



# STUDENT HANDBOOK

## I. PURPOSE

The Student Handbook of McCall College establishes clear expectations of behavior that fosters academic and communal integrity. Joining this community obliges each member to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision-making

By adhering to these principles, members of the community expand their perspective beyond themselves. They are supported as they explore boundaries with educationally reflective opportunities to practice self-advocacy and personal responsibility.

## II. DEFINITIONS

### When used in this Code:

- 1) The term “institution,” “school,” or “College” means McCall College. McCall College students are bound by McCall College policies.
- 2) McCall College is a non-accredited proprietary school registered with the Idaho State Board of Education. Use of the term “college” does not imply accredited courses, certifications, or programs.
- 3) The term “student” includes all persons taking courses at McCall College, both full-time and part-time studies. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with McCall College are considered “students.”
- 4) The term “apprentice” includes students who are full-time or part-time students who are also attached to an On-the-Job Training Site who are learning a trade from a skilled employer that provides education approved by McCall College.
- 5) The term “faculty member” means any person hired by McCall College to conduct classroom or teaching activities or who is otherwise considered by McCall College to be a member of its faculty.
- 6) The term “college official” includes any person employed by McCall College performing assigned administrative, para-professional, or professional responsibilities.



- 7) The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by McCall College.
- 8) The phrase “On-the-Job Training Site” includes designated buildings or businesses that are contractually linked to McCall College to provide educational services to students.
- 9) The phrase “McCall College residence” includes any residential space that McCall College arranged for students.
- 10) The term “conduct board” means any person or persons authorized by McCall College administration and/or through established student government processes to determine whether a student has violated the Code and to impose or recommend imposition of outcomes.
- 11) The term “aggravated violation” means a violation that resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal School or School sponsored activities.
- 12) The term “ASMC” refers to the Associated Students of McCall College. All students entered in the Academic and Professional Technical Programs are members of the student association.
- 13) The term “group” means any number of persons who are associated with each other and who have not complied with School requirements for registration as an organization.
- 14) The term “organization” means any number of persons who have complied with School requirements for registration.
- 15) The term “College sponsored activity” means any activity on or off campus which is initiated, aided, authorized or supervised by McCall College.
- 16) The term “distribution” means sale or exchange for personal profit.
- 17) The term “weapon” means any item or instrument described as a weapon in Idaho, Valley County, and/or the City of McCall statutes and/or ordinances; any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury; any item used to harass, threaten, intimidate, assault, or batter; and any item McCall College deems dangerous. This includes, but is not limited to firearms, ammunition, paintball guns, air-soft guns, gun replicas (including facsimile water pistols and toy guns), explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (i.e., switchblades), any knives with blades longer than three and one half inches (excepting those specifically designed and used for food preparation), metal knuckles, straight razors, blackjacks, saps, sap gloves, bludgeons, martial-arts stars, and weapons of the type commonly known as nun-chucks.
- 18) The term “reckless conduct” means action which a reasonable member any member of McCall College community could reasonably anticipate would create a clear risk of harm to persons or property, or would disrupt the lawful activities of others, including studying, teaching, research, and School administration.



- 19) The terms “will” and “shall” are used in the imperative sense.
- 20) The term “may” is used in the permissive sense.
- 21) The term “written notice” covers both paper copy and electronic mail. Official notifications in this Code may be made by e-mail to the e-mail address provided to students by McCall College.
- 22) The term “alleged” means that reports or accusations of violations of McCall College policy presume that an individual, group or organization is not responsible for the violation.
- 23) The term “policy” is defined as the written regulations of McCall College as found in, but not limited to, the Student Code of Conduct and McCall Catalog.
- 24) The President designates the person to serve as Director of Student Affairs who is responsible for the administration of the Student Code of Conduct.

### **III. AUTHORITY**

- 1) The Director of Student Affairs or designee determines who will hear each allegation of student misconduct. The Dean of Students or designee will consult with the ASMC Chief Justice regarding who will decide each conduct meeting, as appropriate.
- 2) The Director of Student Affairs or designee, in consultation with the ASMC Chief Justice, and other interested students, faculty, and College officials, shall develop policies for the administration of the conduct program and procedural rules for conduct meetings, consistent with provisions of this Code.
- 3) The Director of Student Affairs or designee’s decisions regarding appeals are final. Decisions made in a student conduct meeting are final, pending the normal appeal process.
- 4) The Director of Student Affairs or designee may designate an arbiter for disputes within the student community, which do not involve a violation of School policy. All parties must agree to arbitration, and to be bound by the decision with no opportunity to appeal.
- 5) If no office holder of the above or subsequent titles exists, then the authority for all Student Affairs remains with the President of McCall.

### **IV. JURISDICTION**

- 1) The Student Code of Conduct and the student conduct process apply to the conduct of individual students, groups of students and to College-affiliated student organizations. Because the Code is based on shared community values, we are always accountable for our actions. When private choices become public, and those choices are a violation of one or more School policies, a College Official will respond. As such, the Student Code of Conduct will apply to behaviors that take place on School premises, at School-sponsored events, and may also apply off-campus, when the administration determines that the off-



campus conduct has a direct impact on the educational mission or other interests of McCall College.

- 2) Participants on overseas and off-campus programs are expected to act in accordance with School rules and regulations but assume added responsibility to the group and to the laws and customs of the host country or local jurisdictions.
- 3) McCall Police officers may be contacted by staff for support if it appears additional assistance is necessary (e.g., a McCall College location or On-the-Job Training Site where prohibited items, such as drugs or weapons, are believed to be present). When McCall Police is called, the staff will yield authority to the McCall Police officer(s) for resolution of the situation.

## **V. APPRENTICESHIPS**

1. Students who are designated to receive educational services at an On-the-Job Training Site are considered apprentices. A program that offers education to an apprentice is defined as an apprenticeship.
2. Students who are enrolled in an apprenticeship program become both students of McCall College and employees of the On-the-Job Training Site.
3. Students will need to differentiate between issues that relate to education and issues that relate to employment.
  - a) Students who have questions or concerns related to education will need to refer to the Student Handbook or other McCall College policy.
  - b) Students who have questions or concerns related to employment will need to refer to their employment material provided by the On-the-Job Training Site.
4. For questions or concerns, the Director of Student Affairs or person designated by the President will assist in directing the student to the correct policy.

## **VI. RESIDENCIAL STUDENTS**

- 1) Students who are designated to receive housing from McCall College are considered “residential students.”
- 2) McCall College housing is any housing unit arranged by McCall College for the purpose of residing during the student’s attendance of a McCall College program.
- 3) Residential Students remain under the policies and procedures of McCall College while living in McCall College residences.
- 4) The McCall College Student Handbook applies to all Residential Students while they are living in McCall College housing.
- 5) Residential Students must also abide by any guidelines sent forth by the owner of the residential housing. Students as tenants in the State of Idaho will receive all rights and privileges afforded to tenants in the State of Idaho.



- 6) McCall College housing is contracted for each semester. Students must be prepared to arrive in a designated residence no earlier than the start of Student Residence. A Residential Student must leave any arranged housing within 48 hours after the End of the Semester. Refer to the McCall College Calendar for specific dates.
- 7) For questions or concerns, the Director of Student Affairs or person designated by the President will assist in directing the student to the correct policy.

## VII. VIOLATION OF LAW AND SCHOOL DISCIPLINE

- 1) Students may be accountable to both civil authorities and to McCall College for acts, which constitute violations of law and of McCall College policy. In some cases, students may be referred to civil authorities for arrest or prosecution resulting from actions that are also violations of McCall College policy. McCall College is responsible for addressing allegations of policy violations regardless of and separate from any other proceedings. Student conduct meetings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- 2) When a student is charged by federal, state or local authorities with a violation of law, McCall College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also a violation of School policy, McCall College may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within McCall College community. McCall College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for the rehabilitation of student violators.
- 3) Individual students, staff, and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

## VIII. PROHIBITED CONDUCT

**The following misconduct is subject to disciplinary action:**

- 1) Academic dishonesty, as defined in McCall's academic integrity policy:
  - Cheating
  - plagiarism
- 2) Intentionally or recklessly causing physical or mental harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
- 3) Discrimination or harassment.
- 4) Sexual misconduct:
  - sexual harassment
  - Non-consensual sexual contact (or attempts to commit same);



- Non-consensual sexual intercourse (or attempts to commit same);
  - Sexual exploitation.
- 5) Hazing, as defined in McCall's hazing policy.
  - 6) Illegal or unauthorized use, possession or storage of weapons, including firearms.
  - 7) Illegal or unauthorized use, possession or storage of explosives, including fireworks.
  - 8) Intentionally or recklessly destroying or damaging personal or School property.
  - 9) Intentionally or recklessly misusing or damaging fire safety equipment.
  - 10) Intentionally activating a false fire alarm.
  - 11) Violation of School policies on possession, distribution or use of alcohol.
  - 12) . Violation of School policies on possession, distribution, or use of illegal drugs, controlled substances or drug paraphernalia.
  - 13) Engaging in disorderly or disruptive conduct on School premises or at College sponsored activities, which interferes with the activities of others, including studying, teaching, research and School administration.
  - 14) Failure to comply with the directions of College officials, including Campus Safety; acting in performance of their duties.
  - 15) Intentionally furnishing false information or reports to McCall College.
  - 16) Violating the terms of any conduct outcome imposed in accordance with this Code.
  - 17) Abuse of the student conduct process, including but not limited to harassment and/or intimidation of a member of a conduct review board or any participant prior to, during and/or after a student conduct proceeding.
  - 18) Making, possessing, or using any forged, altered, or falsified instrument of identification or School document.
  - 19) Violation of published school regulations, rules or polices; such regulations or policies include the residence hall contract, as well as those regulations relating to campus demonstrations, the entry and use of School facilities, and misuse of keys or College identification cards.
  - 20) Violation of any local, state or federal law that may be reasonably expected to have a negative impact on McCall College or members of McCall College community.
  - 21) Inviting or bringing unauthorized persons into the academic setting without explicit permission by the academic Dean or the instructor. This includes but is not limited to children or guests of the student.
  - 22) Abuse of children or adults
  - 23) Bullying

### **Violent Behavior**

**Violent, abusive, or threatening behavior is prohibited. McCall College has “zero-tolerance” toward any action or activity that is interpreted as violent behavior.**

**Violence and abusive behavior include any attempted, threatened, or actual conduct that endangers or is likely to endanger a person’s health or safety, or that would reasonably cause a**



person to feel that their health or safety would be at risk. Accidents do not constitute violent, abusive, or threatening conduct. Also, reasonable discipline and counseling are not included under this policy even though an employee or student may take offense.

Examples of violence and abusive behavior violating this policy include but are not limited to the following:

- Slapping, punching or otherwise physically attacking a person.
- A direct or implied threat of harm or hostile behavior that creates a reasonable fear of injury to another person or unreasonably subjects another individual to emotional distress.
- Brandishing a weapon or an object, which appears to be a weapon, in a threatening manner.
- Intimidating, threatening, or directing abusive language toward another person.
- Stalking, which is a pattern of repeated harassment, unwanted attention, and/or contact, including ~ but not limited to:
  - Following or laying in wait for a person
  - Repeated unwanted, intrusive, or frightening communications from the perpetrator by phone, mail, and/or e-mail
  - Damaging a person's property
  - Making direct or indirect threats to harm a person, their family members, their friends, or their pets
  - Repeatedly sending a person unwanted gifts

Person exhibiting violent behavior defined above will be issued Disciplinary Suspension (IX. Outcome. Section 6) immediately by the Director of Student Affairs or person designated by the President and be subject to Disciplinary Dismissal (Section 7).

Confidentiality will be maintained to the extent possible, but it is not guaranteed. Retaliation or harassment against a person making a report in good faith will not be tolerated and may result in disciplinary action.

## **IX. OUTCOMES**

- 1) A conduct outcome is an educational tool designed to send a clear message regarding violations of School policy. They are deemed appropriate for students found responsible, under the premise that they were more likely than not to have violated the policy. Outcomes relate to the nature and context of the policy violation as well as the developmental needs of the student found responsible. Stronger outcomes may be imposed for aggravated or repeated misconduct. Outcomes of probation, suspension, and dismissal require the approval of the Director of Student Affairs.





- 2) Educational, governmental agencies, or prospective employers may inquire about a student's conduct history, specifically but not limited to, probations, suspensions and dismissals.
- 3) The following outcomes and others not listed here, as deemed educationally appropriate, may be imposed when any student is found responsible for a violation of school policy:
  - Discretionary Outcomes: Keeping with McCall's philosophy to establish learning outcomes for violations of policy these are assigned, as they are germane to the violation(s) of the student conduct process. May include but not limited to: educational programs/presentations, financial and/or service-based restitution, removal of residence hall privileges (such as access), loss of privileges (i.e., participating and/or representing McCall College in extracurricular activities), etc.
  - Formal Warning: A notice that the student fully understands the policy and will cease from further violations.
  - Parental Notification: In certain circumstances, a student's parent or guardian may be informed of the student's infraction and outcome(s) via in person or telephone conference and/or a copy of the student's conduct letter.
- 4) Conditional Probation:
  - A written reprimand, which places the student's participation in school activities in a provisional status. Probation may include counseling and includes the probability of more severe disciplinary outcomes if the student further violates College policy during the probationary period.
- 5) Unconditional Probation:
  - If additional violation(s) of school policies occur during a specified period of time suspension from McCall College may be implemented.
- 6) Disciplinary Suspension:
  - Separation of the student from McCall College for either a specific or indefinite period of time after which the student is eligible to return. Conditions for readmission may be specified. At the discretion of the Director of Student Affairs or designee, a College trespass order is in effect for the period of the suspension. A suspension may be deferred to the end of an academic term at the discretion of the Director of Student Affairs or designee.
- 7) Disciplinary Dismissal:
  - Permanent separation of the student from McCall College. At the discretion of the Director of Student Affairs or designee, a school trespass order goes into effect with the dismissal.

## **X. GROUP & ORGANIZATIONAL OUTCOMES**

**The following outcomes may be imposed upon groups or organizations:**

- 1) Any of the above outcomes.
  - a. Deactivation:





- Loss of all privileges by a student group and/or organization, including school recognition, for a specified period.

## **XI. INTERIM SUSPENSION**

- 1) In certain circumstances, the Associate Dean of Students or designee may impose a College or residence hall suspension for an interim period pending conduct proceedings or medical evaluation:
  - To ensure the safety and well-being of members of McCall College community or preservation of School property and/or;
  - To ensure the student's own physical or emotional safety and well-being and/or;
  - If the student poses a substantial threat of disruption of or interference with the normal operations of McCall College.
- 2) During the interim suspension, the student is denied access to the campus (including classes) and all other School activities or privileges for which the Student might otherwise be eligible, as the Dean of Students or designee may determine to be appropriate.

## **XII. COMPLAINT AND GREIVANCE PROCEDURES**

A grievance committee will be formed at the discretion of the President or Academic Dean of members who are independent of the decision considered.

### **A. INTENT**

McCall College recognizes and endorses the importance of academic fair process and of internal resolution of disputes without fear of prejudice or reprisal. Accordingly, McCall College will use its best efforts to encourage the informal and prompt settlement of disputes, and the orderly processes hereinafter set forth are designed to protect academic due process, academic freedom, and tenure. McCall College's intent is that these processes be the only method for resolving all grievances as defined herein.

### **B. DEFINITIONS**

#### **1. Complaint**

A complaint is an allegation by a student that he or she has received unfair or improper treatment regarding an aspect of student affairs. Complaints may include, but are not limited to, actions regarding study load, class evaluation, teaching adequacy, assignments, student records, allegations of unprofessional conduct, or other disputes among students or between students and faculty. All complaints pertaining to harassment will follow the procedures contained in Section Two, Part III.B. of this handbook.



## 2. Grievance

A grievance is defined as an allegation by a student, or a group of students, that there has been a breach, misinterpretation, or misapplication of School policy or procedure as set forth in McCall handbooks.

### C. PROCEDURE FOR HANDLING COMPLAINTS

#### 1. Step 1: Informal Complaint Procedure

Before instituting a formal complaint procedure, the complainant must appeal to the person or official body responsible for the actions to which the complainant has objection to determine if the complaint or problem may be resolved without resorting to formal action.

#### 2. Step 2: Formal Complaint Procedure

Formal complaint procedures may be initiated when a complainant has been unsuccessful in resolving the matter informally. The complainant may then file a formal complaint with the Academic Dean or person designated by the President. The Academic Dean will either conduct a prompt and thorough investigation of the complaint him- or herself and issue a finding or refer the complaint to the President or another designated party who will conduct a prompt and thorough investigation and will issue a finding as to whether the complaint is sufficiently substantiated and grievous to warrant administrative action. A thorough investigation will consist of interviewing personnel directly involved in the complaint and witnesses to the complaint and reviewing all documentary evidence pertaining to the complaint. The complaint will then be referred back to the Academic Dean for disposition.

#### 3. Step 3: Appeal

If a student wishes to appeal the disposition of the complaint, he or she may use Step III of the Grievance procedure to appeal (Section D Part 3d)

### D. PROCEDURE FOR HANDLING GRIEVANCES

#### 1. Grievance Committee

An ad-hoc Grievance Committee of three members and two alternates, shall be selected by the Academic Dean or designated administrator. The three committee members will elect a chair. All committee members and alternates will serve on an ad-hoc basis.

The grievant has the right to disqualify two members of the Grievance Committee without stated cause. Should the grievant elect to do so, the chair of the Grievance Committee will appoint one of the two alternates to serve on the Grievance Committee, or both alternates if two are disqualified. No person may serve on the Grievance Committee who has a conflict of interest as asserted by any involved party, and as determined by the Chair of the Grievance Committee. Examples of Grievance Committee members who would be in conflict of interest would include those with prior involvement in formal decision-making related to the grievant, allegations contained in the grievance, personal relationship with the grievant, or having a financial relationship with any of the involved parties. In the event that a Grievance Committee member



has a conflict of interest, the Grievance Committee member may be replaced by an alternate. In the event that more than two Grievance Committee members have been disqualified from hearing the grievance, the Academic Dean may appoint a sufficient number of Grievance Committee members as necessary to fill the three-person Grievance Committee.

## 2. Procedure for Student Suspension or Dismissals

Pending the opinion or recommendation of the Grievance Committee, the student may be suspended if immediate harm to himself or herself or others is threatened by his or her continuance.

## 3. Procedure for Other Grievances

### *Step I. Filing a Grievance*

The Grievance Committee as a whole will consider written grievances with supporting evidence from any McCall College student, group of students, or representative of McCall. The written grievance should set forth in detail the alleged wrong, against whom it is directed, the relief or remedy sought by the grievant, and may contain any other data that the grievant deems pertinent. Written grievances must be delivered to the Academic Dean (or the President of McCall, if the Academic Dean is a respondent to the grievance), within 30 calendar days after notice of the occurrence of the event(s) upon which the grievance is based or within 30 calendar days after the grievant knew, or in the exercise of reasonable diligence should have known, of the occurrence of the event(s) upon which the grievance is based.

Within 5 working, academic days, the Academic Dean (or the President) will provide a copy of the grievance to the Grievance Committee and to all named respondents. Grievances that are based on an event(s) that occur(s) within 14 calendar days before an academic (e.g. Christmas, spring or summer vacation) or during such vacation periods, must be filed within 21 days after the first day of the class of the next semester. The time period for the receipt of written grievances and the delivery of written grievances to the Grievance Committee may be extended by written agreement between the Academic Dean and the grievant. The time period for the receipt of written grievances may be extended one week if a written notice of intent to file a grievance is received by the Academic Dean within the 21-calendar-day period specified above. Such an extension will not exceed an additional 7 calendar days.

### *b. Step II. Informal Resolution*

Upon receipt of a grievance, the Grievance Committee will attempt to settle the grievance by informal methods. In the course of doing this, the Grievance Committee will collect all pertinent documents and will conduct informal discussions with and between the concerned parties, at all times preserving the confidentiality of its proceedings. If requested by the parties, the chair of the Grievance Committee may appoint a mediator acceptable to both parties who is a representative of McCall College or alternatively an outside mediator agreed upon by both parties. Mediation shall consist of informal discussions between the Academic Dean and/or the chair of the Grievance Committee, the parties, and the mediator, with the goal of resolving the grievance. No



official record shall be kept of the discussion during mediation. If the grievance is resolved to the satisfaction of the grievant through mediation, the grievant and the mediator will report this fact in writing to the chair of the Grievance Committee, thus terminating the grievance procedure and resolving the dispute. If mediation has not led to settlement within a 21-day period after filing the grievance, the grievance procedure shall proceed for formal grievance hearing.

If a grievance is resolved by these informal methods, the resolution shall be memorialized by the Chair of the Grievance Committee in writing, with agreement of the Grievance Committee, the grievant, and the Academic Dean. Such resolutions shall not constitute a binding precedent in the disposition of similar grievances. No offer of settlement of a grievance by either party or suggested resolution by the Grievance Committee will be admissible as evidence in formal grievance proceedings or elsewhere.

### *c. Step III. Formal Process*

#### **1) Instances Requiring a Formal Hearing**

If the grievant is an individual student or a group of students, and the grievance cannot be resolved by informal methods, the Grievance Committee will conduct a formal grievance hearing. Instances where a formal hearing shall be conducted include grievances pertaining to the following:

- a) Dismissal or suspension, for alleged adequate cause,
- b) Full or partial reassignment of class schedule, for alleged adequate cause, or
- c) Dismissal or suspension for prolonged mental or physical illness, or changes in McCall College's educational program, or reduction under conditions of declared financial exigency. The validity of a change(s) in the educational program cannot be the grounds for a grievance if such change(s) was/were approved by the McCall College Board of Directors. Nor can the existence of financial exigency be the grounds for a grievance if the financial exigency was declared by the Board of Directors. (See Faculty Handbook, Section Two, Part VIII.D.3.b.) However, the grievant can allege, and must demonstrate, that:
  - i. the decision to dismiss or suspend was based on considerations in violation of the student's academic freedom;
  - ii) the decision to terminate was based on considerations in violation of the governing policies bearing upon nondiscrimination with respect to race, sex, creed, religion, sexual orientation, marital status, national or ethnic origin, physical or mental handicap, veteran status, age, or other factors;
  - iii) appropriate College and committee procedures, as set forth in school handbooks, were violated.
- e) Dissatisfaction with McCall College's resolution of a harassment complaint (Section Two, Part III.B.).

#### **2) Procedures**

- a) When a formal grievance hearing is to be conducted, the Chair of the Grievance Committee will notify the parties involved of the date and time of the hearing in writing. The arrangements for the hearing date, time and place will be made within 31 calendar days of



receipt of the grievance by the Grievance Committee and shall provide at least 14 calendar days' notice to the parties, committee members, and administrators.

b) The 14-day notice period is to allow all parties adequate time to prepare evidence, arrange for witnesses and obtain documentary and other information.

c) Due Process in Proceedings

At any stage in the grievance process, the grievant will be permitted to have an adviser of his or her own choice selected from within McCall College community. The hearing will be conducted in private and neither the Grievance Committee, nor the grievant, nor other parties will make any public statements about the case during the course of the hearing.

All parties to the grievance will have the right to obtain witnesses and present evidence. All parties will furnish the Grievance Committee with a list of witnesses in advance of the hearing. The Grievance Committee will cooperate with the grievant in securing witnesses and making available documentary and other evidence to the extent possible. The committee may also request witnesses and documents that it believes would assist members in their deliberation. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, but the Grievance Committee determines that the interests of justice require admission of his or her statement, the committee will identify the witness, disclose his or her statement, and, if possible, provide for interrogatories. The Grievance Committee will grant appropriate continuances to enable either party to investigate evidence, or for any other appropriate reason.

In any case of dismissal or suspension for cause, McCall College bears the burden of proof that adequate cause exists for the action, which proof shall be by substantial evidence. In all cases alleging a violation of academic freedom or discrimination with respect to race, sex, religion, national or ethnic origin, physical or mental handicap, veteran status, or age, the burden of proof shall be on the grievant to establish a prima facie case. If the grievant succeeds in establishing a prima facie case, it is incumbent upon those who made the decision affecting the grievant to come forward with evidence in support of their decision. Statistical evidence of improper discrimination may be used in establishing a prima facie case. In all other cases, the burden of proof shall be on the grievant.

The Grievance Committee chair must audio or video record the hearing and keep it secure. The Grievance Committee chair must maintain the resulting record, which is the property of McCall College. During the hearing process, the hearing record will be made available on request to the Grievance Committee, the involved administrator, and the grievant. The chair of the Grievance Committee will have sole discretion for determining all procedural issues not specifically discussed herein.

The Grievance Committee will not be bound by strict legal rules of evidence. A documented effort will be made to obtain the most reliable evidence. The Grievance Committee will present its decision in writing within 7 calendar days of the hearing to the parties, the Academic Dean and the President of McCall. The decision will take the form of findings of fact, conclusions, and



dispositions. The disposition must be based solely on the hearing record, pertinent School procedures as set forth in McCall College handbooks, School policy and the applicable law.

d) Appeal to President

The grievant(s) may, within 14 calendar days of receipt of the Grievance Committee's decision, file a written appeal to the President who shall review the record and respond within 14 calendar days as to the final disposition of the grievance.

e) Appeal to Board of Directors

If the President is a direct party to the grievance, the grievant(s) may file an appeal within 10 working days of the receipt of the President's decision. Such an appeal is filed with the chair of the Board of Directors. The Executive Committee of the Board will then review the record of the case at its next meeting and render a final decision on the grievance within 14 days of that meeting. In case of any discussion over presidential involvement, the Executive Committee of the Board shall be the sole judge of such involvement.

### 3) General Provisions

The filing or pendency of any grievance under the provisions of this article shall not prevent McCall College from taking the action complained of, subject, however, to the final decision on the grievance. Failure at any step of this procedure to communicate the decision on the grievance within the specified time limits, or such additional period of time as shall be mutually agreed upon in writing, shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits, or such additional period as may be mutually agreed upon in writing, shall be deemed to be acceptance of the decision rendered at that step. Extensions to time will normally be granted for good and sufficient reasons (e.g., documented medical illness), and only by mutual agreement.

## **XIII. STUDENT READMISSION POLICY**

A student who for any reason has remained out of school for two or more consecutive semesters or terms, must apply for readmission.

### **A. Catalog Year**

Students are readmitted under the current catalog that is in effect at the time of readmission. Readmitted students should be prepared to follow the current degree, certificate, or badge requirements as outlined in the current catalog.

The readmission process requires all applicants to complete the application, submit a payment of \$20.00, and submit the online student application form to the admission office. All supporting information such as transcripts from other schools attended, petitions, etc must be delivered with the application form. Official transcripts must be mailed or delivered in a sealed envelope), or mailed to:

McCall College

2024-2027



Academic Dean  
106 E. Park, Ste. 220  
McCall ID 83638

## B. ACADEMICALLY DISMISSED

A student who has been academically dismissed once for unsatisfactory grades must remain out of school for at least one semester / term. The student must also submit a completed student admission application and a separate cover letter explaining reasons to be readmitted. If a student attends another school, he/she should be aware that entrance will be allowed only upon full examination and approval of each course portfolio. Students who have been academically dismissed a second time may be denied readmission.

## XIV. TRANSFER

A student who requires a transfer to another higher educational setting will need to request a Transcript from the Registrar. A transcript will be provided within 30 days of a student request. The student should note that McCall College is not an accredited school or college. The student may need to prove to the receiving school, college, or university the skill and knowledge acquired at McCall College. To facilitate this process, McCall College mandates a Portfolio in all courses and programs. Each Portfolio contains all work done during a course or program. The Portfolio should be presented to the receiving school, college, or university to facilitate evaluation for possible transfer. McCall College does not warrant that any courses or programs will transfer to any other school, college, or university.

## XV. THE DIRECTOR OF STUDENTS AFFAIRS OFFICE (not filled eff. 1/1/24)

- 1) The Director of Student Affairs Office, or designated person if a Director has not been named, coordinates the procedures associated with response to student conduct issues. The responsibilities of the office include:
  - Determination of the policy violations to be filed.
  - Interview and advise parties involved in disciplinary proceedings.
  - Train and advise conduct boards.
  - Review the decisions of conduct boards.
  - Maintain all student disciplinary records.
  - Develop procedures for conflict resolution.
  - Monitor educational outcomes.
- 2) Collect and disseminate research and analysis concerning student conduct.
- 3) Submit timely statistical reports to the Office of Campus Safety for dissemination, the number of incidents referred to the office, the number of incidents resulting in disciplinary action, and the range of outcomes imposed.





## XVI. CONDUCT AUTHORITIES (not enacted as of 1/1/24)

- 1) School staff and faculty work closely with student leaders in conduct matters, most notably with the ASMC Chief Justice, College Honor Board, and College Review Boards.
- 2) Conduct meetings or other proceedings as provided in this Code may be held before the following individuals or boards:

**ADMINISTRATIVE HEARING:** conducted by administrators and/or staff of the Student Life Division. Authority is granted to these staff and administrators, by the Associate Dean of Students, to adjudicate and determine whether the accused student, *more likely than not*, violated the policy and determine appropriate outcomes as necessary.

**ASMC PEER REVIEW BOARD (PRA):** consisting of appointed students, chaired by the ASMC Chief Justice. In matters of alleged conduct violations, the PRA may hear allegations of misconduct at the joint discretion of the Dean of Students or designee and the Chief Justice of ASMC and determine whether the accused student, *more likely than not*, violated the policy and determine appropriate outcomes as necessary. The PRA also acts as a mediating body for disputes between students that fall outside of the scope of this Code, as well as the final arbiter of conflicts that involve the ASMC Bylaws. Members of the ASMC Peer Review Authority are selected in accordance with ASMC bylaws and procedures developed by the Associate Dean of Students.

**COLLEGE HONOR BOARD:** consists of three voting students and one non-voting student chair nominated by the ASMC Student Academic Affairs Board Chair, and subject to approval by ASMC Senate, the Dean of Students, and the Academic Dean; three faculty members appointed by the Academic Dean, and the Dean of Students or designee, who serves as a non-voting Board advisor. McCall Honor Board serves these purposes:

- a. to hear all alleged violations of the academic integrity policy and determine whether the accused student, *more likely than not*, violated the policy.
- b. to impose disciplinary outcomes and/or recommend outcomes to the Assistant Dean of Students/Director, as noted in this *Code*.
- c. to advise and consult with academic and administrative officers in matters related to academic integrity standards, policies, and procedures.

**COLLEGE REVIEW BOARD:** consisting of at least one student, one faculty member, and one staff member, may be appointed by the Director of Students or designee to hear alleged policy violations and determine whether the accused student, *more likely than not*, violated the policy and determine appropriate outcomes as necessary under the following circumstances:

- a. When alleged violations involve faculty and/or staff members as victims.



- b. When alleged violations are felony crimes under Idaho statute or federal law.
  - c. When other boards are unable to obtain a quorum or are unable to hear a case.
  - d. At the discretion of the Director of Students or designee.
  - e. All cases of alleged violation of McCall College's Harassment and discrimination policy and the hate and bias Policy.
- Should any voting member of a conduct board be in a position that may suggest a potential conflict of interest in a specific case, the member will be replaced for that conduct meeting by action of the chair and/or the Academic Dean in the case of faculty members on McCall College Honor Board.
  - At the discretion of the Dean of Students or designee, cases involving assault, intimidation, or other matters posing an immediate threat to the campus community, may be handled by the Associate Dean of Students or designee, independent of conduct board action

### **SELECTION AND REMOVAL OF CONDUCT BOARD MEMBERS**

- 1) Members of the various conduct boards are selected and/or appointed in accordance with the following:
  - The procedures developed by the Associate Dean of Students and/or,
  - The ASMC bylaws.
- 2) Student members of any conduct board who are charged with any violation of this Code or with a criminal offense may be suspended from their conduct positions by the Dean of Students or designee until a final resolution of the situation is obtained. Students found responsible for any such violation or offense may be disqualified from any further participation in McCall College conduct system by the Associate Dean of Students or designee. Additional grounds and procedures for removal may also be set forth in the various conduct boards' rules of procedure.
  - A. The Dean of Students or designee shall hear all administrative hearings.
  - B. Administrative hearings are held privately.
- 3) Administrative hearings may be held with all involved students or individually.
- 4) Students subject to an administrative hearing shall receive the following:
  - A. Written notice of what policies have alleged to be violated a minimum of 24 hours in advance of the administrative hearing. McCall College uses either the assigned email address as the means of delivering the written notice.
  - B. An opportunity to address the issue(s) before one of the aforementioned Conduct Authorities (section XII) not more than fifteen calendar days after the student has been notified in writing. Maximum time limits for scheduling of conduct meetings may be extended at the discretion of the Dean of Students or designee.
  - C. A written decision and explanation of any outcomes within 5 business days of hearing.
  - D. An opportunity to appeal the decision as outlined in section XIX "Appeals".



E. Conduct Hearings are not recorded.

#### **XIV. COLLEGE REVIEW BOARD HEARING PROCEDURES**

A. The same procedures outlined under section XIII and the following are School procedure for College Review Board Hearings:

- Students will, in addition to the notice of alleged violations, receive a copy of the hearing procedures and tips for the process.
- Admission of any person to the meeting is at the discretion of McCall College Review Board Chair or Academic Dean.
- In Board hearings involving more than one accused student, the Chair or Conduct Authority may permit the meetings concerning each student to be conducted separately.
- Campus Advisors may accompany the complainant and the accused. The complainant and/or the accused are responsible for presenting their own information. Campus Advisors are not permitted to speak in the proceedings except to the accused. Campus Advisors can only be McCall College faculty, staff, or students.
- The complainant and/or the accused may request to present witnesses, subject to questioning by the Conduct Authority.
- Pertinent records, exhibits, and written statements may be accepted for consideration at the discretion of the Chair or Conduct Authority.
- All procedural questions are subject to the final decision of the Chair or Conduct Authority, in consultation with the Director of Student Affairs.
- After the hearing, the Chair or Academic Dean or the Board determines (by majority vote) whether the student is responsible for the alleged policy violation. If the case is heard by an administrator, they will solely determine responsibility and as necessary the appropriate outcomes.
- The Director of Students Affairs or designee or the Board's determination is made on the basis of whether it is *more likely than not* that the accused student violated the policy/policies.
- There is a record of all meetings conducted before the Board, consisting of official documentation and an audio recording of the meeting. The audio record is the property of McCall College; it is only used by McCall College in the course of the appeals process, and is maintained by the Director of Students Affairs Office, who will destroy it after the expiration of the appeal time.
- In order for the Board to assess the episode of conduct as being likely to have violated the Hate and Bias Policy, it must consider if the following conditions have been satisfied:
  1. the conduct was intended to cause harm.
  2. the conduct cannot reasonably be considered an effort to address a topic of academic, literary, artistic, scientific, social, political, or religious significance.



## **XV. COLLEGE HONOR BOARD HEARING PROCEDURES not enacted 7/1/15)**

A. Principles governing College Honor Board (CHB) decisions of alleged academic misconduct are as follows:

- Academic penalties: (e.g., grades) are imposed only by faculty members (i.e., course instructor).
- Because academic dishonesty is a policy violation, disciplinary penalties (e.g., probation, suspension, or dismissal) may be imposed only by the Dean of Students or designee, upon recommendation from the College Honor Board.
- In the case of alleged academic dishonesty, the following procedures are used to resolve cases:
  1. if a faculty member (i.e., course instructor) has reason to believe that a student has committed an act of academic dishonesty, the faculty member consults in private with the accused student to demonstrate evidence of the alleged violation, providing the student an opportunity to explain the incident.
  2. the faculty member is encouraged to consult informally with the Director of Student Affairs or designee before this meeting to determine whether other such reports have been made about the accused student. The Director of Student Affairs maintains a confidential record of these informal reports.
  3. if the faculty member believes the student is responsible for the alleged violation(s), the faculty member assigns a penalty grade and notifies McCall College Honor Board Chair, who forwards the report form in a timely manner to the Registrar, Director of Student Affairs, and Dean of McCall College. The faculty member and the student(s) must each acknowledge the initial meeting in writing by signing the report form, and each receives a copy of the form, which advises the student and the faculty member of a formal meeting before the College Honor Board.
  4. McCall College Honor Board reviews the case in accordance with written procedures, and disciplinary outcomes, if any, are recommended by McCall College Honor Board to the Director of Student Affairs.
  5. if McCall College Honor Board exonerates the student, McCall College Honor Board chair will request that the faculty member remove the penalty grade. Should the faculty member be unwilling to do so, the College Honor Board Chair will request a review of the case by the Academic Dean, who will have the authority to make a final determination.
  6. when the penalty grade is an “F” for the course, the faculty member notifies the Registrar that the student may not drop or withdraw from the class. A failing grade may also be imposed in a course taken C/NC, as an exception to the general grading practice. The Registrar records an “NG” (i.e., no grade) pending the final



recommendations by the College Honor Board. The Registrar will not formally record the failing grade until after the conclusion of the appeals process, or the deadline for filing of an appeal when no appeal is filed. Students appealing a decision are permitted to attend and fully participate in the course until the case is resolved.

## **XVI. STUDENT GROUPS AND ORGANIZATIONS**

1. Student groups and organizations may be charged with violations of this Code or College policy.
2. The officers and/or leaders of a student group or organization and its members may be subject to discipline under the code when violations under this code are committed by the group or organization with direct or indirect encouragement by its member, the officers and/or leaders.
3. The officers or leaders or any identifiable spokespersons for a student group or organization may be directed by the Associate Dean of Students or designee to take action to prevent or end violations by the group or organization or by any persons associated with the group or organization who can reasonably be said to be acting on the group's or organization's behalf. Failure to make reasonable efforts to comply with the Associate Dean's directive shall be considered a violation of School policy, both by the officers, leaders, or spokespersons for the group or organization and by the group or organization itself.
4. Outcomes may include revocation or denial of recognition or registration, as well as other appropriate outcomes.

## **XVII. APPEALS**

1. Appeals may only be made by
  - the student alleged to have violated a policy in the original hearing or
  - the student complainant in the original hearing, when such is present.

If a student chooses to appeal a decision, they must submit their appeal in writing to the appropriate appellate officer (see c, d, and e below) within five business days of the date of the outcome letter.

In the written appeal, the person appealing may choose to have their appeal resolved by either the appropriate appellate officer (see c, d, and e below) or the appropriate hearing board (see f below).

To receive consideration, a student's appeal must be full and complete upon its submission, including the basis for appeal and any supporting documentation. No appeal hearing will be held.



The appellate officer or board will render its decision on the appeal based solely upon the student's written appeal and the record of the original hearing. The original decision will only be reviewed to determine if any of the following conditions were present:

- a. The original conduct hearing was not conducted in conformity with the procedures outlined in this *Code*.
  - b. The decision reached regarding the accused student was not based on substantial information, that is, whether there was evidence sufficient to establish that a violation of this *Code* and/or College Policy occurred under the *more likely than not* standard.
  - c. Outcome(s) imposed were not appropriate for the violation, which the student was found to have committed.
  - d. New information and/or other relevant facts not known to the person appealing at the time of the original conduct hearing or board hearing are sufficient to alter a decision.
2. If none of the above conditions are met, then the original decision will stand. If, however, any of the conditions are found to exist, the appellate officer or board will review the complaint and will decide upon the appropriate action and make a recommendation. Where possible, the complaint will be returned to the original conduct authority for reconsideration, if such action will cure the flaw that gave rise to the granting of the appeal request. If the complaint cannot be returned to the original conduct authority, the appellate officer or board, or designee, is authorized to reconsider the complaint based on the record of the original hearing. The appellate or designee does not rehear complaints, but rather weighs the merits of the appeal and makes a decision in accordance with the evidence presented in the hearing and the appeal materials. All appeal decisions by the appellate officer or board, or designee, are final.
1. Conduct Hearing, College Review Board, and Sexual Misconduct Board appeals must be directed to the Director of Student Affairs
  2. College Honor Board appeals must be directed to the Academic Dean
  3. Appeals of decisions reached by the Director of Student Affairs must be directed to the Dean of Students. Upon receipt, the Dean of Students may resolve the appeal or delegate that decision to a designee at the Dean's discretion.
  4. If the student chooses to have their appeal resolved by an Appeal Board, a board will be constituted to review the appeal. The Appeal Board will consist of one staff member, one faculty member, and one student member. If the hearing being appealed was conducted by a board (College Review, Sexual Misconduct, or College Honor), the members of the Appeal Board will meet the qualifications of the original board, but will not include members of that original board.



## **XVIII. CONDUCT FILES AND RECORDS**

- a. The formal conduct review process prompts creation of a conduct file in the Academic Dean's Office or designated office. The conduct file contains information related to the incident as well as the following:
  - any written statements from earlier conduct documents bearing the name of the student violator which has been maintained.
  - copies of letters regarding prior conduct matters.
  - any subsequent correspondence related to the case.
  - materials related to outcomes.
  - other reports at the discretion of the Director of Student or designee.
  - written comments from the student violator concerning the content of the conduct file.

Students may review the contents of their conduct file and may respond or comment in writing concerning anything in the file.

Conduct records of students found responsible will be destroyed seven years after the student graduates or departs from the institution.

Conduct files are maintained permanently in the event of School suspension, dismissal, or trespass.

Conduct records of students who have not yet responded to allegations or completed assigned outcomes will remain active. Once they have responded, the records are retained in accordance with the procedures above.

The Director of Student Affairs or designee for good cause may void conduct records, upon written petition of student(s). Factors to be considered in review of such petitions include:

1. the present demeanor of the student;
2. b) the conduct of the student subsequent to the violation;
3. c) the nature of the violation and the severity of any damage, injury, or harm resulting from it.

Conduct files are treated as educational records under the provisions of the Family Education Rights and Privacy Act (FERPA) and may be viewed only by those who have a legitimate need to know such information in the conduct of their official duties. Otherwise, content of the file may only be released to others with the express written consent of the student whose name is on the file. The file is maintained in the Associate Dean of Students Office.

## **XIX. INTERPRETATION AND REVISION**

- a. McCall College publishes this Code to provide students with general notice of prohibited conduct. Since this Code is not written with the specificity of a





criminal statute it is open to interpretation and application by students, College administrators, faculty members, committees and organizations acting in an official capacity.

- b. Any question of interpretation regarding this Code and School policy must be referred to the Dean of Students or designee for final determination.
- c. This Code and College policies are reviewed annually under the direction of the Director of Student Affairs or designee, who consults with other students, faculty, and staff as appropriate.
- d. Changes to this Code recommended through this consultative process are subject to approval by the Dean of Students.
- e. From time to time, McCall College modifies policies, procedures, programs, office locations, and personnel. McCall College may, at its discretion, make appropriate modifications, with or without notice. Changes will appear in the on-line news letter at <http://www.McCallCollege.org>. Policies in place at the time an alleged violation occurs shall be the policies against which the conduct is resolved in any subsequent conduct hearing or meeting

## **XX. STUDENT ASSESSMENT POLICY** (rev. 14Jan2015)

Students matriculating from a McCall College course for the purpose of earning a badge, certificate of completion, or a certification must demonstrate through 1) submission of scores on course-specified assessment instruments, or 2) physical demonstration of execution of skills that they have gained the minimum skills essential for mastery of the course content. Instructors may require either or both in the calculation of grades.

Awarding of badges, certificates of completion, or certification are subject to each program's requirements for completion. See catalog for each program's details.