **Transcripts and Grades**

Semester grade reports will be provided once the grades have been issued and recorded in the Student Affairs Office. All inquiries regarding student records should be directed to the Registrar.

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the College. Transcripts may be requested online through the National Student Clearinghouse ([studentclearinghouse.org](http://studentclearinghouse.org)). Transcripts must be requested at least seven to ten (7-10) working days before they are needed. Each official copy will be \$10. An unofficial copy can be printed through Self Service or requested through the Registrar's Office for \$2.

Transcripts that were obtained from other institutions for College of Eastern Idaho's use will not be released to the student or other institutions.

### **Grade Appeal**

Any grade appeal must be formally submitted to the Registrar's Office no later than twenty (20) working days after the beginning of the succeeding semester in which the student received his/her grade. Students are encouraged to speak to the instructor first, before submitting a formal appeal.

Dual Credit grade appeals must follow the Early College Academic Appeal process. For more information, visit [www.cei.edu/high-school](http://www.cei.edu/high-school).

### **ACADEMIC STANDARDS**

To maintain good academic standing, the student is expected to make continued progress toward the completion of their selected program of study. Academic Standards are evaluated using two measurements:

- The student is expected to maintain a cumulative grade point average (GPA) of 2.0 or higher.
- The student is expected to complete their selected program of study within 150% of the credit hours required for program completion.

Each student's progress is evaluated after each semester by the Registrar. Failure to progress toward program completion at a rate consistent with the standards of progress will result in academic probation.

### **Academic Probation**

Students whose cumulative GPA is below a 2.0 will be placed on academic probation. Students on probation who earn a semester GPA of at least a 2.0 will be placed on continued probation until their cumulative GPA is at least a 2.0. Students on probation who do not earn a semester GPA of at least a 2.0 will be placed on academic suspension for at least one semester.

### **Academic Suspension**

Academic suspension will be effective for a minimum of one full semester, the following Fall or Spring. Summer is excluded. If suspension occurs at the end of Spring semester, the student is not allowed to petition for readmission until the Fall semester.

At the end of one (1) semester, the student may submit a formal Petition for Readmission form to seek readmittance. Petition forms and instructions are available on the CEI website. Readmittance will be granted only if the student can demonstrate that the academic obstacles have been corrected. All readmission requests will be granted on a probationary basis only, and will be based upon space and availability.

A student who has been suspended due to unsatisfactory progress may appeal the decision within five (5) working days from the time of the action. A student wishing to appeal must do so in writing to the appropriate division manager, and explain any mitigating circumstances that they feel caused the inability to meet the minimum standards. The division manager will review and respond to the appeal within five (5) working days of the receipt of the appeal.

### **Academic Honesty Policy**

The Student Code of Conduct requires Academic Honesty. Students must use their own content including one's own thoughts. Students must cite when using other's work. Plagiarism and other forms of Academic Dishonesty will not be tolerated and will be subject to the Student Code of Conduct procedures.

Violations of academic honesty will be documented and may result in failure of the class or disciplinary probation. The concept of academic honesty is designed to guarantee a uniform standard against which to evaluate all students and to prevent cheating.

Students suspended for violation of the Academic Honesty policy will receive a (F) in any class in which the cheating occurred whether or not the cheating takes place prior to mid-semester.

Academic Dishonesty includes but is not limited to:

- Cheating - Using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- Fabrication - Unauthorized falsification or invention of any information or citation in an academic exercise
- Plagiarism - The adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment
- Unauthorized Collaboration - Sharing information or working together in an academic exercise when such actions are not approved by the course faculty member
- Facilitating Academic Dishonesty - Helping or attempting to help another to violate a provision of the institutional code of academic integrity

Students are expected to report infractions to their instructors.

### **Student Appeal Procedures**

Any student has the right to appeal admission and scholastic regulations. All grievances must be written and submitted to the respective CEI official(s).

- Grade Appeal: Registrar's Office
- Academic Grievances: Appropriate Instructional Dean or Academic Standards Committee (grade changes, withdrawal, etc.)
- Discrimination Grievances: Dean of Student Affairs
- Early College Programs: Early College Office
- General Student Grievances: Dean of Student Affairs

The Campus Appeals Committee consists of the Dean of Student Affairs (chair), two faculty members, one member from the Student Affairs Office, and two student representatives selected with consultation from the student senate. Appeals may be handled as follows:

- Step 1. It is recommended that the student seek out the individual with whom the grievance has occurred to discuss the issue and reach a mutually acceptable solution.
- Step 2. In the event the complainant cannot reach a suitable conclusion with the individual with whom he or she has a grievance, the complainant should submit a written appeal and form to a division manager, dean, or department chair, depending upon the circumstance. The written appeal must be presented within ten (10) working days of the grievance or complaint. In the event that the grievance involves a Division Manager or Department Chair, the appeal may be submitted to the appropriate Dean. In the event that the grievance involves a Dean, the appeal may be submitted to the Vice President of Academic and Student Affairs. The manager (Division Manager, Chair, Dean or VP) conducts an investigation, then reviews the information, and meets separately with the student and others as needed. The appropriate manager then renders a decision within five working days. If a committee is needed, the manager takes the necessary steps. Please see the Institution Title IX policy for procedures regarding a Title IX grievance. The Dean of Student Affairs can answer any student-related Title IX questions.
- Step 3. If the complainant is not satisfied with the decision reached in Step 2, he or she may submit a written request for a review by a Campus Appeals Committee. The request must be submitted to the appropriate Dean (or the Vice President of Academic and Student Affairs, if the grievance concerns a Dean), within five (5) days after receiving the decision from Step 2. The Dean of Student Affairs handles conduct-related and institutional issues. Academic concerns are handled by the appropriate Instructional Dean. If necessary, the appropriate dean would chair an Appeals Committee hearing within ten (10) days of receipt of the request. Within five (5) days of the conclusion of the hearing the chairperson would set forth a written document addressing the decision. A copy of the document will be sent to the complainant, any involved Division Manager/Department Chair, Dean, and the Vice President.

- Step 4. If the complainant is not satisfied with the outcome of the hearing with the Campus Appeals Committee in Step 3, he or she may request a review by the Vice President of Academic and Student Affairs (or the College President, if the complaint is about the VP). The complainant must submit a written request to the Vice President within five (5) days of the conclusion of Step 3. The Vice President of Academics and Student Affairs shall review the issues and render a final decision. If the complaint is about the Vice President, then the steps must be followed in the same format, but written request will go to the College President.

Administrative decision may result in one of the following:

- Upheld decision of the Appeals Committee
- Administrative disposal

Program appeals may be handled by Instructional Deans.

The decision of the Vice President is considered final. In the case of complaints regarding the Vice President, the decision of the President is considered final.

## **CAMPUS REGULATIONS AND POLICIES**

Visit [www.cei.edu/hr/policies-procedures](http://www.cei.edu/hr/policies-procedures) to view more policies and details.

### **Open Door Policy**

College of Eastern 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. CEI is committed to providing all eligible students access to appropriate educational offerings

### **Student Travel Requests**

All student travel requests must be submitted to the Dean of Students for approval along with the Student Conduct Travel Waiver that is available from Recruitment, the CEI website or Student Affairs.

### **Tobacco Policy, Alcohol Policy, & Illicit Drugs Policy**

While College of Eastern Idaho is not a tobacco-free campus, students, faculty, and staff are required to follow all posted guidelines regarding the use of tobacco. The use of tobacco products, including cigarettes, e-cigarettes, vaporizers, and chewing tobacco, are not permitted inside any campus buildings or College vehicles.

Alcoholic beverages or controlled substances are not allowed on college-owned or controlled property or at functions sponsored by College of Eastern Idaho. The State Board of Education has consistently opposed any policy permitting intoxicating beverages on college owned or controlled properties. Storage, sale, manufacturing, distribution, possession or use of any illicit drugs or alcohol is prohibited. Prescribed medications are to be used only at the direction of a licensed physician. Violation of this policy can lead to suspension or probation. Questions may be directed to the Dean of Student Affairs.

To see CEI's annual Drug-Free Schools and Campus Compliance Prevention Programs report follow this link: <https://cei.edu/falcons/resources/student-right/drug-free-schools-02-07-23.pdf>

### **Photographs**

Photographs taken at public or student events are considered directory information and not student records.

### **Weapons on Campus Policy**

A safe and secure environment is fundamental to fulfilling the College's mission. College of Eastern Idaho is committed to maintaining an environment free of violence. This obligation includes restricting recognized hazards from the campus community that contribute to violence or serious harm. Accordingly, the possession, wearing, carrying, transporting, or use of a weapon, except pursuant to an exemption expressly stated in adopted procedures, is strictly prohibited on College-owned or controlled premises. This prohibition extends to any person with a government-issued enhanced carry permit or license, unless specifically covered by an exception to the prohibition.



## **Personal Transport Devices (PTDs)**

College of Eastern Idaho maintains a healthy and safe environment conducive to learning for all members of the campus community. CEI supports sustainable forms of transportation, and therefore encourages the safe and responsible use of PTDs. This procedure establishes a common foundation of rules and expectations for the use of PTDs on campus walkways and around pedestrians. As PTDs are a relatively new and quickly expanding technology, CEI reserves the right to amend this policy as needed.

PTDs are defined as modes of human-powered transportation including, but not limited to bicycles, skateboards, skates, scooters, etc. This includes transportation powered by motor or by batteries that do not go in excess speeds of 15 mph, or if powered by a gasoline engine, are not larger than 49 cc engine displacement. Any PTD used on CEI campus must be designed to allow the user to complete a controlled stop. The use of ATVs, golf carts, or motorcycles is prohibited on campus walkways unless previously authorized or used for conducting official CEI business. Under the obligations of this procedure, riders must obey all state and local laws and exercise watchfulness, attention, and caution to protect vulnerable pedestrians at all times. Riders are primarily responsible for the safety of those around them. The pedestrian always has the right-of-way. Riders shall not come within three (3) feet of any pedestrians while riding a PTD. If riders cannot pass pedestrians while maintaining the three (3) foot minimum distance, they must dismount. In times of heavy pedestrian traffic, when sidewalks and pathways are congested (such as class change), PTD riders shall dismount completely and walk. Users are strongly encouraged to wear helmets and eye protection and ensure that their devices have appropriate rear and side reflective devices. Headlights and headlamps should be used between sunset and sunrise. The use of earphones while using a PTD is prohibited. Use of PTDs for tricks is prohibited, including but not limited to: wheelies, jumps, use on stairs, benches, or handrails, or any use other than utilitarian transportation. Campus buildings and site-furnishings may not be ridden on, over, or struck at any time. Riders will be responsible for any damage done to the facility or grounds.

PTDs may not be used inside buildings or on any surface not normally intended for such use. Exceptions to this include the use of accessibility-dependent devices such as wheelchairs or motorized chairs, or other mobility devices prescribed by licensed physicians or otherwise approved by the ADA or the campus Disability Resource Coordinator.

PTDs should not be secured to light poles, posts, or landscaping features and should not create safety or environmental hazards or block access to handrails, ramps, signage, or building entrances. Bicycles should be parked in racks provided by the College. Abandoned, lost, inoperable, or prohibitively parked bicycles, skateboards, or PTDs may be collected by the College. An impound fee may be issued after thirty days.

If a bicycle, skateboard or other PTD is suspected lost or stolen, Campus Security should be contacted (208.604.4597) with identifying information. Campus Security should also be contacted if what appears to be a lost or stolen bicycle, skateboard or other PTD is found.

Individuals assume the risk of personal injury and death while riding a PTD, and will be held responsible for any injuries to themselves, others, or property as a result of any violation of this Policy or the improper operation of any personal transportation device on CEI property.

Student questions regarding PTDs may be addressed to either the Disabilities Resource Coordinator or the Dean of Student Affairs.

## **Campus Parking and Traffic Policies**

- All vehicles on the CEI campus shall be operated in a safe manner with a maximum speed of 10 mph.
- Pedestrians shall always be given the right of way.
- Designated parking for persons with a disability as defined in section 49-117, Idaho Code, or any parent or guardian of a dependent child with a disability as defined in section 49-117, Idaho Code is available and may only be used by vehicles displaying an authorized placard or license plate.
- Parking in designated fire lanes is strictly prohibited.
- Parking and traffic regulations are enforced by CEI Campus Security.

## **The Clery Act**

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law requiring colleges and universities to disclose to the United States Department of Education statistics regarding specific crimes occurring on or near campus property. The law requires our campus to produce an Annual Security Report which is published by October 1 of each year and distributed to students, faculty and staff. To read the current year's report follow this link: <https://cei.edu/falcons/resources/student-right/2022-annual-safety-and-security-report.pdf> Many students, faculty and staff are identified as Campus Security Authorities (CSAs) through their job functions and have a duty to report Clery specific crimes. CEI asks all students and staff to be proactive and report any crime they witness or have knowledge of that occurs on or near the campus. These reports can be made to either Campus Security staff or a CSA (Dean of Students or his administrative assistant, the Interim Director of Admissions, Human Resources, Senior Coordinator of Advising, Coordinator of the Center for New Directions or Senior Coordinator of Disability Resources). Campus Security staff are located in Building 1, Room 113 and can be reached at 208-604-4597. If someone wants to report anonymously, they can do it through our Maxient reporting system. <https://cm.maxient.com/reporting.php?CollegeofEasternID>

## **CODE OF CONDUCT**

College of Eastern Idaho expects all students and employees to practice high levels of professionalism and integrity in both academic and personal affairs. Every member of the College is obligated to assume responsibility for their own personal freedom and obligations. CEI will enforce all necessary measures to maintain a learning environment in which the rights, privileges, property, and self-worth of every individual involved with the College community are preserved. Appropriate measures will be taken when any person places the welfare of any person in jeopardy.

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 functions, protect the campus community, and provide the best possible learning and living environment to all students.

The policies, procedures, and processes (grievances, appeals, etc.) are defined within the CEI Student Handbook. It is the student's responsibility to read and understand the Student Handbook which can be found in the Student Affairs office or Advising office

## **Student Conduct and Sanctions**

Students have a right to due process. Students may consult with or may be asked to consult with the Dean of Student Affairs on matters of student conduct. Violation of attendance policies, the Code of Conduct or other College policies may result in one or more of the following sanctions. These are listed in order of least to most severe. This is not to imply that sanctions will be given in this order. Severity of the sanction is at the discretion of College officials.

- **Warning:** A notice to the student verbally or in writing, from a College official, stating that a policy has been violated and that continued violation may result in more severe sanctions.
- **Censure:** A written reprimand warning to the individual or group that repeated infractions will result in official sanctions. Restrictions on minor privileges may be imposed.
- **Restitution:** The replacement, repair or other form of compensation for damages, physical loss or injury to property or persons.
- **Probation:** Formal notification indicating a policy has been violated and identifies terms for continued enrollment. Probationary status equates to "not in good standing".
- **Suspension:** A decision that excludes that student from courses, activities, and/or presence on College properties for at least one semester. A student who has been suspended may request readmission after his/her terms of suspension have been met. The student shall submit a written petition requesting readmission. Readmission may be granted, denied, or postponed subject to fulfillment of conditions established by the College. If readmission is granted, enrollment will be probationary for one semester. Readmission will be granted on the basis of space availability. The Petition for Readmission is available on the CEI website and in the Registrar's office.

- **Expulsion:** An administrative decision that terminates the student from the College for an indefinite period of time.

### **Attendance Policy**

Students are responsible for attending the courses in which they are enrolled. All work and assignments missed must be made up at the discretion of the course instructor. Absence from class does not excuse the student from completing assigned work.

A student who does not attend any of their classes during the first ten (10) class days of a semester will be withdrawn from courses by the Registrar's office. A student withdrawn for non-attendance at the tenth (10th) day will still be responsible for registration fees according to the refund and repayment policy.

After the first ten (10) class days of the semester neither CEI faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance unless the student is medically incapacitated. Students who have withdrawn from all courses for a term will not be allowed to register for any subsequent courses in the same term. A grade of (W) will be entered on the permanent official transcript for each course if dropped prior to the published deadline to drop without grade penalty. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

Early College students participating in Concurrent Enrollment courses on the CEI campus or online are held to CEI Attendance Policy standards. Early College students participating in Dual Credit courses taught at their high school or through IDLA are held to the attendance policies published on the Early College website.

### **Approved Leave**

Students may fill out a Petition for Approved Leave, available on the CEI website and in the Registrar's Office. Students must include on their Petition for Approved Leave, the date requesting, their name, program, student I.D. number, dates they will be missing, and any supporting documentation. Students will be required to obtain the signatures of all of their instructors. The petition will then be routed to the division manager of their program and forwarded to the Registrar for a final signature. Students will be notified by e-mail that their Petition for Approved Leave has been processed.

### **Computer Usage Policy**

A computer usage fee of \$15 is charged to every student at the time of registration. The usage fee allows degree and non-degree\* seeking students access to the CEI network, server, and application resources. Students will also be granted access to a personal directory found on the network server with an assigned volume limit, a school email account with rights to a Microsoft Office 365 and One Drive account, wi-fi internet access for personal devices, a Canvas account for online learning, and the right to utilize campus printers.

*\* Workforce Training (WTCE) and College and Career Readiness Center students may not have the same abilities to access resources as degree and non-degree seeking students. Check with departments for clarification.*

### **Acceptable Use of Computing Resources**

CEI students are authorized to use computer/network resources for course related work and other educational purposes only. Use of CEI resources for anything other than education, especially commercial or contract purposes, will result in the possible suspension or removal of the student's user account.

As an authorized user, the student is responsible for the security and use of their computer account. Students accept full responsibility for their account and all activity performed on College computing resources.

The full text of the CEI computer policies can be found in the CEI Policy and Procedures Manual online. Referenced documents include the Governors Executive Order 2005-22, Policy 307.1 Computer Usage, Policy 307.2 Software Policy, and Policy 307.3 Computer and Network Security Policy.

### **Misuse of Resources**

CEI reserves the right to inspect all information stored on campus computers, including programs, data, & email. CEI reserves the right to limit or deny access to anyone abusing CEI resources.

Examples of system misuse include, but are not limited to:

- Unauthorized copying or distribution of CEI provided system and applications software
- Use of another individual's account, or sharing of accounts
- Attempting to inspect or copy another user's programs or directory without permission
- Playing online games, MUD's/MUCK's, or interactive chatting (ICQ, MSN, etc.)
- Deliberately trying to damage system software or hardware
- Failure to cooperate with CEI staff
- Any attempt to create or import a program which circumvents system security or compromises data integrity
- Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, and federal laws
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials is strictly prohibited

## **Printing**

Students are provided the ability to print five-hundred (500) pages from the network per semester. Additional printing must be purchased through the Business Office for ten cents (\$0.10) per page. Students may also make copies in the library; or in the Copy Center Bldg 2 Room 285A. Copies are \$0.10 per page B&W or \$0.30 Color. (Color in Copy Center only)

Examples of unauthorized printing include, but are not limited to:

- Personal letters, signs, and/or advertisements
- Documents related to one's own business
- Personal legal documents
- Online manuals

*For CEI policies, see [cei.edu/hr/policies-procedures/](http://cei.edu/hr/policies-procedures/)*

## **Monitoring and Disciplinary Action**

The Information Technology Division monitors the use of computer systems and will contact individuals discovered to be hindering normal operations. It is not appropriate to use any resources in ways that are detrimental to the normal operation of any computer system(s) or its users. Violation of any part of the Computer Usage Policy will result in disciplinary action in accordance with the CEI Student Handbook and/or applicable federal, state, & local laws, regulations, & policies.

## **Student Organization Fundraising Policy**

Fundraising is a common activity of student organizations. All fundraising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fundraising activities; funds raised must be used for appropriate organization activities. It is recommended that organization officers, their advisors, and the Dean of Student Affairs meet twice annually to discuss fundraising efforts. CEI is licensed for student organizations to conduct raffles for fundraising activities.

Student organizations are not allowed to raffle off weaponry for any reason, including fundraising. Concerns may be addressed with the Dean of Student Affairs.

## **STUDENT RIGHT-TO-KNOW**

### **Safety**

It is expected that students will adhere to good safety practices. Flagrant or continued violations will lead to suspension or other disciplinary action.

### **College of Eastern Idaho Crime Statistics**

In compliance with the Student Right-to-Know and the Campus Security Act, as amended, CEI collects specified information on campus criminal statistics, campus security policies, and institutional program completion or graduation rates. CEI will report crimes considered to be a threat to students and employees. Every October, CEI will make available an annual report of campus and security policies and crime statistics. The completed report will be available on the CEI website.

## **Title IX**

*Please see Policies 601 and 602 at [www.cei.edu/hr/policies-procedures](http://www.cei.edu/hr/policies-procedures).*

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX requires colleges to promptly respond to allegations of sex discrimination, including sexual violence and sexual harassment, limit its effects, and prevent its recurrence. Title IX prohibits all forms of sex and gender-based discrimination including sexual harassment and sexual violence.

Report any student-related Title IX or discrimination concerns to the Dean of Student Affairs. For employees, Title IX is administered by Human Resources.

## **Domestic Violence Policy (Clery Act and VAWA)**

College of Eastern Idaho has a no tolerance policy for domestic violence, dating violence, or stalking. Both male and female students should be able to attend college without threats or acts from these types of violence. College of Eastern Idaho is committed to maintaining the highest standards for safety and security of every person on campus. Students who have been victims of domestic violence, dating violence or stalking are encouraged to report the incident to an administrator or other responsible employees on campus. CEI will take immediate and appropriate steps to investigate the occurrence. College of Eastern Idaho will deliver prompt action in the following order:

- Stop the harassment
- Remedy the effects where possible
- Prevent the reoccurrence

Accommodations may still be provided for students in the event that a student does not want to file a formal incident report or report the crime.

CEI uses the Violence Against Women Act of 1994 to define the following crimes:

## **Domestic Violence**

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction

## **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

## **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others
- Suffer substantial emotional distress

*For CEI policies, see [cei.edu/hr/policies-procedures/](http://cei.edu/hr/policies-procedures/)*

## **Campus Security**

CEI strives to maintain a safe environment for students, faculty, staff, and visitors. Campus security officers are available to provide assistance as needed.

CEI utilizes an emergency notification system to provide the CEI community with important information in the case of an emergency. Students and employees will receive messages in the event of an actual emergency or an occasional system test.

When a student enrolls at CEI, their CEI provided email address is automatically entered into the emergency notification system. Students will receive an email from the school with instructions for entering additional contact information.

## **CAMPUS SERVICES**

### **CENTER FOR NEW DIRECTIONS**

Room 591, Alexander Creek Building (5) • 208.535.5363

#### **Staff**

**Julie McMurtrey, Senior Coordinator**

**Julie Thompson, Counselor**

**Tami Nichols, Administrative Assistant**

#### **Services for Students**

The Center for New Directions provides services to empower individuals wishing to change or improve their education and/or employment.

- Academic counseling
- Student success workshops
- Individualized career counseling
- Presentations on various topics including personal and employment skills
- Assistance in application to educational programs and financial aid
- Textbook lending library
- Career services including resumé assistance
- Connection to campus and community resources

#### **Services for Students in Nontraditional Programs**

Counseling, case management, and support services are available for students in programs of training for an occupation usually performed by the opposite gender.

#### **Services for Single Parents and Displaced Homemakers**

The Center for New Directions also serves under-prepared adults, single parents and displaced homemakers who wish to improve their education or employment. Services are dependent on funding and may include textbook assistance, scholarships and connection to other campus and community resources. All services are confidential and are provided at no cost.

Call for information on current classes/workshops; also check the link on the CEI website at: [cei.edu/counseling-advising/center-for-new-directions](http://cei.edu/counseling-advising/center-for-new-directions)

### **COLLEGE AND CAREER READINESS**

(College Preparatory Assistance)

Room 345, Christofferson Building (3) • 208.535.5386

#### **Staff**

**Sandie Takahashi, Director**

**Danee White, Outreach Coordinator/ESL Coordinator.**

**Irene Gyorfy, Testing/Recruiting Coordinator**

**Lindsey Stein, Student Success Coordinator/ GED and Adult Education**

The College and Career Readiness Center (CCR) assists students in achieving their goals through basic skills instruction in English, mathematics, and reading, writing and digital/computer literacy. Specialized classes are available in English as a Second Language (ESL),

and General Educational Development (GED) preparation. Services are free to adults over the age of 16, who are not enrolled in a K-12 program and whose basic skills fall below the 12th grade level, and for students college preparation.

### **English as a Second Language (ESL)**

The ESL program provides non-English-speaking students with instruction in the English language from beginning through advanced levels. ESL classes are available in outreaches in Idaho Falls, Rexburg, and Driggs.

### **General Skills Brush Up and GED Prep**

The regional College and Career Readiness Center offers free instruction to prepare students for the four (4) GED exams. In addition, assistance is provided in the general skills that are needed for college entrance exams. Similar instruction in basic skills and GED preparation are offered in outreach centers in the counties of Bonneville, Madison and city of Salmon.

### **Comprehensive Adult Student Assessment System (CASAS) Reading and Math Skills Tests**

New students entering the College and Career Readiness program on campus or in the outreach centers will take a pre-test to identify their academic levels. There is no charge for these tests. The tests assess reading and math skills. Each student will placement-test at entrance and post-test after receiving a minimum of seventy (70) hours of educational instruction. The tests show results as well as areas of strengths and weaknesses. The tests take between two-three hours.

Please call the College and Career Readiness Center for registration information at 208.535.5386.

### **GED Testing**

CEI's Testing Center administers GED tests during the year at scheduled times. Students need to schedule an appointment for GED testing.

Call 208.535.5438 for more information. To register and schedule a test, go to [ged.com](http://ged.com).

## **COUNSELING CENTER**

### **Behavioral and Mental Health Counseling**

Room 313, Christofferson Building (3) • 208.535.5622

[www.cei.edu/counseling-center](http://www.cei.edu/counseling-center)

### **Staff**

Hailey Holland, Director • [hailey.holland@cei.edu](mailto:hailey.holland@cei.edu)

The College of Eastern Idaho offers confidential, short-term counseling services with licensed clinicians to currently enrolled credit students. This service is to promote a healthy emotional well-being and assist students to cope with a variety of issues that may interfere with their educational success. Counseling Services can provide therapeutic interventions for students struggling with anxiety, depression, stress, or relationship concerns.

In addition, consultation services are provided to faculty and staff regarding student concerns about emotional health and well-being. For students that would benefit from other types of interventions (e.g. long term services, in-patient treatment), Counseling Services makes referrals to resources in the local community.

For more information or referrals, please contact Dr. Dawn Cureton. Additional resources are available on the Counseling Services web page.

## **DISABILITY RESOURCES & SERVICES**

Room 591, Alexander Creek Building (5) • 208.535.5462

### **Staff**

Dan Bruderer, LMSW Senior Coordinator • [dan.bruderer@cei.edu](mailto:dan.bruderer@cei.edu)

College of Eastern Idaho is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which states, in part, that “no otherwise qualified individual with a disability in the United States . . . shall, solely by reason of his/her disability, be excluded from the

participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance,” such as College of Eastern Idaho.

The Disability Resource Center (DRC) is available to assist any student or prospective student who has a documented disability and believes he/she may benefit from reasonable accommodations which are provided on a case-by-case basis.

### **Accommodation Request Procedure**

Students having questions about accessibility or wishing to request reasonable accommodations, academic adjustments, and/or auxiliary aids as indicated in the ADAAA or Section 504 of the Rehabilitation Act, should contact the DRC, located in Room 591, Alexander Creek Building (Bldg. 5), or at 208.535.5462.

It is essential that students with disabilities self-identify and submit written requests for accommodations, academic adjustments, and/or auxiliary aids within a timely manner. Whenever possible, this request should be made prior to the start of the semester. Students requesting accommodations, academic adjustments, and/or auxiliary aids must follow these procedures:

- Must have a documented disability and must self-identify to the DRC.
- The student may be asked to provide appropriate third-party documentation which helps to establish the presence of a disability. Should documentation not be available, it is the student's responsibility to obtain this at his/her own expense and provide it to the DRC.
- Schedule/participate in an intake meeting, at which time the student will be asked about the disability, and the impact or barrier(s) it has on their educational experience.
- The DRC and student will discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids.
- The DRC will review the intake notes and third-party documentation to determine the appropriateness of the accommodations requested.
- The DRC will inform the student of the resulting decision.
- For approved accommodations, academic adjustments, and/or auxiliary aids, the DRC will provide a letter of accommodation for each of the student's instructors. It is the student's responsibility to deliver the letter to the instructor(s) and discuss with them the implementation of accommodations.
- Requests for accommodations, academic adjustments, and/or auxiliary aids must be made to the DRC EACH semester of enrollment.
- The DRC will update the accommodation letter and again provide a copy for each of the student's instructors.
- Should the student disagree with the decision of the DRC, the student must, within five (5) working days, submit a written appeal to the Dean of Student Affairs, as outlined in the grievance procedure below.

### **Grievance Procedure**

College of Eastern Idaho has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the ADAAA and Section 504 of the Rehabilitation Act of 1973. If an individual with a disability believes he/she has been discriminated against he/she has the right to file a grievance by following the steps below.

College of Eastern Idaho's DRC has been given the responsibility of determining and approving a student's need for accommodations, academic adjustments, and/or auxiliary aids. All requests for accommodations or assistance should first be filed with the DRC, following the College's published accommodations request procedure. If the student believes the DRC's decision is discriminatory on the basis of disability, the student should first meet with the DRC to review the decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows:

Within ten (10) working days of the decision, send a letter requesting a review to the College's Dean of Student Affairs. Include the following:

- Name and address of the person filing the complaint



- Date of original accommodation or assistance request
- Accommodation or service requested
- Reason for the request
- Reason the DRC's decision is not deemed to be appropriate, reasonable, or effective

The Dean of Student Affairs will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant. If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the Student Appeal Procedures.

### **Complaints Related to Academic Programs**

This procedure shall apply to academic programs. Examples are:

- Requests for classroom accommodations such as audio recording devices, note takers, assistive listening devices and interpreters;
- Requests for test modifications such as extended time, tests read aloud, or reduced-distraction testing.

If a complaint is brought by a student regarding denial or modification of an accommodation, academic adjustment, and/or auxiliary aid request, the decision of the DRC to provide or deny said accommodation shall be implemented until such time as a formal resolution of the grievance procedure is achieved.

If a faculty member shall refuse to provide an accommodation, academic adjustment, and/or auxiliary aid in accordance with the DRC's written notice, the student should first request the DRC's assistance in resolving the dispute. The request should be made in writing within ten (10) working days after the faculty member's refusal to provide the accommodation, academic adjustment, and/or auxiliary aid. The DRC will then meet with the faculty member, the division manager, and other faculty and administration officials as appropriate in order to attempt to resolve the complaint.

In the event the DRC is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the Dean of Student Affairs. It is the DRC's responsibility to notify the student of such action and to provide all pertinent information to the Dean of Student Affairs.

### **Complaints Related to Non-Academic Programs, Activities, & Services**

This procedure shall apply to non-academic programs, activities, and services. Examples are:

- Concerns related to building or grounds accessibility
- Participation in College-sponsored events
- Requests for accommodations related to parking

## **EARLY COLLEGE PROGRAMS**

Room 333, Christofferson Building (3) • 208.535.5309

### **Staff**

**Mary Stephenson, Director**

**Tonya Tracy, CTE Transition Coordinator**

**McKinley Nielson, Early College Coordinator**

**Katie Fonnesebeck, Early College Academic Advisor**

**Yusra Nasri, Early College Academic Advisor**

Dual credit (held in a high school location) & Concurrent Enrollment (held online or on the CEI campus)

College of Eastern Idaho recognizes the value and demand for providing qualified high school students with the opportunity to earn college credit prior to high school graduation. Academic and CTE course options are available. CEI considers high school students to be one of its important constituent groups and considers Early College Programs an important part of its outreach effort.

Early College students are responsible for meeting qualifications and deadlines set by the program. They are also responsible for adherence to student code of conduct rules, the outcome

of their coursework and final grades. High school students enrolled with CEI pay a reduced tuition rate. No federal financial assistance is available for Concurrent or Dual Credit courses, however State of Idaho Advanced Opportunities Funding is accessible to most students. Early College students have access to student services including key elements for success such as: academic advisement, library services, and tutoring services. When CEI courses are complete, it is the student's responsibility to request and pay for official transcripts as needed. Early College students are considered non-matriculated (non-degree seeking) while in high school. Credits are transcribed on a permanent college transcript.

## **EDUCATIONAL COUNSELING**

Counselors are available to assist applicants with professional technical choices, financial aid, veteran's benefits, admissions procedures, and other matters pertaining to educational programs.

## **FINANCIAL AID**

Room 311, Christofferson Building (3)  
208.535.5374 • [financial.aid@cei.edu](mailto:financial.aid@cei.edu)

### **Staff**

Tiffany Cleverly, Director  
Amy Johnson, Financial Aid Coordinator  
Kelli Catale, Financial Aid Advisor/Work-Study Advisor  
Krysta Madrigal, Financial Aid Advisor and VA Certifying Official  
Mia Adamson, Technical Records Specialist

Please direct all questions regarding financial assistance to the CEI Financial Aid Office.

## **FOUNDATION**

Room 310, Christofferson Building (3)  
208.535.5407 • [ceigiving.org](http://ceigiving.org)

### **Staff**

Dave Facer, Executive Director

### **Services for Students**

The College of Eastern Idaho Foundation represents a diverse group of individuals who dedicate their time and resources in service of CEI. The CEI Foundation raises funds for facility improvements, scholarships, educational programs, and community outreach.

This group of staff and volunteers invest in changing the lives of those attending the College. Dedicated, hardworking and passionate; the CEI Foundation strives to invest in people, in partnerships and in our local community.

The Great Race for Education is currently the largest annual fund-raiser hosted by the CEI Foundation. A large-scale scavenger hunt, teams of four compete in challenges to finish first in a spectacular competition that is unlike any event in Idaho Falls! The Great Race is held each year on the third Friday of July and helps the CEI Foundation raise thousands of dollars for scholarships.

### **Scholarship Information**

We encourage all students and potential students to apply for scholarships through the Foundation. The Foundation is located in the John E. Christofferson Building (Bldg. 3) and can also be found online at [ceigiving.org](http://ceigiving.org). The Foundation can be reached by phone at 208.535.5398 or 208.535.5407 or by emailing [scholarships@cei.edu](mailto:scholarships@cei.edu). Additional information for the CEI Foundation can also be found on Facebook.

## **ONLINE LEARNING**

Room 119, Healthcare Building (6) 208.535.5417 • [ceionlinelearning@cei.edu](mailto:ceionlinelearning@cei.edu)

### **Staff**

Ryan Faulkner, Dean of Online Learning Services

Online learning at the College of Eastern Idaho offers students the flexibility and affordability needed when faced with the responsibilities of real life, such as job and family obligations.

It is an effective pathway for starting or continuing one's higher education. Our students have access to fully online courses that provide quality computer-based instruction in several disciplines and a pathway towards a fully online General Studies Associate of Arts degree. The most successful online students are those who are self-motivated, have strong time management skills, and are solution-based learners. For students who possess these skills and are searching for an opportunity to expand their educational opportunities, online learning at CEI is the answer.

### **STUDENT LEADERSHIP**

Each year students from CEI participate in competitive activities with students from other postsecondary institutions, with a goal of developing leadership and fostering individual growth. Contests of skill and technical knowledge provide a forum in which students can demonstrate their individual educational accomplishments. Clubs such as the Vocational Industrial Clubs of America (VICA), Business Professionals of America (BPA), Delta Epsilon Chi (DEC), and Phi Theta Kappa Honor Society (PTK, Beta Chi Psi chapter) are active on the CEI campus. Students who are successful in state and local competitions may then compete nationally. CEI encourages participation in student government. Student Life is headed by CEI Student Senate. The Student Senate is comprised of student body officers and representatives from each full-time program. The Student Senate is the student's voice in college development and leadership.

### **ACADEMIC SUPPORT (Library, Testing Center, Tutoring Center)**

Larry Surtees, Director

#### **LIBRARY**

Room 526, Alexander Creek Building (5)

208.535.5312 • Librarian's Office: 208.535.5349

#### **Staff**

Nathan Brown, Librarian

Tessa Fielding, Library Assistant

Jennifer Horrocks, Library Assistant

Janice Worthen, Library Assistant

CEI's Richard and Lila J. Jordan Library provides books, periodicals, audio-visual materials, and online resources designed to support the College's academic programs and courses. The library includes a group study space, a computer lab, the College archives, and the Foundation Conference Room (also used as an additional group study space).

The core collection of print materials is supplemented by connections to numerous electronic resources that offer access to both current and archival materials.

Fast, free interlibrary loan is also available.

The library is open full-time during the Fall and Spring semesters, and for limited hours during the Summer term. Library staff is available for reference assistance and instruction in the use of information resources, both in individual sessions within the library or by faculty request within the classroom.

Library users under the age of 16 must be accompanied by an adult.

#### **TESTING CENTER**

Room 25, Sessions Building (1) • 208.535.5438

#### **Staff**

Proctor Coordinator

The William J and Shirley A Maeck Student Testing Center serves as a full-service testing center for both CEI students and the community. The Testing Center provides proctoring for CEI courses, as well as proctoring services for other institution online courses and professional certifications. The Testing Center provides a secure, professional environment to take exams.

Before heading to the Testing Center for an exam, please visit [www.cei.edu/testing-center](http://www.cei.edu/testing-center) for more information on what exams are offered as well as our policies and procedures.

## **TUTORING CENTER**

Room 125, Sessions Building (3) • 280.535.5490 • [www.cei.edu/tutoring-center](http://www.cei.edu/tutoring-center)

### **Staff**

**Julie Kaufman, Academic Support Coordinator**

The CEI Tutoring Center is open five(5) days per week. Tutors are available to assist students with math, writing, and some sciences. The Tutoring Center offers a comfortable environment where students can meet with tutors or study groups. The schedule is posted outside the Tutoring Center in the John O. Sessions Mechanical Building (Bldg. 1) and on the CEI website ([cei.edu/tutoring-center](http://cei.edu/tutoring-center)). For an appointment, contact the Tutoring Center.

## **VETERAN'S SERVICES / ARMED FORCES CENTER**

Room 500, Alexander Creek Building (5) 208.535.5459

The College of Eastern Idaho's Armed Forces Center recognizes the service and sacrifice made by members of our armed forces and the unique challenges associated with transitioning into a college setting. To support this transition, we are committed to providing veterans, active duty personnel, guard and reserve members and family members with the services necessary to pursue their academic and personal interests. Assistance is available to establish connections with the offices for admissions, registration, financial aid, veterans' benefits, academic advising, mental health counseling, career advising, disabilities services, and any other offices that provide support to veteran students on campus. CEI is grateful for the TRiO/ISU partnership that assists in staffing our center.

Please direct all questions to the Armed Forces Center, CEI Financial Aid Office, or Dean of Student Affairs. CEI also offers a student club for veterans.

## **FINANCIAL AID**

Financial aid can make a CEI education a reality for many students. Many CEI students qualify for some type of financial assistance. Financial assistance includes scholarships, grants, loans, and work-study. To begin the financial aid process, students must complete a Free Application for Federal Student Aid (FAFSA). Applicants must be U.S. citizens or eligible non-citizens, degree/certificate seeking students, and in good academic standing.

### **Disbursement of Financial Aid Awards**

Financial aid funds are disbursed in equal installments at the first of each semester. If a student only attends one semester, disbursement of loans will be made in two (2) equal disbursements, one (1) at the beginning of the semester and one-half way (1/2) through the semester. Funds may be credited to a student's account to pay registration fees with the balance being disbursed in the form of a check. First-time borrowers who are first time students will have to wait thirty (30) days from the beginning of the semester before their loan funds will be disbursed.

Checks are disbursed by the Business Office. Questions concerning check disbursement should be referred to the Business Office at 208.535.5352

### **Self-Service**

Students can access Self Service to view information requested for their financial aid file, view award letters, and accept or reject financial aid awards.

In order to assure compliance with federal regulations, financial aid policies and procedures are subject to change without notice.

### **Application Priority Deadlines**

- Fall – June 1st
- Spring – November 1st
- Summer – February 1st

In order to meet the priority deadlines, all information must be turned in, correct, complete, and ready to award by the priority date for the semester the student wishes to be awarded. Applications may still be submitted after the priority deadline, however registration fees must be paid by the fee payment deadlines. If the first falls on a weekend, the deadline is the following business day.

## **Financial Aid and Application Procedure**

In order to begin the financial aid process, each student is required to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). By entering the CEI school code (011133) on the FAFSA application, CEI will receive the information. If other documents are required, an email will be sent from the Financial Aid Office. All required forms can be printed off from [cei.edu/financial-aid](http://cei.edu/financial-aid), then submitted to the CEI Financial Aid Office.

## **Awarding Financial Aid**

Awards are based on the information a student reports on their Free Application for Federal Student Aid (FAFSA). Eligibility for these awards may change if new information is received, including information CEI may receive with regard to Satisfactory Academic Progress (SAP). CEI reserves the right to adjust a student's awards as necessary.

All awards are based upon the assumption of full-time enrollment and acceptance in an eligible program at CEI. A student who withdraws from one or all classes at any time during the semester may be required to repay any financial aid received. All sources of non-federal funding are only estimates.

## **Request for Adjustment**

A student has the option of requesting an adjustment to their financial aid award. Requests for any changes must be made to the CEI Financial Aid Office by the student. Changes could include requesting or canceling grants, work-study, and loans.

No adjustment will be made to the award due to change in enrollment status after the first week of each semester. Request for Adjustment forms can be printed off from [cei.edu/financial-aid](http://cei.edu/financial-aid).

## **Summer Awards**

Summer term financial aid is unique in awarding from fall and spring semesters. Summer awards are limited to a student's remaining eligibility from the current academic year. If a student has used their full annual eligibility for Pell Grant and student loans in the fall and spring semesters, the student may not have any remaining eligibility for summer term. To request financial aid for the summer, students must fill out a Summer Application found on the Financial Aid webpage ([www.cei.edu/financial-aid](http://www.cei.edu/financial-aid)).

## **Pell Grant Lifetime Eligibility**

There is a limit, equivalent to six years, that a student may receive a Pell grant, known as Pell Grant Lifetime Eligibility. For more information on Pell Grant Lifetime Eligibility, visit [www.studentaid.ed.gov/pell-limit](http://www.studentaid.ed.gov/pell-limit).

## **TYPES OF FINANCIAL AID**

### **Federal Pell Grants**

Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. Grants range in size from \$400 to a maximum of \$6,345 per year and the amounts are subject to change.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a program designed to assist students who have exceptionally high financial need. College of Eastern Idaho uses the FAFSA to determine who is eligible and how much each grant will be. Students with Pell Grant eligibility and low Estimated Family Contribution (EFC) will be given priority.

### **Work-Study**

Federal and Atwell Parry State Work-Study are awarded to students who demonstrate financial need and want to work while attending college. The work-study program provides on-campus jobs for students and allows them to earn up to a specific dollar award. Students will earn at least federal minimum wage (\$7.25 for the State of Idaho) and be paid hourly. Students may work up to nineteen (19) hours per week.

### **Federal Direct Student Loan Program (FDSLPL)**

Direct Student Loans are low interest loans used to help students pay for educational expenses. Loans are money borrowed and must be paid back with interest. The interest rate is fixed and has been set by the federal government. The U.S. Department of Education is the lender. Direct

loan eligibility is determined by the student's year of study, federal limits, financial need, and other types of aid awarded.

Borrowers must do the following to receive their student loans:

- Complete the FAFSA
- Accept loan(s) on Self Service
- Complete Loan Entrance Counseling
- Complete Loan Agreement for a Subsidized/ Unsubsidized Loan (MPN)

New borrowers on or after July 1, 2013 will only receive subsidized loans for one hundred and fifty percent (150%) of the published time of the academic program they are enrolled in. Transfer students' loan eligibility may be affected.

## **TYPES OF LOANS**

Subsidized (FDSL), Unsubsidized (FDUL), and Parent PLUS Loan are available. Additional unsubsidized loans may be available to students whose parent cannot qualify for Parent PLUS Loans or for independent students requesting additional loans.

### **Subsidized Loan (FDSL)**

The government pays the interest while a student is in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be enrolled at least half-time (6 credits)
- Demonstrate financial need

### **Unsubsidized Loan (FDUL)**

Interest will accrue while the student is in school.

To be awarded this loan a student must:

- Complete the FAFSA
- Be enrolled at least half-time (6 credits)
- Accept on Self Service

### **Parent PLUS Loan**

Interest will accrue while the student is in school.

To be awarded this loan a student must:

- Complete the FAFSA
- Be a dependent student
- Parent must pass credit check

Most students begin repayment of any of these loans six (6) months after leaving college or when they drop below half-time status or six (6) credits. Under some conditions repayment may be deferred.

## **How Much Can a Student Borrow?**

Depending on the student's year of study, the federal government limits the amount a student can borrow. These amounts are the maximum; the student's amount may vary depending on financial need, other types of aid awarded, and the cost of attendance.

### **Aggregate Maximum**

(Effective July 1, 2008)

- Undergraduate Dependent Student: \$31,000 (no more than \$23,000 of which can be subsidized).
- Undergraduate Independent Student: \$57,500 (no more than \$23,000 of which can be subsidized).

### **Subsidized and Unsubsidized Direct Loans for Independent Students**

- Freshman year up to \$9,500
- Sophomore year up to \$10,500

### **Freshman Year**

\$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

### **Sophomore Year**

\$10,500 if the student has completed their first year of study and the remainder of their program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

Subsidized and Unsubsidized Direct Loans for Dependent Students

- Freshman year up to \$5,500
- Sophomore year up to \$6,500

### **Freshman Year**

\$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

### **Sophomore Year**

\$6,500 if the student has completed their first year of study and the remainder of their program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

For dependent students, Direct Loan limits include unsubsidized and subsidized amounts borrowed in the same year. (See Aggregate Maximum).

Independent students may also qualify for additional amounts through the Unsubsidized Direct Loan Program. Dependent students may also qualify if their parents cannot obtain a PLUS Loan.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **Financial Aid Eligibility**

Federal law requires that you must be making satisfactory academic progress (SAP) toward a degree for you to be eligible to receive federal financial aid funds. These standards apply to all periods of attendance, even periods when you did not receive financial aid. Students must meet all requirements listed to be in good standing for financial aid.

### **Maximum Time Frame / Pace of Completion**

Students must progress through their program to ensure that they will graduate within the maximum time frame or 150% of program credits. For example, an Associate degree that requires 60 credits, the maximum time frame would be 90 credits.

The financial aid office will evaluate student records at the end of each semester to make sure they have not and will not exceeded the 150% maximum time frame allowed for each program. Students who change from one program to another without graduating will have their attempted credits and completed credits calculated to determine where they stand within the 150% maximum time frame.

Students graduating from one (1) program and beginning a new program will have their 150% maximum time frame restart for the new program.

### **Academic**

Students must be accepted into an eligible CEI program. Students must maintain at least a cumulative GPA of 2.00 and meet the academic standards of the institution. Workforce Training and Continuing Education courses are not eligible for financial aid.

### **Progress Eligibility**

In addition to maintaining academic standards, all students will be required to satisfactorily complete (receive grades other than D+, D, D-, F, AU, CH, IC, S, I, or W), 67% of all credits listed on the transcript, including transfer credits from other institutions.

Credits completed are defined as all classes for which a student received a passing grade or better. Repeated courses count as credits attempted during each term the student is enrolled in the course. They will be counted as completed each time a passing grade is received for the course.

Incompletes and withdrawals do not count as passing, but are included in the credit completion rate calculation. Audit credits do not count as credits attempted or completed and will not be counted in the credit completion rate calculation.

## **Financial Aid and Repeat Course Work**

Financial Aid can pay for unlimited repeats of a failed course as long as the student is meeting all other Satisfactory Academic Progress (SAP) requirements. Financial aid will assist the student when repeating a course (or its equivalent) if all previous attempts were failures, as long as those failures are graded courses. Once the student passes a course, they are only allowed to repeat the course one more time to have it count in their enrollment status and their financial aid eligibility.

## **Monitoring Satisfactory Academic Progress**

A student's satisfactory academic progress (SAP) will be reviewed at the end of each semester to determine if they are in compliance with the SAP policies. This review encompasses a student's entire academic record, regardless of whether the student applied for or received financial aid.

Students not meeting these SAP standards will receive communication via email to their CEI email. Students should check Self-Service to view their progress by clicking on the "Satisfactory Academic Progress" link under the "Financial Aid Counseling" link.

## **Financial Aid Suspension**

Students who receive federal financial aid but do not earn any credits for the term will be immediately suspended from receiving future financial aid. Students who completely withdraw from CEI during the course of a semester may be required to return a percentage of that semester's federal financial aid.

## **Satisfactory Academic Progress Warning**

The first time a student is not meeting the Academic or Progress requirements the student will be placed on Financial Aid Warning. Students in Financial Aid Warning will still be eligible for financial aid for the following semester. Financial aid funds may be delayed the following term in order for prior term grades to be posted before federal aid can be released.

Any subsequent incidents of SAP violations will result in the suspension of financial aid eligibility. Students violating the Maximum Time Frame policy or zero credits earned, will be suspended financial aid with no warning period.

## **Withdrawal Policy**

Students at CEI who receive federal financial aid and withdraw will have refunds calculated according to federal guidelines. This will help determine the largest refund to the Federal Student Financial Aid Programs or to the student.

All other federal financial aid recipients will have refunds calculated according to the State of Idaho's or the U.S. Department of Education's approved accrediting agency refund policies (if they exist). If no State or U.S. Department of Education approved accrediting agency refund policy exists, refunds will be calculated according to federal or institutional refund guidelines in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student. If a student contacts the CEI Financial Aid Office to withdraw, they will also be referred to the Registrar's Office to complete the withdrawal process. Students who withdraw from one or more courses within the first week of school must notify the Financial Aid Office and return over-awarded funds to the Cashier's Office at the time of withdrawal. No adjustments to financial aid will be made after the first week of each semester. Students who do a total withdrawal from all of their courses after the first week of the semester are subject to the return policy of the federal government and may be required to return a portion of their awards. Students who receive financial award disbursements and do not attend classes are not eligible for funds and must return any award money received to the institution.

## **Withdrawal Policy for Module Courses**

A module course is a course that does not span the entire sixteen (16) week semester. Students must be aware that there are financial consequences for early withdrawal or failure of a module course that may include payback of financial aid funds received. If a student enrolls in a module course and needs to withdraw from that course for ANY reason, they must do so through the Registrar's Office.

In addition, if a module course is a prerequisite for another module course in the same term, the student must withdraw from the next module course(s) as well. If the student is receiving



financial aid and is withdrawn from a module course prior to the start date the refund for that course will first be applied back to their financial aid balance. The financial aid monies received at the beginning of the semester are still the student's responsibility to payback.

If the student is enrolled in another module course that does not have a Prerequisite they may remain in that module course as long as they fill out the Module Course Attend/Drop form in the Registrar's Office.

### **Reinstatement**

Students suspended from financial aid may regain eligibility by:

- Repaying any funds owed to CEI (see Cashier's Office),
- Attending additional semester(s) without the assistance of financial aid and;
- Students must enroll in and successfully complete enough credits to meet academic standards as well as progress eligibility standards to be in compliance with Satisfactory Academic Progress (SAP) and be reinstated financial aid. The courses taken must be from the approved list of required courses for the student's program of study.

### **Financial Aid Appeals**

For Details about Satisfactory Academic Progress, Financial Aid Appeals Process, General Appeals, Maximum Credit Appeals and Other Financial Aid Appeals such as Dependency Appeal, Marital Status Appeals, and Veteran's Services, Refer to the CEI Catalog

## **STUDENT SENATE BY-LAWS**

This document shall be known as the College of Eastern Idaho's Student Senate By-Laws.

### **ARTICLE I**

Section 1.1 The Student Senate at the COLLEGE OF EASTERN IDAHO is primarily responsible for all extracurricular activities of the student body. It is the responsibility of the Student Senate to discuss and implement these activities requested by the student body and approved by the Senate. The formation of other clubs and organizations on campus must have the approval of the Student Senate and campus administration. Student Senate endorses approved clubs and organizations, but does not assume responsibility for their activities.

Section 1.2 Student Senators shall be elected by each separate division.

- Division shall be defined as a group of programs.
- Program shall be defined as the ENTIRE course of studies offered in that field.
- Class shall be defined as a group of students who meet together for training in the particular program who have a common course of study for their training goal.
- Student Senate members will only serve for the school year for which they are elected.

Section 1.3 Every Student Senator shall be entitled to ONE vote. In the absence of the elected Student Senator, the Student Senate President shall be entitled to vote in the place of the Senator.

Section 1.4 Any and all members of the Student Senate who miss three meetings per semester will be responsible to repay all or a portion of their tuition reduction. Senators who miss meetings due to classroom commitment or personal conflicts need to notify the advisor.

Section 1.5 Senators of the Student Senate shall be the students elected in a general election by the student body. Elected positions include:

- Student Senate President, Vice President, Secretary/Treasurer, Parliamentarian, and 8 senators (2 from Business & Technologies, 2 from Health Care Technologies, 2 from General Education, and 2 from Mechanical Trades).
- If a division mentioned above is not represented after the applications deadline, the Student Senate may appoint a student from any division to run in the student senate elections.
- Mascot Position: appointed member and is appointed by a 2/3 majority vote of the Student Senate. \$250 tuition reduction per semester. Must attend all Student Senate meetings and events. If other campus organizations/departments/clubs are interested in having the mascot represent at an event, then they will be responsible for submitting a

Mascot Usage Request at least 2 weeks prior to the event. It is not guaranteed that the mascot will attend the requested event. In the event that the mascot cannot be present at event, then the organization/ department/club will be given authorization to use the CEI mascot costume after submitting the Mascot Usage Request to Student Senate.

- Section 1.6 All Student Senators must be degree seeking and remain in good academic and financial standing at CEI
- Section 1.7 All Student Senators must maintain a 3.0 cumulative grade point average and maintain six credits per semester (except the Student Senate President who must maintain 12 credits per semester). Any Student Senator whose cumulative falls below a 3.0 grade point average will be placed on probation. Senators on probation will only be eligible for a \$250 tuition reduction and must resign their officer position. Student Senators can only be placed on probation for one semester before they must resign from the Student Senate.
- Section 1.8 All meetings of the Student Senate shall be presided over by the Student Senate President, except in the meeting prior to the election of Student Senate officers, then the meetings shall be chaired by a Student Senate Advisor.
- Section 1.9 In the event that the Student Senate President is unable to serve his/her full term, the Vice President shall assume the office of President. If any other office of the Student Senate shall become vacant during the year, then the Student Senate shall elect a replacement from the membership of the Student Senate.
- Section 1.10 The Student Senate Vice President, Secretary/Treasurer and Parliamentarian will be elected and separate from the 8 Senate seats.

## **TUITION REDUCTION**

### **ARTICLE II**

- Section 2.1 All senate members must meet the requirements of the Student Senate listed in Section 1.4 in order to receive tuition reduction through the entirety of the semester, otherwise a portion or all of the tuition reduction must be paid back.
- Section 2.2 Any and all members of the Student Senate who miss three meetings/events per semester (unexcused), will be required to pay back all or a portion of their tuition reduction. Senators who miss meetings due to classroom commitment or personal conflicts need to notify the Advisor. These absences will be excused.
- Section 2.3 Tuition reduction for senate members will be allocated based on their level of service not to exceed their cost of tuition.
- First semester senators can be allocated up to \$250 for a semester.
  - Second and additional semesters senators can be allocated up to \$500 a semester.
  - Additionally Executive Council members can receive \$50 for their first semester of service and \$100 for additional semesters of service.
  - Student Senate President and Vice-President will receive full tuition.
  - Student Senate Secretary/Treasurer and Parliamentarian will receive one-half tuition reduction.
- Section 2.4 All tuition reductions will occur after the senator has met with the Student Senate Advisor and signed their contract.
- Section 2.5 Any senator who does not complete their commitments outlined in the Student Senate By-Laws and Student Senate contract will be required to pay a portion or all of the tuition reduction back to the College of Eastern Idaho. These students will not be eligible for Student Senate positions during the remainder of their academic career.

## **PURPOSE**

### **ARTICLE III**

- Section 3.1 The purpose of the Student Senate shall be to function as the representative body for all students and to:
- Section 3.2 Make recommendations concerning student welfare to those persons responsible for administration of school policies. This will be accomplished by having membership to the Safety Committee, participating in hearings when requested, and other committees the Administration deems necessary.
- Section 3.3 Provide leadership for all meetings of the Student Body.

- Section 3.4 Enact legislation concerning all student activities.
- Section 3.5 Actively seek new areas of involvement at the College.
- Section 3.6 Provide guidelines and support for all Student Senate approved clubs and organizations that may be formed on campus.
- Section 3.7 Perform functions as follows:
- A. Promote desirable college-public relations
  - B. Encourage acceptable student citizenship
  - C. Develop institutional morale
  - D. Encourage cooperation between students, faculty, staff and administration
  - E. Make studies of student life and recommend methods of improvement when desirable
  - F. Welcome and assist campus visitors
  - G. Assist with any and all school activities

## **PROCEDURES**

### **ARTICLE IV**

- Section 4.1 All meetings of Student Senate shall be conducted according to Parliamentary Procedure.
- Section 4.2 A quorum of at least 60% of the current Student Senate members must be present to conduct official business.
- Section 4.3 Any action of the Senate must receive simple majority vote of the quorum in order to be official unless otherwise outlined in these by-laws.
- The Student Senate President may vote only in the case of a tie as stated in Article I Section 1.3.
- Section 4.4 Meeting of the Student Senate shall be called once a week unless otherwise directed by the Student Senate President.
- Section 4.5 The privilege of the floor at meetings of the Student Senate shall be granted to any faculty member, administrator, school organization representative, member of the associated student body, or visitors to the school upon the prior approval of the Student Senate Executive Committee.
- Section 4.6 The Student Senate President shall have the power to call a special meeting of the Student Senators at any time. Quorum regulations will be in effect.
- This meeting shall have 48 hours' notice.
- Section 4.7 All questions formally submitted in writing concerning the intent and interpretation of these by-laws shall be decided upon by the Student Senate.

## **DUTIES OF STUDENT SENATE OFFICERS**

### **ARTICLE V**

- Section 5.1 The Student Body-Student Senate President shall preside over all meetings of the Student Senate. He/she shall be a pro tem member of the Student Senate.

#### **AND**

- Represent the school at all functions when called upon to do so.
  - Hold power to appoint and dissolve special committees and meetings of the Student Senate.
  - Act as a spokesperson for the College at any and all official functions.
  - Is a pro tem member of any and all committees.
  - Will appoint members of the Election Committee each semester.
  - Will vote in the event of a tie decision.
- Section 5.2 The Student Senate Vice President shall preside over meetings of the Student Senate in the absence of the President. The Vice President shall be a pro tem member of the Student Senate.

#### **AND**

- Preside over all appeals related to Student Senate business.
- Attend official college functions when the president is unable to attend.

- Act as Secretary/Treasurer in the absence of the Secretary/Treasurer.

Section 5.3 The Secretary/Treasurer shall take and report minutes of all meetings of the Student Senate, is in charge of all correspondence of Student Senate, and is in charge of all public relations and keeping record of all public relations articles and events.

**AND**

- Create and send out a monthly newsletter.
- Submit an itemized financial report to the Student Senate members within two weeks after the start of a new semester.

Section 5.4 The Parliamentarian shall advise the President, Vice President, Senators and Student Senate Advisors on proper parliamentary procedure based on these bylaws and the latest edition of Robert's Rules of Order, which include but are not limited to: following the code of ethics for individuals in a group, to conduct business or meetings in a professional matter, reduce or eliminate conflict, call for the orders of the day and to overall keep order.

**AND**

- Oversees current bylaws and proposed bylaws changes.
- Oversees elections.
- Point of contact for all

Section 5.5 The Executive Committee of Student Senate shall consist of the Student Senate President, Vice President, and Secretary/ Treasurer.

Section 5.6 The Student Senate Executive Committee shall set the agenda for Student Senate meetings and other official functions as outlined in these by-laws.

## **FINANCES**

### **ARTICLE VI**

Section 6.1 All funds allocated to the Student Body-Student Senate shall be under the jurisdiction of the Student Senate. All receipts and expenditures of any funds must be channeled through the school financial system, i.e. requisitions, purchase orders.

Section 6.2 Funds are received from the students at College of Eastern Idaho from the fee that is paid at registration. Each semester, the Business Office will provide a financial statement of this account to the Student Senate Advisor. This report will reflect the account status at the end of the fourth week of each semester. Reports subsequent to fall semester will include a report of all expenditures as well as all enrollments that occurred during the intervening period. Revenues for this account through means other than student fees shall be reported to the Business Office by the Student Senate Advisor or the Student Senate Secretary/Treasurer, and will be credited. At the end of each semester, the Business Office will provide a final account to the Student Senate Advisor.

- Any and all appropriations must receive at least a 2/3-majority vote of Student Senate members in attendance.
- All transactions involving Student Senate funds must have prior approval from the Student Senate.

Section 6.3 Any Student Organization may request for funding from the Student Senate. To submit a request the organization/club needs to attend one Student Senate meeting and submit appropriate documentation from the College of Eastern Idaho Club Handbook. The Student Senate will vote to approve or deny that request.

- Student Senate requires, at the end of the semester, organizations/clubs fill out the "Accounting of Semester Activities" form. It must be submitted by the last official day of the semester in which the funding request was granted. If the form is not received by the deadline, the organization/club will be penalized 20% of the amount requested for the following semester. Penalties will accumulate each semester until the form is received.

## **COMMITTEES**

### **ARTICLE VII**

Section 7.1 Chairpersons of all associated Student Senate committees shall be appointed by the Student Senate President and ratified by the membership of Student Senate. All chairpersons are to submit a list of their committee members to the Student Senate membership for acceptance.

Section 7.2 Student Senate shall have the following Standing Committees:

- Election Committee

- Activities Committee
- Section 7.3 The standing committees of the Student Senate shall be effective for one school year, beginning with the first semester of the school year.
- Section 7.4 The Student Senate President shall have the power to appoint other persons to head committees that he/she shall find necessary to establish during the school year. The Student Senate shall have the power to enact ordinances governing the separate committees.

## **ELECTIONS**

### **ARTICLE VIII**

- Section 8.1 The Election Committee shall oversee and run all elections as outlined in Section 2 through 17 of the Election Article.
- Section 8.2 Any degree seeking student with a cumulative grade point average of 3.0 or higher that is enrolled and in good standing at College of Eastern Idaho may be a candidate for a Student Senate office. First time college students who do not have a cumulative grade point average can run for a student senate position but will be on an introductory period until their first semester is completed. Any student running for student senate or already elected to student senate may not be on or actively pursue a leadership position in any on-campus organization. If Student Senate requires additional members for the senate they may actively seek out and appoint club officers or members from any campus organization as a Student Senate member.
- During Elections and while in office all members of the Student Senate should maintain good standing. (See Article 1. Section 6)
  - Any student elected to a Student Senate Office may not run for an office of another club on campus due to a conflict of interest. If he/she chooses to do so, that student will be asked to remove themselves from their choice of office.
- Section 8.3 Each student who desires to become a candidate for Student Senate must return the official candidate petition no later than the desired date specified by the Student Senate each semester. The student receiving the most votes will be awarded the seat for which he/she is running, as long as they are in good academic standing as outlined in Article 1 Section 6.
- Section 8.4 In order to be an eligible candidate for a seat on the Student Senate, the student must hold a 3.0 cumulative grade point average and must be in good academic and financial standing with the college. Except first-time college students who do not have a cumulative grade point average, must submit a letter of recommendation with their candidate petition to be considered an eligible candidate.
- Section 8.5 The format of the petition shall be decided upon by the Election Committee.
- Section 8.6 Any candidate may withdraw from the election 48 hours prior to that election.
- Section 8.7 Write-in candidates will be permitted.
- Section 8.8 The Election Committee will preside over all matters concerning the election. The Election Committee will be an internal committee with its members being selected from the Student Senate. Any grievances will be presented to Student Senate.
- In all regular elections, the candidate who receives the highest number of votes of the eligible voting students, shall be declared elected.
  - In any other special election, with the exception of a constitutional amendment, the Election Committee will decide what constitutes a majority, with final approval of the Student Senate.
- Section 8.9 Votes shall be counted within 24 hours after the close of the polls. Before votes are counted, the Election Committee shall designate who may be present and who shall count the votes. The Student Senate Advisor or designated administrator must be present. All election returns must be posted within 24 hours of the closing of the polls and shall be posted in a central location in the school.
- Section 8.10 The names of the candidates for the offices shall be placed on the ballot in an order decided upon by a candidate draw.
- Section 8.11 All candidates must comply with school requirements provided in these by-laws.
- Section 8.12 Elections will be conducted according to recognized election procedures.

- Section 8.13 The place of voting, time, voter identification, etc. shall be decided upon by the Election Committee with final approval from the Student Senate.
- Section 8.14 An eligible voting student shall be defined as current student of the College of Eastern Idaho.
- Section 8.15 Student Senate election for each new academic year will be held and completed by the end of each semester.
- Section 8.16 All elected officials must be sworn in by the Election Committee chairperson or his/her designated representative. (See Article IX, Oath of Office.)
- Section 8.17 The Student Senate Officers and 4 senator seats (1 HCT, 1 B &T, 1 GE and 1MT) will be elected by the end of the spring semester. The last 4 remaining senator seats (1 HCT, 1 B &T, 1 GE, and 1 MT) will be voted in the fall semester.
  - A. In the event of an unfilled senate seat(s) during elections, the senate may allow students to run from any given division to fill the needed seats as mentioned in Section 1.5.
- Section 8.18 Any student desiring to run for president must have served at least one previous full semester on the senate.
- Section 8.19 If the President resigns from his/her seat, then the Vice President shall assume the Presidency and the Vice President will be elected from the membership

## **OATH OF OFFICE**

### **ARTICLE IX**

- Section 9.1 The oath of office shall be administered to all Student Senate Officers. (See Article VIII, Section 8.16.)
- Section 9.2 I, \_\_\_\_\_, swear to uphold the by-laws of the Student Senate of the College of Eastern Idaho, to represent the best interests of the students, and to execute my office to the best of my abilities. I will carry myself in a respectable manner that is befitting a senator of the Student Senate and a representative of the college.

## **RECALL AND REPLACEMENT**

### **ARTICLE X**

- Section 10.1 All members and officers of the Student Senate shall be subject to impeachment.
- Section 10.2 Members of the Student Senate may be removed from office by impeachment and conviction by the Student Senate for bribery, dereliction of duties, malfeasance, and/or other misdemeanors.
- Section 10.3 The Student Senate shall order a recall election for any member of the Student Senate or Student Senate Officer after receiving a petition with 50 valid signatures calling for such action.
- Section 10.4 Any member who shall be impeached and found guilty shall have the right of appeal to the full Student Senate.
- Section 10.5 Impeachment may also be instituted by a petition signed by more than 2/3 of the members of the Student Senate.
- Section 10.6 All hearings involving impeachment shall be open to the student body. The Student Senate shall try cases of impeachment. The President shall preside over impeachment proceedings unless the President is being impeached, in which case the Vice-President shall preside.
- Section 10.7 Defendants shall be guaranteed their right to council and a speedy hearing.
- Section 10.8 A 2/3 affirmative vote of the Student Senate members in participation shall constitute a dismissal.
- Section 10.9 All impeachment voting shall be by secret ballot.
- Section 10.10 If a member of the Student Senate is convicted of impeachment charges, then there shall be a right of appeal to an alternate Student Senate made up of 7 members of the student body.
- Section 10.11 If any member of the Student Senate is acquitted of impeachment charges, then he/she shall not be subject to recall on the same charges.



WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>16</b> • Faculty preparation and student advising	<b>17</b> • Faculty preparation and student advising  • Fall 2023 term fee deadline	<b>18</b> • Faculty preparation and student advising	<b>19</b>
<b>23</b>	<b>24</b>	<b>25</b> • Last day to drop/add classes (Full Semester & Block A)	<b>26</b>
<b>33</b>	<b>31</b>		

**NOTES:** \_\_\_\_\_  
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AUG  
2023



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**30** SUNDAY

JUL

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**21** MONDAY

AUG

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**1** TUESDAY

AUG

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**2** WEDNESDAY

AUG



AUG  
2023



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**6** SUNDAY

AUG

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**7** MONDAY

AUG

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**8** TUESDAY

AUG

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**9** WEDNESDAY

AUG



AUG  
2023



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**13** SUNDAY

AUG

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**14** MONDAY

AUG

- Faculty in-service

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**15** TUESDAY

AUG

- Faculty in-service

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**16** WEDNESDAY

AUG

- Faculty preparation and student advising



AUG  
2023



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**20** SUNDAY

AUG

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**21** MONDAY

AUG

- Fall semester classes begin (Including Full Semester & Block A)

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**22** TUESDAY

AUG

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**23** WEDNESDAY

AUG







WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

**SEP**

**NOTES:** \_\_\_\_\_  
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SEP  
2023



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**27** SUNDAY  
AUG

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**28** MONDAY  
AUG

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**29** TUESDAY  
AUG

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**30** WEDNESDAY  
AUG

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THURSDAY

31  
AUG

SEP

FRIDAY

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SEP

SATURDAY

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SEP

AUGUST

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13	14	15	16	17	18	19
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27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEP  
2023



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**3** SUNDAY

SEP

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**4** MONDAY

SEP

• LABOR DAY

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**5** TUESDAY

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**6** WEDNESDAY

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SEP  
2023



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**10** SUNDAY  
SEP

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**11** MONDAY  
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**12** TUESDAY  
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**13** WEDNESDAY  
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SEP  
2023



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**17** SUNDAY  
SEP

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**18** MONDAY  
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**19** TUESDAY  
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**20** WEDNESDAY  
SEP

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>11</b>	<b>12</b> • Block B Fee Deadline	<b>13</b> • Mid-Term/last day to make up Summer incompletes • Block A–Classes End	<b>14</b>
<b>18</b>	<b>19</b>	<b>20</b> • Last day to add/drop Block B Classes	<b>21</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

**OCT**

**NOTES:** \_\_\_\_\_  
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OCT  
2023



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**1** SUNDAY

OCT

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**2** MONDAY

OCT

- Application for fall graduation due

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**3** TUESDAY

OCT

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**4** WEDNESDAY

OCT









OCT  
2023



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**15** SUNDAY

OCT

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**16** MONDAY

OCT

- Block A final credit grade entry & submit deadline due by 5:00 p.m. in Self-Service
- Mid-Term credit grade entry & submit deadline due by 5:00 p.m. in Self-Service
- Block B Classes Begin
- Spring semester registration for continuing students begins

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**17** TUESDAY

OCT

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**18** WEDNESDAY

OCT









WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>8</b> • Fall in-class evaluations	<b>9</b> • Fall in-class evaluations	<b>10</b> • <b>VETERANS DAY</b> (Classes held) • Fall in-class evaluations	<b>11</b>
<b>15</b> • Fall in-class evaluations	<b>16</b> • Fall in-class evaluations	<b>17</b> • Fall in-class evaluations	<b>18</b>
<b>22</b> • Fall in-class evaluations	<b>23</b> • <b>THANKSGIVING</b> • Thanksgiving Vacation	<b>24</b> • Thanksgiving Vacation	<b>25</b>
<b>29</b>	<b>30</b>		

**NOV**

**NOTES:** \_\_\_\_\_  
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# NOV 2023



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**29** SUNDAY  
OCT

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**30** MONDAY  
OCT

- Last day to withdraw from credit classes without grade penalty

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**31** TUESDAY  
OCT

- HALLOWEEN

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**1** WEDNESDAY  
NOV



# NOV 2023



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**5** SUNDAY • Daylight Savings (end)  
NOV  
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**6** MONDAY • Spring semester registration for new degree/certificate seeking students begins  
NOV • Fall in-class evaluations  
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**7** TUESDAY • Fall in-class evaluations  
NOV  
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**8** WEDNESDAY • Fall in-class evaluations  
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NOV  
2023



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**12** SUNDAY

NOV

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**13** MONDAY

NOV

- Spring semester registration for non-degree/certificate seeking students begins
- Fall in-class evaluations

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**14** TUESDAY

NOV

- Fall in-class evaluations

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**15** WEDNESDAY

NOV

- Fall in-class evaluations



NOV  
2023



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**19** SUNDAY

NOV

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**20** MONDAY

NOV

- Fall in-class evaluations
- Last day to withdraw from Block B without grade penalty

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**21** TUESDAY

NOV

- Fall in-class evaluations

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**22** WEDNESDAY

NOV

- Fall in-class evaluations

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• **THANKSGIVING  
HOLIDAY**

THURSDAY

**23**  
NOV

- Thanksgiving Vacation

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- Thanksgiving Vacation

FRIDAY

**24**  
NOV

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SATURDAY

**25**  
NOV

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**NOV**





WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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<b>6</b>	<b>7</b>	<b>8</b> <ul style="list-style-type: none"> <li>• Last day of instruction (Including Full Semester &amp; Block B)</li> <li>• Spring 2024 term fee deadline</li> </ul>	<b>9</b>
<b>13</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>15</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>16</b>
<b>20</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>• Christmas Holiday Observed</li> <li>• Winter Break (Students)</li> </ul>	<b>23</b>
<b>27</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>• Winter Break (Students)</li> </ul>	<b>30</b>

**DEC**

**NOTES:** \_\_\_\_\_

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DEC  
2023



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**3** SUNDAY

NOV

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**4** MONDAY

NOV

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**5** TUESDAY

DEC

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**6** WEDNESDAY

DEC



DEC  
2023



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**10** SUNDAY

DEC

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**11** MONDAY

DEC

• Winter Break  
(students)

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**12** TUESDAY

DEC

• Winter Break  
(students)

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**13** WEDNESDAY

DEC

• Winter Break  
(students)





DEC  
2023



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**17** SUNDAY  
DEC

- Winter Break (students)

---

**18** MONDAY  
DEC

- Winter Break (students)

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**19** TUESDAY  
DEC

- Winter Break (students)

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**20** WEDNESDAY  
DEC

- Winter Break (students)



DEC  
2023



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**24** SUNDAY

DEC

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**25** MONDAY

DEC

• CHRISTMAS DAY

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**26** TUESDAY

DEC

• Winter Break  
(students)

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**27** WEDNESDAY

DEC

• Winter Break  
(students)





WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>3</b> <ul style="list-style-type: none"> <li>• Winter Break (students)</li> <li>• Faculty Prep</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>• Winter Break</li> <li>• In-Service</li> <li>• Full Semester &amp; Block B Classes final credit grade entry &amp; submission deadline due by 5:00 p.m. in Self-Service</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>• Winter Break (students)</li> <li>• Faculty/Staff In-Service</li> </ul>	<b>6</b>
<b>10</b>	<b>11</b>	<b>12</b> <ul style="list-style-type: none"> <li>• Last day add/drop classes (Including Full Semester &amp; Block A)</li> </ul>	<b>13</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>

JAN

NOTES: \_\_\_\_\_  
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# JAN 2024



**31**

SUNDAY

DEC

- New Year's Eve

**1**

MONDAY

JAN

- New Year's Holiday
- Winter Break (students)

**2**

TUESDAY

JAN

- Faculty Prep
- Winter Break (students)

**3**

WEDNESDAY

JAN

- Faculty Prep
- Winter Break (students)

THURSDAY

4

JAN

- Faculty/Staff In-Service
- Full Semester & Block B Classes final credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
- Winter Break (students)

FRIDAY

5

JAN

- Faculty/Staff In-Service
- Winter Break (students)

SATURDAY

6

JAN

JAN

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		



# JAN 2024



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**7** SUNDAY

JAN

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**8** MONDAY

JAN

- Spring semester classes begin (Including Full Semester & Block A)

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**9** TUESDAY

JAN

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**10** WEDNESDAY

JAN



# JAN 2024



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**14** SUNDAY

JAN

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**15** MONDAY

JAN

• MARTIN LUTHER  
KING JR. DAY

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**16** TUESDAY

JAN

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**17** WEDNESDAY

JAN





THURSDAY

25

JAN

FRIDAY

26

JAN

SATURDAY

27

JAN

JAN

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		



WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> <ul style="list-style-type: none"> <li>• Application for spring/summer graduation due</li> </ul>	<b>2</b>	<b>3</b>
<b>7</b>	<b>8</b>	<b>9</b> <ul style="list-style-type: none"> <li>• Scholarship applications due to CEI Foundation Office by 5:00 p.m.</li> </ul>	<b>10</b>
<b>14</b> <ul style="list-style-type: none"> <li>• VALENTINE'S DAY</li> </ul>	<b>15</b>	<b>16</b>	<b>17</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>28</b>	<b>29</b> <ul style="list-style-type: none"> <li>• Block B Fee Deadline</li> </ul>		

**FEB**

**NOTES:** \_\_\_\_\_

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# FEB 2024



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**4** SUNDAY

FEB

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**5** MONDAY

FEB

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**6** TUESDAY

FEB

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**7** WEDNESDAY

FEB

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# FEB 2024



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**11** SUNDAY

FEB

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**12** MONDAY

FEB

- Last day to withdraw from Block A without grade penalty

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**13** TUESDAY

FEB

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**14** WEDNESDAY

FEB

- VALENTINE'S DAY

THURSDAY

**15**  
FEB

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FRIDAY

**16**  
FEB

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SATURDAY

**17**  
FEB

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**FEB**

**FEBRUARY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**MARCH**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						









WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> <ul style="list-style-type: none"> <li>• Mid-Term/last day to make up fall incompletes</li> <li>• Block A Classes End</li> </ul>	<b>2</b>
<b>6</b>	<b>7</b>	<b>8</b> <ul style="list-style-type: none"> <li>• Last day to add/drop Block B Classes</li> </ul>	<b>9</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>20</b> <ul style="list-style-type: none"> <li>• Spring Break</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>• Spring Break</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>• Spring Break</li> </ul>	<b>23</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

MAR

**NOTES:** \_\_\_\_\_

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MAR  
2024



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**3** SUNDAY

MAR

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**4** MONDAY

MAR

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- Block A final credit grade entry & submission deadline due by 5:00 p.m. in Self Service
- Mid-Term credit grade entry & submission deadline due by 5:00 p.m. in Self-Service
- Block B Classes Begin

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**5** TUESDAY

MAR

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**6** WEDNESDAY

MAR

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# MAR 2024



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**10** SUNDAY

MAR

- Daylight Saving (begin)

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**11** MONDAY

MAR

- Summer/Fall semester registration for continuing students begins

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**12** TUESDAY

MAR

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**13** WEDNESDAY

MAR





# MAR 2024



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**17** SUNDAY

MAR

- ST PATRICK'S DAY

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**18** MONDAY

MAR

- Spring Break

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**19** TUESDAY

MAR

- Spring Break

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**20** WEDNESDAY

MAR

- Spring Break

• Spring Break

THURSDAY

**21**  
MAR

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• Spring Break

FRIDAY

**22**  
MAR

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SATURDAY

**23**  
MAR

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**MAR**

**MARCH**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>10</b> • Spring in-class evaluations	<b>11</b> • Spring in-class evaluations	<b>12</b> • Spring in-class evaluations	<b>13</b>
<b>17</b> • Spring in-class evaluations	<b>18</b> • Spring in-class evaluations	<b>19</b> • Spring in-class evaluations	<b>20</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>

**APR**

**NOTES:** \_\_\_\_\_  
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APR  
2024



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**31** SUNDAY

APR

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**1** MONDAY

APR

- Summer/Fall semester registration for new degree/certificate seeking students begins

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**2** TUESDAY

APR

---

**3** WEDNESDAY

APR

THURSDAY

4

APR

FRIDAY

5

APR

SATURDAY

6

APR

APR

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





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**7** SUNDAY

APR

- Easter

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**8** MONDAY

APR

- Summer semester registration for non-degree seeking students begins
- Spring in-class evaluations

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**9** TUESDAY

APR

- Spring in-class evaluations

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**10** WEDNESDAY

APR

- Spring in-class evaluations



APR  
2024



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**14** SUNDAY

APR

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**15** MONDAY

APR

- Last day to withdraw from Block B Classes without grade penalty
- Spring in-class evaluations

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**16** TUESDAY

APR

- Spring in-class evaluations

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**17** WEDNESDAY

APR

- Spring in-class evaluations



APR  
2024



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**21** SUNDAY

APR

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**22** MONDAY

APR

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**23** TUESDAY

APR

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**24** WEDNESDAY

APR





WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b>	<b>3</b> <ul style="list-style-type: none"> <li>Last day of instruction (Including Full Semester &amp; Block B)</li> <li>Summer 2023 term fee deadline</li> </ul>	<b>4</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>29</b>	<b>30</b> <ul style="list-style-type: none"> <li>Fall semester registration for non-degree seeking students begins</li> </ul>	<b>31</b>	



**NOTES:** \_\_\_\_\_

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# MAY 2024



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**28** SUNDAY

APR

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**29** MONDAY

APR

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**30** TUESDAY

APR

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**1** WEDNESDAY

MAY



# MAY 2024



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**5** SUNDAY

MAY

- CINCO DE MAYO

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**6** MONDAY

MAY

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**7** TUESDAY

MAY

- **COMMENCEMENT**
- Full Semester & Block B final credit grade entry & submission deadline due by 5:00 p.m. in Self-Service

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**8** WEDNESDAY

MAY



# MAY 2024



**12**

SUNDAY

• MOTHER'S DAY

MAY

**13**

MONDAY

MAY

**14**

TUESDAY

MAY

**15**

WEDNESDAY

MAY

THURSDAY

**16**  
MAY

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FRIDAY

**17**  
MAY

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SATURDAY

**18**  
MAY

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MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MAY**

# MAY 2024



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**19** SUNDAY

MAY

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**20** MONDAY

MAY

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**21** TUESDAY

MAY

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**22** WEDNESDAY

MAY







WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b>
<b>5</b>	<b>6</b>	<b>7</b> • Last day add/drop classes	<b>8</b>
<b>12</b> • Flag Day	<b>13</b>	<b>14</b>	<b>15</b>
<b>19</b> • JUNETEENTH Classes held	<b>20</b>	<b>21</b>	<b>22</b>
<b>26</b>	<b>27</b>	<b>28</b> • Mid-Term/last day to make up spring incompletes	<b>29</b>

NOTES: \_\_\_\_\_  
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# JUNE 2024



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## **2** SUNDAY

JUN

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## **3** MONDAY

JUN

- Summer semester classes begin

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## **4** TUESDAY

JUN

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## **5** WEDNESDAY

JUN

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# JUNE 2024



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**9** SUNDAY

JUN

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**10** MONDAY

JUN

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**11** TUESDAY

JUN

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**12** WEDNESDAY

JUN

THURSDAY

**13**  
JUN

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FRIDAY

**14**  
JUN

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SATURDAY

**15**  
JUN

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JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUN



# JUNE 2024



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**16** SUNDAY

JUN

• FATHERS DAY

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**17** MONDAY

JUN

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**18** TUESDAY

JUN

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**19** WEDNESDAY

JUN

• JUNETEENTH  
Classes Held



# JUNE 2024



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**23** SUNDAY

JUN

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**24** MONDAY

JUN

---

**25** TUESDAY

JUN

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**26** WEDNESDAY

JUN





WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>3</b>	<b>4</b> • INDEPENDANCE DAY HOLIDAY	<b>5</b>	<b>6</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>24</b>	<b>25</b>	<b>26</b> • Last day of instruction	<b>27</b>
<b>31</b>	<b>1 AUG</b>	<b>2 AUG</b> • Fall 2024 term fee deadline	<b>3 AUG</b>

NOTES: \_\_\_\_\_  
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# JULY 2024



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**30** SUNDAY

JUN

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**1** MONDAY

JUL

- Mid-Term credit grade entry & submission deadline due by 4:00 p.m. in Self-Service

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**2** TUESDAY

JUL

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**3** WEDNESDAY

JUL

• INDEPENDENCE DAY  
HOLIDAY

THURSDAY

4

JUL

FRIDAY

5

JUL

SATURDAY

6

JUL

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUL























## 2023

JANUARY	S	M	T	W	T	F	S	FEBRUARY	S	M	T	W	T	F	S	MARCH	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	1	2	3		4						
	8	9	10	11	12	13	14		5	6	7	8	9	10	11		5	6	7	8	9	10	11
	15	16	17	18	19	20	21		12	13	14	15	16	17	18		12	13	14	15	16	17	18
	22	23	24	25	26	27	28		19	20	21	22	23	24	25		19	20	21	22	23	24	25
29	30	31	26	27	28	26	27	28															
APRIL	2	3	4	5	6	7	8	MAY	7	8	9	10	11	12	13	JUNE	4	5	6	7	8	9	10
	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17
	16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24
	23/30	24	25	26	27	28	29		28	29	30	31	25	26	27		28	29	30				
JULY	2	3	4	5	6	7	8	AUGUST	6	7	8	9	10	11	12	SEPTEMBER	3	4	5	6	7	8	9
	9	10	11	12	13	14	15		13	14	15	16	17	18	19		10	11	12	13	14	15	16
	16	17	18	19	20	21	22		20	21	22	23	24	25	26		17	18	19	20	21	22	23
	23/30	24/31	25	26	27	28	29		27	28	29	30	31	24	25		26	27	28	29	30		
OCTOBER	1	2	3	4	5	6	7	NOVEMBER	5	6	7	8	9	10	11	DECEMBER	3	4	5	6	7	8	9
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23
	22	23	24	25	26	27	28		26	27	28	29	30	24/31	25		26	27	28	29	30		
	29	30	31																				

## 2024

JANUARY	S	M	T	W	T	F	S	FEBRUARY	S	M	T	W	T	F	S	MARCH	S	M	T	W	T	F	S
	1	2	3	4	5	6	3		4	5	6	7	8	9	10		3	4	5	6	7	8	9
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		10	11	12	13	14	15	16
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		17	18	19	20	21	22	23
	21	22	23	24	25	26	27		25	26	27	28	29	24/31	25		26	27	28	29	30		
28	29	30	31																				
APRIL	1	2	3	4	5	6	MAY	5	6	7	8	9	10	11	JUNE	2	3	4	5	6	7	8	
	7	8	9	10	11	12		13	12	13	14	15	16	17		18	9	10	11	12	13	14	15
	14	15	16	17	18	19		20	19	20	21	22	23	24		25	16	17	18	19	20	21	22
	21	22	23	24	25	26		27	26	27	28	29	30	31		23/30	24	25	26	27	28	29	
	28	29	30																				
JULY	1	2	3	4	5	6	AUGUST	4	5	6	7	8	9	10	SEPTEMBER	1	2	3	4	5	6	7	
	7	8	9	10	11	12		13	11	12	13	14	15	16		17	8	9	10	11	12	13	14
	14	15	16	17	18	19		20	18	19	20	21	22	23		24	15	16	17	18	19	20	21
	21	22	23	24	25	26		27	25	26	27	28	29	30		31	22	23	24	25	26	27	28
	28	29	30	31																			
OCTOBER	1	2	3	4	5	NOVEMBER	3	4	5	6	7	8	9	DECEMBER	1	2	3	4	5	6	7		
	6	7	8	9	10		11	12	10	11	12	13	14		15	16	8	9	10	11	12	13	14
	13	14	15	16	17		18	19	17	18	19	20	21		22	23	15	16	17	18	19	20	21
	20	21	22	23	24		25	26	24	25	26	27	28		29	30	22	23	24	25	26	27	28
	27	28	29	30	31																		

## 2025

JANUARY	S	M	T	W	T	F	S	FEBRUARY	S	M	T	W	T	F	S	MARCH	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	1	2	3		4	5	6	7	8		
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		9	10	11	12	13	14	15
	19	20	21	22	23	24	25		16	17	18	19	20	21	22		16	17	18	19	20	21	22
	26	27	28	29	30	31	23		24	25	26	27	28	23/30	24/31		25	26	27	28	29		
APRIL	6	7	8	9	10	11	12	MAY	4	5	6	7	8	9	10	JUNE	1	2	3	4	5	6	7
	13	14	15	16	17	18	19		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	20	21	22	23	24	25	26		18	19	20	21	22	23	24		15	16	17	18	19	20	21
	27	28	29	30					25	26	27	28	29	30	31		22	23	24	25	26	27	28
JULY	1	2	3	4	5	AUGUST	3	4	5	6	7	8	9	SEPTEMBER	1	2	3	4	5	6	7		
	6	7	8	9	10		11	12	10	11	12	13	14		15	16	7	8	9	10	11	12	13
	13	14	15	16	17		18	19	17	18	19	20	21		22	23	14	15	16	17	18	19	20
	20	21	22	23	24		25	26	24/31	25	26	27	28		29	30	21	22	23	24	25	26	27
	27	28	29	30	31																		
OCTOBER	5	6	7	8	9	10	11	NOVEMBER	2	3	4	5	6	7	8	DECEMBER	1	2	3	4	5	6	
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		7	8	9	10	11	12	13
	19	20	21	22	23	24	25		16	17	18	19	20	21	22		14	15	16	17	18	19	20
	26	27	28	29	30	31	23/30		24	25	26	27	28	29	21		22	23	24	25	26	27	



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