

INSTRUCTION, RESEARCH AND STUDENT AFFAIRS
JANUARY 22, 2015

SUBJECT

Waiver of Board Policy III.N.4.a, General Education

REFERENCE

April 2014 The Board approved second reading of Board Policy III.N.

APPLICABLE STATUTES, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.N.

BACKGROUND/DISCUSSION

Board Policy III.N., General Education outlines the statewide General Education Framework, which provides guidance to Idaho's public institutions in identifying courses that meet the General Education Matriculation (GEM) competencies for the facilitation of seamless transfer.

The General Education Committee met on November 14, 2014 to discuss, in part, concerns regarding the Written Communication GEM competencies as it relates to Associate of Applied Science (AAS) degree programs. The Committee felt that additional guidance is needed regarding the competencies associated with the credit requirements under Board Policy III.N.5.b, and that the Written Communications discipline group needed to discuss those concerns and bring back recommendations. The Committee also discussed potentially changing the current range of 3-6 credits to a minimum of 6 credits, which would be more in alignment with expectations for this competency.

While further discussions regarding the Written Communication competency area will occur in March, as it currently stands, those present a challenge for Idaho State University (ISU). Currently, ISU has only identified their English 1102 as meeting all of the competencies provided in Board Policy. For ISU's AAS programs to meet the current state requirements, students will be required to complete an additional English course, forcing most students to complete a total of 6 credits in Written Communication, rather than the current 3 credit requirement.

The General Education Committee does not want to penalize AAS programs that currently require English 101 and supports the need for a temporary waiver of Board Policy III.N.4.a, related to Written Communication requirements associated with the AAS degree.

IMPACT

Approval of the waiver will allow those institutions offering AAS degrees to count English 101 as meeting the Written Communication competencies in Board Policy III.N.4.a.i-vi.

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ATTACHMENTS

Attachment 1 – Board Policy III.N, General Education

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STAFF COMMENTS AND RECOMMENDATIONS

The statewide General Education Committee and the Written Communications discipline group are convening in Boise on March 6, 2015 to, in part, address ISU's concern. At that time, they will propose policy changes that would address the underlying issues.

Staff recommends approval.

BOARD ACTION

I move to waive Board Policy III.N.4.a as it applies to Associate of Applied Science Degrees for the 2015-2016 academic year.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III. POSTSECONDARY AFFAIRS
N. Statewide General Education

April 2014

In our rapidly-changing world, students need to understand how knowledge is generated and created. They need to adapt to new knowledge and opportunities as they arise, as well as effectively communicate and collaborate with increasing diverse communities and ways of knowing. In combination with a student's major, General Education competencies prepare students to use multiple strategies in an integrative manner, to explore, critically analyze, and creatively address real-world issues and challenges. Course work provides graduates with an understanding of self, the physical world, the development and functioning of human society, and its cultural and artistic endeavors, as well as an understanding of the methodologies, value systems, and thought processes employed in human inquiries. General Education helps instill students with the personal and civic responsibilities of good citizenship. General Education prepares graduates as adaptive, life-long learners.

This subsection shall apply to the University of Idaho, Boise State University, Idaho State University, Lewis-State Clark College, Eastern Idaho Technical College, College of Southern Idaho, College of Western Idaho, and North Idaho College (hereinafter "institutions").

1. The state of Idaho's General Education framework for Associate of Arts, Associate of Science, and Baccalaureate degrees shall be:
 - a. The General Education curricula must be thirty-six (36) credits.
 - b. Twenty-seven (27) to thirty (30) credits of the General Education curricula (dependent upon Written Communication placement) must fit within the *General Education Matriculation* (GEM) competency areas defined in subsection 4.
 - c. Six (6) to nine (9) credits of the General Education curricula are reserved for institutions to create competency areas that address the specific mission and goals of the institution. Courses in these competency areas shall have learning outcomes linked to Association of American Colleges and Universities (AAC&U) Essential Learning Outcomes.
2. The intent of the General Education framework is to:
 - a. Establish statewide competencies that guide institutions' determination of courses that will be designated as GEM courses;
 - b. Establish shared rubrics that guide course/general education program assessment; and
 - c. Create a transparent and seamless transfer experience for undergraduate students.
3. There are six (6) General Education Matriculation (GEM) competency areas. The first two emphasize *integrative skills* intended to inform the learning process throughout General Education and major. The final four represent *ways of knowing* and are intended to expose students to ideas and engage them in a broad range of active learning experiences. Those competencies are:
 - a. Written Communication
 - b. Oral Communication
 - c. Mathematical Ways of Knowing
 - d. Scientific Ways of Knowing

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- e. Humanistic and Artistic Ways of Knowing
 - f. Social and Behavioral Ways of Knowing
4. GEM courses in each area shall include the following competencies.
- a. Written Communication: Upon completion of a course in this category, students are able to demonstrate the following competencies.
 - i. Use flexible writing process strategies to generate, develop, revise, edit, and proofread texts.
 - ii. Adopt strategies and genre appropriate to the rhetorical situation.
 - iii. Use inquiry-based strategies to conduct research that explores multiple and diverse ideas and perspectives, appropriate to the rhetorical context.
 - iv. Use rhetorically appropriate strategies to evaluate, represent, and respond to the ideas and research of others.
 - v. Address readers' biases and assumptions with well-developed evidence-based reasoning.
 - vi. Use appropriate conventions for integrating, citing, and documenting source material as well as for surface-level language and style.
 - b. Oral Communication: Upon completion of a course in this category, students are able to demonstrate at least five (5) of the following competencies.
 - i. Research, discover, and develop information resources and structure verbal messages to increase knowledge and understanding.
 - ii. Research, discover, and develop evidence-based reasoning and persuasive appeals for influencing attitudes, values, beliefs, or behaviors.
 - iii. Understand interpersonal rules, roles, and strategies in varied contexts.
 - iv. Effectively listen and adapt verbal messages to the personal, ideological, and emotional perspectives of the audience.
 - v. Employ effective verbal and nonverbal behaviors that support communication goals.
 - vi. Effectively recognize and critically evaluate the reasoning, evidence, and communication strategies of self and others.
 - c. Mathematical Ways of Knowing: Upon completion of a course in this category, a student is able to demonstrate the following competencies.
 - i. Read, interpret, and communicate mathematical concepts.
 - ii. Represent and interpret information/data.
 - iii. Select, execute and explain appropriate strategies/procedures when solving mathematical problems.
 - iv. Apply quantitative reasoning to draw and support appropriate conclusions.
 - d. Scientific Ways of Knowing: Upon completion of a course in this category, a student is able to demonstrate at least four (4) of the following competencies.
 - i. Apply foundational knowledge and models of a natural or physical science to analyze and/or predict phenomena.
 - ii. Understand the scientific method and apply scientific reasoning to critically evaluate arguments.

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- iii. Interpret and communicate scientific information via written, spoken and/or visual representations.
 - iv. Describe the relevance of specific scientific principles to the human experience.
 - v. Form and test a hypothesis in the laboratory or field using discipline-specific tools and techniques for data collection and/or analysis.
- e. Humanistic and Artistic Ways of Knowing: Upon completion of a course in this category, students are able to demonstrate at least five (5) of the following competencies.
- i. Recognize and describe humanistic, historical, or artistic works within problems and patterns of the human experience.
 - ii. Distinguish and apply terminologies, methodologies, processes, epistemologies, and traditions specific to the discipline(s).
 - iii. Perceive and understand formal, conceptual, and technical elements specific to the discipline.
 - iv. Analyze, evaluate, and interpret texts, objects, events, or ideas in their cultural, intellectual or historical contexts.
 - v. Interpret artistic and/or humanistic works through the creation of art or performance.
 - vi. Develop critical perspectives or arguments about the subject matter, grounded in evidence-based analysis.
 - vii. Demonstrate self-reflection, intellectual elasticity, widened perspective, and respect for diverse viewpoints.
- f. Social and Behavioral Ways of Knowing: Upon completion of a course in this category, students are able to demonstrate at least four (4) of the following competencies.
- i. Demonstrate knowledge of the theoretical and conceptual frameworks of a particular Social Science discipline.
 - ii. Develop an understanding of self and the world by examining the dynamic interaction of individuals, groups, and societies as they shape and are shaped by history, culture, institutions, and ideas.
 - iii. Utilize Social Science approaches, such as research methods, inquiry, or problem-solving, to examine the variety of perspectives about human experiences.
 - iv. Evaluate how reasoning, history, or culture informs and guides individual, civic, or global decisions.
 - v. Understand and appreciate similarities and differences among and between individuals, cultures, or societies across space and time.

5. General Education Requirement

- a. This subsection applies to Associate of Arts, Associate of Science, and Baccalaureate degrees.

General Education curricula must reflect the following credit distribution:

Competency Area	Minimum Credits
Written Communication	3 to 6 (depending on placement)
Oral Communication	2
Mathematical Ways of Knowing	3
Scientific Ways of Knowing	7 (from two different disciplines with at least one laboratory or field experience)

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Humanistic and Artistic Ways of Knowing	6 (from two different disciplines)
Social and Behavioral Ways of Knowing	6 (from two different disciplines)
Institutionally-Designated Competency Areas	6 to 9 (depending on Written Communication placement)

- i. GEM courses are designed to be broadly accessible to students regardless of major, thus college-level and non-GEM pre-requisites to GEM courses should be avoided unless deemed necessary by the institution.
 - ii. Additional GEM courses, beyond the General Education curricula, may be required within the major for degree completion.
- b. This subsection pertains to Associate of Applied Science degrees.
- i. The General Education curricula for the AAS degree must contain a minimum of fifteen (15) credits, so distributed in the following areas:

Competency Area	Minimum Credits
Written Communication	3
Oral Communication	3
Mathematical Ways of Knowing	3
Social and Behavioral Ways of Knowing	3
Institutionally-Designated Competency Areas	3

6. Governance of the General Education Program and Review of Courses

- a. GEM courses are developed by faculty and approved via the curriculum approval process of the institution delivering the courses. Those courses are transferable as meeting the GEM requirements at any Idaho public institution. Faculty discipline groups representing all public postsecondary institutions shall ensure consistency and relevance of General Education competencies related to their discipline.
- b. The State General Education Committee (The Committee): The Committee, established by the Board, shall consist of a representative from each of the eight public postsecondary institutions. To ensure transferability, the Committee reviews competencies and rubrics for institutionally-designated General Education categories; final approval resides with the Board. Committee membership and duties are prescribed by the Board.
- c. The eight (8) public postsecondary institutions shall identify all GEM courses in their curricula and identify them on the state transfer web portal.

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SUBJECT

Student Health Insurance Program (SHIP)

REFERENCE

April 2012	State Board of Education (Board) consideration of several options for SHIP policy waiver. Motion failed.
September 2012	Board considered first reading of amendments to SHIP policy. Motion failed.
April 2013	Board consideration of SHIP policy one-year waiver for Lewis-Clark State College only with respect to mandatory student health insurance coverage. Returned to committee for further consideration.
December 2013	Board returned SHIP policy to committee for further consideration.

APPLICABLE STATUTES, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.P.16.

BACKGROUND / DISCUSSION

In the early 2000s, it came to the attention of the Idaho State Board of Education ("Board") that an increasing number of students were having catastrophic medical emergencies, the costs of which were being borne by the Catastrophic Health Care Cost Program ("CAT program").¹ The CAT program is designed as an insurance program for the counties to cover the cost of treatment for catastrophic illness suffered by county residents who have no means to pay for the cost of that care. An indigent resident's county pays the first \$11,000 of each indigent's medical and hospital bills. The state is the payer of last resort on these claims and therefore assumes the financial responsibility for claims in excess of \$11,000. In other words, the program picks up the additional medical costs of these residents once a county's claim payments have exceeded \$11,000 during a 12-month period.

During the 2002 legislative session, then Sen. Grant Ipsen, chair of the Senate Health & Welfare Committee, indicated that legislation may be introduced to require students to have health insurance. In lieu of this action, the Board agreed to add this issue to its next meeting agenda.

¹ The CAT program is governed by an administrative board, which is made up of a county commissioner representative from each of the six districts in Idaho, one Governor's appointee, 4 legislators appointed by the legislative leadership (two from the Senate and two from the House (2 Democrats and 2 Republicans)), and a representative of the Idaho Department of Health & Welfare. A contract administrator carries out the day-to-day business of administrating the CAT program. The current contract administrator is the [Idaho Association of Counties](#).

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As a matter of principle and good public policy, there were Board members who took the position that students should be insured rather than county and state taxpayers picking up the cost in the event of catastrophic claims.

The confluence of these events precipitated the Board direction in January 2002 for the presidents of the colleges & universities to bring a proposed policy on student health insurance back to the Board. The proposed policy specifically needed to address the following:

1. Provisions for a student to opt out of purchasing the coverage, if they have private coverage.
2. Methods of determining proof of other insurance.
3. Number of credit hours a student must carry before insurance is required.

The Board adopted a Student Health Insurance Plan (SHIP) policy in April 2002 requiring all full-time students to have health insurance effective July 1, 2003.

The Board has been mindful of the added costs SHIP poses for students.² In the fall of 2008, Boise State University, Idaho State University and Lewis-Clark State College joined together to form a Student Health Insurance Plan (SHIP) Consortium in an effort to manage costs while maximizing coverage.³ The institutions worked with the Idaho Division of Purchasing throughout the bid and procurement process. In the end, the contract achieved premium reductions for 2010-2011, and held initial rates flat for two years so students would not see any additional inflation in the 2011-2012 academic year.

Just as in every other sector of insured individuals, increases in health insurance costs for students have far out-paced inflation and wage gain. Passage of the federal Affordable Care Act (ACA), subsequent legal challenges, controversy surrounding creation of a State Exchange, the initial problem-plagued rollout of HealthCare.gov, and now the unresolved issue of Medicaid expansion have all exacerbated uncertainty and volatility in the health insurance industry. In light of this shifting landscape, the Board has reviewed its SHIP policy four times in less than three years (April 2012, September 2012, April 2013 and December 2013). In each instance, however, the Board has reaffirmed its position that it is good public policy for students to be insured, and that it would be prudent to wait for ACA implementation to mature before considering any significant changes to SHIP.

² A schedule of undergraduate, resident full-time tuition & fees and SHIP premiums for 2014-15 follows:

	BSU	ISU	UI	LCSC	EITC
Tuition & Fees	\$6,640	\$6,566	\$6,784	\$5,900	\$2,256
SHIP premium	\$2,508	\$2,502	\$1,788	\$2,724	\$1,634
<i>SHIP as % of T&F</i>	37.8%	38.1%	26.4%	46.2%	72.4%

³ The University of Idaho has a self-funded student health insurance plan.

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With the successful rollout of the Idaho insurance exchange ("[Your Health Idaho](#)"), the Business Affairs and Human Resources (BAHR) Committee informally agreed last summer that it now may be an appropriate time to revisit the SHIP policy, at least to the extent that the institutions may get out of the insurance business. The BAHR members still felt strongly that full-time students should remain insured.

The policy currently reads as follows: "Students shall purchase health insurance offered through the institution, or may instead, at the discretion of each institution, present evidence of health insurance coverage that is at least substantially equivalent to the health insurance coverage offered through the institution." If the policy were amended to allow institutions to opt-out of offering insurance, then a determination would need to be made as to the baseline level of insurance that students must maintain. The easiest baseline to use would be an "ACA compliant" policy. The ACA does, however, introduce a number of complexities, including but not limited to:

- The open enrollment period is from mid-November of the current year to mid-February of the following year, so it does not coincide with the academic year.
- The individual mandate does not apply to individuals earning less than \$10,000 per year, which is a threshold some students may fall under.
- At present, Idaho has decided not to expand Medicaid to low-income residents. The ACA "provides a government subsidy⁴ to people who earn between 100 percent and 400 percent of poverty to purchase insurance coverage through an insurance exchange. [However,] people who earn less than 100 percent of poverty are in "policy limbo" at the moment; the law currently does not provide them with a subsidy."⁵
- If a student is exempted from ACA's individual mandate but is still required to purchase student health insurance under Board policy, the student could purchase insurance off of the state exchange but would not be eligible for ACA's Advanced Premium Tax Credit.

This is by no means an exhaustive list of policy issues surrounding SHIP reform in light of ACA, but it is representative of the complexities that need to be considered. From the standpoint of student health insurance, the primary problem with the state exchange, as noted above, is that the open enrollment period does not correspond with the academic year. After open enrollment closes, one can enroll in the Exchange only if one qualifies for a "Special

⁴ "Some individuals and families, under age 65 who are not eligible for coverage through their employer, Medicaid or Medicare, and that purchase a health insurance plan through Your Health Idaho may be eligible for cost savings on their monthly premiums through the Advanced Premium Tax Credit (APTC)." <http://www.yourhealthidaho.org/individuals-and-families/premium-assistance-estimator/>

⁵ *Idaho Workgroup on Medicaid Expansion: An evaluation of the possible expansion of comprehensive healthcare services to low-income Idahoans* (December 3, 2012)

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Enrollment Period”.⁶ If an uninsured, full-time student enrolls in the fall at an institution that does not offer insurance coverage and the student does not qualify for a “Special Enrollment Period” then what does the student do? This factor must be addressed in any amendment to the SHIP policy.

The SHIP policy also provides that “Each institution shall develop procedures that provide for termination of a student’s registration if he or she is found to be out of compliance with this policy while enrolled at the institution.” In other words, currently the consequence for non-compliance is disenrollment. This is quite severe and punitive, and as a result the institutions do not exercise that remedy. Historically, the institutions either default enrolls a noncompliant student in SHIP and then bills the student’s account or the noncompliant student drops below 12 credits so the mandate no longer applies. The latter approach has financial aid and time to completion implications, and frustrates the Board’s 60% Goal.

IMPACT

The proposed amendments to the SHIP policy include the following material changes:

1. Health insurance coverage offered through the institution is discretionary instead of mandatory;
2. All full-time students shall provide proof of health insurance coverage in an ACA compliant policy;
3. A full-time student may have a non-ACA compliant policy before registration for their first semester of attendance, but must sign an affidavit that they will enroll in ACA compliant insurance by the first health insurance exchange open-enrollment period or the end of their first semester, whichever comes first; and
4. A student found to be out of compliance with this policy while enrolled at an institution, shall be ineligible for full-time enrollment in future terms until insurance is obtained and proof of insurance is provided. In addition, institutions that offer student health insurance for purchase can default enroll students and change their student account.

ATTACHMENTS

Attachment 1 – Section III.P. – First Reading
Attachment 2 – Sample Certification form

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STAFF COMMENTS AND RECOMMENDATIONS

Staff has worked closely with the vice presidents for finance & administration and vice presidents for student affairs at the college and universities in the

⁶ To qualify for a Special Enrollment Period, one must have a qualifying life event. One of the following “qualifying life events” could be applicable to students: if a student or anyone in their household loses health coverage in the last 60 days or expects to lose it in the next 60 due to losing job-based coverage, the end of an individual policy plan year, COBRA expiration, or aging off a parent’s plan.

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development of the proposed amendments. Staff believes the proposed amendments strike an appropriate balance between requiring full-time students remain insured, and providing students with the option to satisfy the mandate with an ACA compliant plan.

Staff recommends approval.

BOARD ACTION

I move to approve the first reading of proposed amendments to Board policy Section III.P. Students, as presented.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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The following policies and procedures are applicable to or for any person designated as a student at an institution under governance of the Board. A "student" means any person duly admitted and regularly enrolled at an institution under governance of the Board as an undergraduate, graduate, or professional student, on a full-time or part-time basis, or who is admitted as a non-matriculated student on or off an institutional campus.

1. Nondiscrimination

It is the policy of the Board that institutions under its governance must provide equal educational opportunities, services, and benefits to students without regard to race, color, religion, sex, national origin, age, handicap, or veterans status, including disabled veterans and veterans of the Vietnam era in accordance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d *et seq.*, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
- b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.
- c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.*, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance.
- d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- e. Chapter 59, Title 67, Idaho Code, and other applicable state and federal laws.

2. Sexual Harassment

Each institution must establish and maintain a positive learning environment for students that is fair, humane, and responsible. Sexual discrimination, including sexual harassment, is inimical to any institution.

Sexual harassment violates state and federal laws and the Governing Policies and Procedures of the Board. "Sexual harassment" means an un-welcomed sexual advance, request for sexual favors, or behavior, oral statements, or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's grade, receipt of a grade, or status as a student;

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- b. an individual student's submission to or rejection of such conduct is used as a basis for a decision affecting the student; or
- c. such conduct has the purpose or effect of substantially interfering with a student's learning or learning performance, or creating an intimidating, hostile, or offensive learning environment.

Each institution must develop and make public procedures providing for the prompt, confidential, and equitable resolution of student complaints alleging an act of sex-based discrimination, including sexual harassment.

3. Academic Freedom and Responsibility

Institutions of postsecondary education are conducted for the common good and not to further the interests of either the individual student or the institution as a whole. Academic freedom is fundamental for the protection of the rights of students in learning and carries with it responsibilities as well as rights.

Membership in an academic community imposes on students an obligation to respect the dignity of others, to acknowledge the right of others to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus of an institution. Expression of dissent and attempts to produce change may not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Speakers on the campuses must not only be protected from violence but must also be given an opportunity to be heard. Those who seek to call attention to grievances must do so in ways that do not significantly impede the functioning of the institution.

Students are entitled to an atmosphere conducive to learning and to fair and even treatment in all aspects of student-teacher relationships. Teaching faculty may not refuse to enroll or teach a student because of the student's beliefs or the possible uses to which the student may put the knowledge gained from the course. Students must not be forced by the authority inherent in the instructional role to make personal or political choices.

4. Catalog and Representational Statements

Each institution will publish its official catalogue and admissions, academic, and other policies and procedures which affect students. (See *also* "Roles and Missions," Section III, Subsection I-2.)

Each institutional catalogue must include the following statement:

Catalogues, bulletins, and course or fee schedules shall not be considered as binding contracts between [institution] and students. The [institution] reserves the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission

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and registration requirements; (e) change the regulations and requirements governing instruction in and graduation from the institution and its various divisions; and (f) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine and shall apply not only to prospective students but also to those who are matriculated at the time in [institution]. When economic and other conditions permit, the [institution] tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, the [institution] will make every reasonable effort to ensure that students who are within two (2) years of completing graduation requirements, and who are making normal progress toward completion of those requirements, will have the opportunity to complete the program which is to be withdrawn.

No employee, agent, or representative of an institution may make representations to, or enter into any agreement with, or act toward any student or person in a manner which is not in conformity with Board Governing Policies and Procedures or the approved policies and procedures of the institution.

5. Student Records

The collection, retention, use, and dissemination of student records is subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and implementing regulations. Each institution will establish policies and procedures for maintenance of student records consistent with the act and implementing regulations and will establish and make public an appeals procedure which allows a student to contest or protest the content of any item contained in his or her institutional records.

6. Residency Status - Procedure for Determination

Rules and procedures for the determination of residency status for purposes of paying nonresident tuition are found in the State Board of Education Rule Manual IDAPA 08.01.04.

7. Full-Time Students

a. Undergraduate Student

For fee and tuition purposes, a “full-time” undergraduate student means any undergraduate student carrying twelve (12) or more credits (or equivalent in audit and zero-credit registrations).

i. Student Body Officers and Appointees

For fee and tuition purposes, the president, vice president, and senators of the associated student body government are considered full-time students

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when carrying at least the following credit loads: (a) president, three (3) credits and (b) vice president and senators, six (6) credits.

ii. Editors

Editors of student published newspapers are recognized as full-time students when carrying a three credit load, and associate editors are recognized as full-time students when carrying a six credit load.

b. Graduate Student

For fee and tuition purposes, a “full-time” graduate student means any graduate student carrying nine (9) or more credits, or any graduate student on a full appointment as an instructional or graduate assistant, regardless of the number of credits for which such instructional or graduate assistant is registered.

8. Student Governance

The students at each institution may establish a student government constitution for their own duly constituted organization, which must be consistent with Board Governing Policies and Procedures. Each student constitution must be reviewed and approved by the Chief Executive Officer. Any amendments to the student constitution must also be reviewed and approved by the Chief Executive Officer.

9. Student Financial Aid

Each institution will establish policies and procedures necessary for the administration of student financial aid.

a. Transfer of Delinquent National Direct Student Loans. (See Section V, Subsection P)

b. Student Financial Aid Fraud

Each institution under governance of the Board should, as a matter of policy, initiate charges against individuals who fraudulently obtain or misrepresent themselves with respect to student financial aid.

10. Fees and Tuition

a. Establishment

Policies and procedures for establishment of fees, tuition, and other charges are found in Section V, Subsection R, of the Governing Policies and Procedures.

b. Refund of Fees

Each institution will develop and publish a schedule for refund of fees in the event a student withdraws in accordance with regulations governing withdrawal.

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11. Student Employees

a. Restrictions

No student employee may be assigned to duties which are for the benefit of personal and private gain, require partisan or nonpartisan political activities, or involve the construction, operation, or maintenance of any part of any facility which is used for sectarian instruction or religious worship. No supervisor may solicit or permit to be solicited from any student any fees, dues, compensation, commission, or gift or gratuity of any kind as a condition of or prerequisite for the student's employment.

b. Policies and Procedures

Each institution will develop its own policies and procedures regarding student employment, including use of student employment as a part of financial assistance available to the student. Such policies and procedures must ensure that equal employment opportunity is offered without discrimination and that wage administration is conducted in a uniform manner. Such policies also must include a statement of benefits available to student employees, if appropriate.

c. Graduate Assistants

Each institution is delegated the authority to appoint within the limitations of available resources graduate assistants in a number consistent with the mission of the institution. Graduate assistantships are established to supplement a graduate student's course of study, with employment appropriate to the student's academic pursuits.

Each institution will establish its own procedures for appointment of graduate assistants which will include (a) qualifications, (b) clear and detailed responsibilities in writing, and (c) maximum number of hours expected and wages for meeting those requirements.

Matriculation, activity, and facility fees for graduate assistants will be paid either by the student or by the department or academic unit on behalf of the student. Graduate students will be covered by appropriate insurance in accordance with institutional procedures for work-related illness or injury.

d. Hourly or Contractual Employment

Each institution may employ students on an hourly or contractual basis in accordance with the needs of the various departments or units, available funds, and rules of the Division of Human Resources (or the University of Idaho classified employee system) or federal guidelines when work-study funds are used.

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12. Student Conduct, Rights, and Responsibilities

Each institution will establish and publish a statement of student rights and a code of student conduct. The code of conduct must include procedures by which a student charged with violating the code receives reasonable notice of the charge and is given an opportunity to be heard and present testimony in his or her defense. Such statements of rights and codes of conduct, and any subsequent amendments, are subject to review and approval of the chief executive officer.

Sections 33-3715 and 33-3716, Idaho Code, establish criminal penalties for conduct declared to be unlawful.

13. Student Services

Each institution will develop and publish a listing of services available to students, eligibility for such services, and costs or conditions, if any, of obtaining such services.

14. Student Organizations

Each student government association is responsible, subject to the approval of the institution's chief executive officer, for establishing or terminating student organizations supported through allocation of revenues available to the association. Expenditures by or on behalf of such student organizations are subject to rules, policies, and procedures of the institution and the Board.

15. Student Publications and Broadcasts

Student publications and broadcasts are independent of the State Board of Education and the institutional administration. The institutional administration and the State Board of Education assume no responsibility for the content of any student publication or broadcast. The publishers or managers of the student publications or broadcasts are solely liable for the content.

16. Student Health Insurance ~~(Effective July 1, 2003)~~

The Board's student health insurance policy is a minimum requirement. Each institution, at its discretion, may adopt policies and procedures more stringent than those provided herein.

a. Health Insurance Coverage Offered through the Institution

Each institution ~~shall~~ may provide the opportunity for students to purchase health insurance. ~~Institutions are encouraged to work together to provide the most cost effective coverage possible.~~ Health insurance offered through the institution shall ~~provide benefits in accordance with state and federal law~~ be Affordable Care Act (ACA) compliant.

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b. Mandatory Student Health Insurance

Every full-fee paying full-time student (~~as defined by each institution for purposes of federal financial aid~~) attending classes in Idaho shall be covered by health insurance an ACA compliant health insurance policy. ~~Students shall purchase health insurance offered through the institution, or may instead, at the discretion of each institution, present evidence of health insurance coverage that is at least substantially equivalent to the health insurance coverage offered through the institution.~~ Students without evidence proof of health insurance coverage shall be ineligible to enroll at ~~the~~an institution. Each institution shall monitor and enforce student compliance with this policy.

i. “ACA compliant” means a health insurance policy which meets the minimum coverage requirements classified by the ACA as “essential health benefits.” Essential health benefits include items and services within at least the following 10 general categories: ambulatory patient services; emergency services; hospitalization; maternity and newborn care; mental health and substance use disorder services, including behavioral health treatment; prescription drugs; rehabilitative and habilitative services and devices; laboratory services; preventive and wellness services and chronic disease management; and pediatric services (including oral and vision care).

ii. Proof of Insurance. All full-time students shall provide proof of ACA compliant health insurance coverage. Students presenting evidence Proof of health insurance coverage not acquired through the institution shall provide at least the following information shall include at least the following information:

(1) Name of health insurance carrier

(2) Policy number

~~(3)~~ Location of an Contact information for employer, insurance company or agent who can verify coverage

~~(3)~~(4) Attestation by the student, parent or guardian that health insurance policy is ACA complaint

Along with proof of insurance, students shall certify they will maintain active and continuous ACA compliant insurance coverage for the duration of their time enrolled as a full-time student.

iii. Temporary Insurance Coverage. A full-time student may have a non-ACA compliant policy before registration for their first semester of attendance, but such a student shall sign an affidavit that they will enroll in ACA compliant insurance by the first health insurance exchange open-enrollment period or the end of their first semester, whichever comes first. At no other time may a full-time student be enrolled without ACA compliant insurance.

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- ~~ii. Each institution shall monitor and enforce student compliance with this policy.~~
- ~~iii. Each institution shall develop procedures that provide for termination of a student's registration if he or she is Non-compliance. A student found to be out of compliance with this policy while enrolled at thean institution, shall be ineligible for full-time enrollment in future terms (fall, spring or summer) until insurance is obtained and proof thereof is certified; provided however, that if health insurance is offered through an institution and a student is found in non-compliance, the institution may default enroll the student into the institution's student health insurance plan and charge the student's account. Each institution, at its discretion, may provide a student found to be out of compliance the opportunity to come into compliance before that student's registration is terminated, and may provide that a student be allowed to re-enroll upon meeting the conditions set forth herein, and any others as may be set forth by the institution.~~

17. Students Called to Active Military Duty

The Board strongly supports the men and women serving in the National Guard and in reserve components of the U.S. Armed Forces. The Board encourages its institutions to work with students who are called away to active military duty during the course of an academic term and provide solutions to best meet the student's current and future academic needs. The activated student, with the instructor's consent, may elect to have an instructor continue to work with them on an individual basis. Additionally, institutions are required to provide at least the following:

- a. The activated student may elect to completely withdraw. The standard withdrawal deadlines and limitations will not be applied. At the discretion of the institution, the student will receive a "W" on his or her transcript, or no indication of enrollment in the course(s).
- b. One hundred percent (100%) of the paid tuition and/or fees for the current term will be refunded, as well as a pro-rated refund for paid student housing fees, meal-plans, or any other additional fees. Provided, however, that if a student received financial aid, the institution will process that portion of the refund in accordance with each financial aid program.

18. Student Complaints/Grievances.

The State Board of Education and Board of Regents of the University of Idaho, as the governing body of the state's postsecondary educational institutions, has established the following procedure for review of institution decisions regarding student complaints/grievances:

- a. The Board designates its Executive Director as the Board's representative for reviewing student complaints/grievances, and authorizes the Executive Director,

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after such review, to issue the decision of the Board based on such review. The Executive Director may, in his/her discretion, refer any matter to the Board for final action/decision.

- b. A current or former student at a postsecondary educational institution under the governance of the Board may request that the Executive Director review any final institutional decision relating to a complaint or grievance instituted by such student related to such individual's attendance at the institution. The student must have exhausted the complaint/grievance resolution procedures that have been established at the institution level. The Executive Director will not review complaints/grievances that have not been reported to the institution, or processed in accordance with the institution's complaint/grievance resolution procedures.
- c. A request for review must be submitted in writing to the Board office to the attention of the Chief Academic Officer, and must contain a clear and concise statement of the reason(s) for Board review. Such request must be received in the Board office no later than thirty (30) calendar days after the student receives the institution's final decision on such matter. The student has the burden of establishing that the final decision made by the institution on the grievance/complaint was made in error. A request for review must include a copy of the original grievance and all proposed resolutions and recommended decisions issued by the institution, as well as all other documentation necessary to demonstrate that the student has strictly followed the complaint/grievance resolution procedures of the institution. The institution may be asked to provide information to the Board office related to the student complaint/grievance.
- d. The Chief Academic Officer will review the materials submitted by all parties and make a determination of recommended action, which will be forwarded to the Executive Director for a full determination. A review of a student complaint/grievance will occur as expeditiously as possible.
- e. The Board office may request that the student and/or institution provide additional information in connection with such review. In such event, the student and/or institution must provide such additional information promptly.
- f. The Board's Executive Director will issue a written decision as to whether the institution's decision with regard to the student's complaint/grievance was proper or was made in error. The Executive Director may uphold the institution's decision, overturn the institution's decision, or the Executive Director may remand the matter back to the institution with instructions for additional review. Unless referred by the Executive Director to the Board for final action/decision, the decision of the Executive Director is final.

The Board staff members do not act as negotiators, mediators, or advocates concerning student complaints/grievances.

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CERTIFICATION/PROOF OF HEALTH INSURANCE COVERAGE

The Idaho State Board of Education requires all full-time students at Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College and Eastern Idaho Technical College to be covered by health insurance. Students may satisfy the insurance requirement through a parent's plans (until age 26), a health insurance exchange (e.g. <https://www.yourhealthidaho.org> or <https://www.healthcare.gov>) plan, employer sponsored plans, or other individual plans that are compliant with the requirements of the federal Affordable Care Act.

Please submit this form to **[insert appropriate institution office name]** certifying proof of your active health insurance coverage **[when you register for classes]**.

Insurance carrier name _____

Insurance carrier address _____

Insurance carrier phone number for questions/verification _____

Policy group number _____

Policy holder name _____
(If you are a dependent, this would be your parent's name.)

Policy holder ID# _____

[Insert Institution Name] reserves the right to audit certification at any time during the academic year to verify coverage.

*By my signature below I understand that I must maintain active and continuous health insurance coverage in order to be enrolled as a full-time student at **[Insert Institution Name]**, and that non-compliance with this insurance requirement will result in making me ineligible for enrollment in future terms (fall, spring or summer) until insurance is obtained and certified.*

*I also acknowledge that if I drop, lose or change insurance coverage during the school year I must notify the **[insert appropriate institution office name]** within 30 days. Failure to do so will result in making me ineligible for enrollment in future terms (fall, spring or summer) until my insurance is re-certified.*

Student Name (please print) _____

Student Signature _____

Date _____

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