COLLEGE OF TECHNOLOGY
STUDENT HANDBOOK

Law Enforcement

2019-2020
# Table of Contents

I. COLLEGE OF TECHNOLOGY WELCOME ................................................................................................................. 3  
   a. Letter from the Dean  
II. PROGRAM INTRODUCTION .......................................................................................................................... 4  
   a. Program Administration  
III. PROGRAM POLICIES ........................................................................................................................................ 5  
   a. Attendance  
   b. Make-Up Work  
   c. Being Tardy to Class  
   d. Procedures for Students to Challenge Test Questions  
   e. Grading Policy  
   f. Progression and Dismissal Policy  
   g. Dress Code Policy  
   h. Standards for Conduct and Behavior  
   i. School Property  
   j. Personal Property  
   k. Classroom  
   l. Dismissal from Law Enforcement Program  
   m. Academic Dismissal  
IV. COLLEGE OF TECHNOLOGY POLICIES ........................................................................................................ 6  
   a. Intoxicants Policy  
   b. Dismissal Policy  
V. IDAHO STATE UNIVERSITY POLICIES ..................................................................................................... 12  
   a. Link to ISU Handbook  
VI. COLLEGE OF TECHNOLOGY RESOURCES AND SERVICES ................................................................. 15  
   a. Services for Students  
   b. Registration & Fee Collection Policy for 2019-2020  
   c. Financing Your Education  
   d. Short-Term Loans  
   e. Traffic & Parking  
   f. Transportation  
   g. Graduation  
VII. COLLEGE OF TECHNOLOGY ......................................................................................................................... 23  
   a. Handbook Signature Form & Photography Consent Release  
VIII. COMPUTER USAGE POLICY .................................................................................................................. 24
Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. The College of Technology is one of seven colleges on the ISU campus designed to meet the needs of students—like you.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 25,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be well prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

R. Scott Rasmussen
Dean
II. PROGRAM INTRODUCTION

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Law Enforcement program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will first be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

COLLEGE OF TECHNOLOGY

Dean: Scott Rasmussen
Associate Dean: Debbie Ronneburg
Trade & Industrial Department Chair: Dave Treasure
Program Instructor/Coordinator: Lynn Case
Program Advisor: Phil Jones

PROGRAM ADMINISTRATION

The Law Enforcement program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho State Board for Professional Technical Education and is approved by the State Board of Education.
III. PROGRAM POLICIES

ATTENDANCE

Requirements are governed by P.O.S.T. Each student must maintain a 2.0 GPA or better to progress; any student that falls below a (C) average will be dropped from the program.

Students must maintain a 2.0 GPA or better in each course. Every student is expected to attend every class on a regular basis and on time. The standard for attendance is governed by P.O.S.T. A student cannot miss more than 45 hours in a semester or eight days excused or unexcused. If the student receives three unexcused absences, they will be given an overall grade cut of one full grade. An unexcused absence is simply failing to call in and notify the office that you will not be in class. Three tardies will be equivalent to one absence. Every student is expected to attend class on a regular daily basis.

Should you not be able to attend for any reason, you are responsible for notifying the staff by 7:45 a.m. The program phone number is 282-3083.

The specific attendance rules and policies for the Law Enforcement program are as follows.

EXCUSED-UNEXCUSED ABSENCES

1. Attendance is a requirement of each class.
2. On the third unexcused absence an overall grade cut of one full letter grade will be given in courses missed.
3. Emergency absences will be excused for any of the following reasons:
   - Severe illness of the student.
   - Death or critical illness of the immediate family.
   - Conditions under which the student has no control.
4. An absence from any class can only be excused by the instructor of the class missed.
5. All make-up work must be made up by the student the day following the absence.
6. Each instructor will determine whether you are allowed to make up work missed because of absence.
7. No excuse will be allowed to conduct personal business unless prior approval has been given by each instructor of the classes you will miss.
8. Waiver of any of the above rules may be made only for unusual circumstances by petition of the student to the course instructor.
9. Students enrolled in the course are accepted by P.O.S.T. as peace officers and thus expected to conduct themselves as an officer would at all times. Misconduct or conduct unbecoming of an officer will apply as P.O.S.T. standards for all students when enrolled in the ISU Law Enforcement program. Students will be dismissed from the program that are found in any act of deceit, immoral act, drug usage, or felony or misdemeanor crime. Students found breaking any state or county law such as drinking under age, failure to carry insurance,
shoplifting, theft, drug usage or sex crime will be dismissed from the program. Students not completing all background checks will not be allowed to take the P.O.S.T. Certification exam. Students that do not meet the minimum patrol/detention standards for firearms and fitness, will not be allowed to take the P.O.S.T. Certification exam.

MAKE-UP WORK

Work must be done to the satisfaction of the instructor.

BEING TARDY TO CLASS

Three tardies will be equivalent to one absence.

PROGRAM HOURS AND BREAK TIMES

Classes are held 5 days a week. Times will vary between 8 and 10 hours per day. 8:00 am - 5:00 pm and 6:00 am - 5:00 pm. There will be occasions when classes will start late and run late.

Note: Employers are very interested in a student’s attendance and study habits because they reflect how he/she will perform on the job. Representatives from business and industry on the program’s advisory committee have asked that an attendance policy be established to develop good work habits.

PROCEDURES FOR STUDENTS TO CHALLENGE TEST QUESTIONS

1. The test will be reviewed by each instructor with the class when all tests are complete.
2. Students may challenge test questions privately with the instructor.
3. Appeals and further challenging process can be brought to the program coordinator for a final decision.
4. All complaints and outcomes will be kept in the student’s file.

GRADING POLICY

General guideline - may vary, according to instructor

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-93.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
</tr>
</tbody>
</table>
PROGRESSION AND DISMISSAL POLICY

There are many topics covered in this class. They include subjects ranging from shooting, handling combative subjects, and emergency driving, to crime scene investigation, fingerprinting, constitutional law, criminal and traffic codes. An average GPA of 2.0 must be maintained in order to pass this class. In order for a student to qualify to take the P.O.S.T. Certification exam, the student must have maintained a GPA of at least 2.0. Once students have been academically dismissed under the scholastic probation and dismissal ruling, students may petition for permission to re-enter the training program for the next semester. Students should contact Student Services for assistance in developing a petition to return to classes.

Note: Students receiving Federal Financial Aid may lose funding assistance due to poor academic performance and failure to meet the “Satisfactory Academic Progress” policy. See ISU financial aid regulations for more details. The ISU Financial Aid office is located in the Museum Building, Room 337, or call (208) 282- 2756 or (208) 282-0488.

DRESS CODE POLICY

A. PROFESSIONALISM

The P.O.S.T. Academy, like most agencies, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, unit discipline, professionalism and esprit-de-corps. Students are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times.

B. INSPECTION

Students are expected to be prepared for personal inspection and inspection of their uniforms and equipment at all times during the Academy session.

C. UNIFORMS

As student officers, the duty uniform is the normal attire while attending the Basic Academy. Students shall wear their official Agency uniform for all classes unless otherwise notified. The student will also wear his/her official uniform for graduation exercises. The graduation uniform will include a tie if the parent agency issues a tie with the dress uniform.

1. Uniforms must be properly worn at all times. Uniforms must fit and be clean and pressed. Brass will be shined and free from tarnish, and shoes and boots shined. Student officer clothing or articles of uniform will not be torn or mutilated and must be clean and free from non-prescribed markings and may not bear profane expression or graffiti. Student officers and/or their employing agencies are responsible for having uniforms altered or, if necessary, purchasing new ones if weight is gained or lost or the uniform or uniform part becomes unserviceable. Polo shirts, shorts, or other optional uniforms are not appropriate attire unless it is the only uniform issued by your agency.

2. Student officers will possess sufficient quantities of underwear, socks and other personal items and will ensure acceptable standards of personal
hygiene and appearance through proper maintenance and wear. Short-sleeve uniform shirts require that a clean, non-frayed crew neck t-shirt be worn under a uniform shirt during class hours.

3. Student officers will not carry bulging items in exposed shirt or trouser pockets unless authorized by the Academy Coordinator.

4. Student officers will not wear sunglasses or tinted prescription glasses in formations or during indoor training unless documented by medical necessity and/or unless specifically authorized by the Academy Coordinator.

5. All shoes and boots must be capable of being polished unless the parent agency policy allows students to wear other types of footwear.

6. Hats are not allowed to be worn in any building or in formation.

D. SWEAT SUITS

Student Officers will be required to wear a complete sweat suit outfit for participation in the arrest control tactics courses and physical training. This outfit will be purchased by the student or their Agency during check-in, and includes sweat pants, hooded sweatshirt, t-shirts, and shorts. Student Officers should bring good quality running shoes to reduce injury, an athletic supporter (male students), and good quality socks. Additional t-shirts can be purchased during check-in at a minimal cost to students. NOTE: Most running is done on asphalt surfaces and running shoes should be of good quality, with plenty of cushion and arch support, designed for jogging.

E. ADVERSE WEATHER CLOTHING

Student should bring ample warm clothing for use on the driving course and firing range: heavy boots, socks, long underwear, hat, and coat, gloves and rain gear.

F. HYGIENE

1. Male students will conform to the following minimum standards:
   a. Without reference to style, the hair on the top of the head will not exceed three inches in length and will be neatly groomed. The sides will be tapered with the hair not touching the ear. The back will be tapered and not touch the collar. Fad haircuts, so-called (mohawks, etc.) or motivational haircuts are not authorized.
   b. Sideburns, if worn, will be neatly trimmed, have a clean shaved line at the base, will not extend downward beyond the lowest part of the outer ear opening, and will not flare.
   c. Male students will be clean shaven each morning. Beards are allowed only if they are worn and authorized by the employing Agency, are neatly groomed, and the hair of which shall not exceed 1/4–1/2 inch in length.
   d. The wearing of beads, necklaces, chains, and similar ornaments shall not interfere with, nor be visible while, wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of
Medic-Alert and/or POW-MIA types. Religious medallions may be worn, but in a manner that they will not be seen. Male students are not allowed to wear earrings.

2. Female student will conform to the following minimum standards:
   a. Hair that is longer than collar length shall be put up or braided while in uniform. Hair that is put up will be secured to the back of the head. Barrettes of a natural hair color or transparent may also be worn. No more than two pony tails or braids may be worn at any given time, and if worn, will be secured to the back of the head. In no case will the length or bulk of hair interfere with the wearing of any headgear. No alligator clips.
   b. If worn, make-up will be of natural colors and in good taste (e.g., no heavy eye liner, colored shadow or lipstick may be worn at any time while in attendance at the Academy).
   c. The wearing of beads, necklaces, chains, and similar ornaments shall not interfere with, nor be visible while, wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-MIA types. Religious medallions may be worn, but in a manner that they will not be seen.

STANDARDS FOR CONDUCT AND BEHAVIOR

A. ADDRESSING STAFF AND INSTRUCTORS
Students will address staff, instructors, and others by an appropriate title: Specialist, Sergeant, Chief, Sheriff, Judge, etc., and will preface with “Sir” or “Ma’am”. Each student, when responding to an instructor or member of the staff will answer “yes, sir” and “no, sir”, or “yes, ma’am” and “no, ma’am”.

B. PROMPTNESS
Promptness in obeying orders, in reporting for classes, meals, and study periods, is required. A list of daily classes will be issued to each student.

C. DISRUPTING CLASS
Students will not disrupt class by argument with the instructor. Students will maintain a professional attitude at all times while in the classroom.

D. DEMERIT SLIPS
Demerit slips may be issued for infractions of any of the listed standards for conduct and behavior, or any other time the P.O.S.T. staff believes a demerit is justified. Any student receiving a demerit shall not be eligible for any special awards at graduation. Two demerits may be cause for dismissal from the Academy.

E. MISCONDUCT (CONDUCT UNBECOMING AN OFFICER)
Students shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the
Employing Agency and the Academy. Conduct unbecoming an officer shall include that which brings the Academy into disrepute or reflects discredit upon the student officer as a member of the Academy class, or that which impairs the operation or efficiency of the Academy or student officer. Types of offenses subject to this section include, but are not limited to, any immoral act, disorderly conduct, and use of vulgar, humiliating, obscene or profane language or behavior.

F. INTEGRITY

Dishonesty, untruthfulness, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency, or discipline of the Academy, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action or dismissal from the Academy.

1. Lying, evasiveness, and deceit are closely related and predicated upon dishonest action which is designed to prevent the whole truth from being known. All student officers are expected to be completely honest and forthright at all times. Any student officer who is unable to live up to the spirit of this requirement is unfit to serve as a police officer or in public service.

2. Acts of academic dishonesty and plagiarism violate the established standards of the academic community, and jeopardize the training necessary for proper job performance as a law enforcement professional.

   a. ACADEMIC DISHONESTY
      Any behavior, intended to promote or enhance a student officer’s academic standing within the P.O.S.T. Academy by dishonest means constitutes an act of academic dishonesty. Acts of academic dishonesty include, but are not limited to the following: cheating, which for purposes of these Rules and Regulations is defined as giving or receiving unauthorized aid in regard to academic tests or other assignments; intentionally using plagiarized material; submitting work done by another as one’s own; and/or altering any Academy, Council, or Employing Agency form, record, or document, or forging the signature of any Academy, Council, or Employing Agency instructor or official.

   b. PLAGIARISM
      The use of words, ideas, concepts, or work of another without proper acknowledgment, constitutes plagiarism.

3. STEALING
   For the purposes of these Rules and Regulations, stealing is defined as the wrongful taking of property from the possession of the owner or any other person with the intent to permanently deprive or defraud the owner or any other person of the use and benefit of said property.

G. CONSPIRACY

A conspiracy is “two (2) or more persons who combine or conspire to commit any crime or offense or violation of the
Academy rules, prescribed by the laws of the State of Idaho, or the Rules and Regulations of the Peace Officer Standards and Training Academy and one (1) or more of said persons does any act to effect the object of the combination or conspiracy. If a conspiracy is determined to have occurred in an attempt to hide the truth or to protect another student who has violated Academy rules, each person may be punished in the same manner and to the same extent as the individual who committed the original offense or violation.” Students at the Academy are expected to avoid circumstances that place them in situations that could be construed as a conspiracy.

H. REPORTS – TRUTHFULNESS
When in the course of an official investigation of a violation of these Rules and Regulations, a student is asked a question concerning him/her in a matter in which he/she has knowledge, he/she is expected to answer in a forthright and honest manner. All reports, whether oral or written, shall be submitted on time, and shall be truthful and complete. No student shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information.

I. COURTESY
Courtesy is the expression of consideration for others. It pays the largest returns for the least effort of anything one can do. In law enforcement, where individuals are required to work closely together and where cooperative effort is all important, courtesy is essential in promoting coordination and developing esprit-de-corps. Courtesy is shown to all, to subordinates as well as superiors, and to the public. The courtesy shown a superior is recognition of the basic principles of organization. It is the respect shown to every leader and the acknowledgment of the responsibility and authority of his/her position. Courtesy shown a subordinate acknowledges the essential part he/she plays as a member of the law enforcement team. Courtesy shown to the public acknowledges the role of law enforcement in a free society; that law enforcement is a part of, and not apart from, the community they serve. The methods of expressing courtesy are distinctive and precise. Slovenly, grudging, or perfunctory displays of these methods are discourteous, and may be cause for dismissal.

J. BIGOTRY
Law enforcement professionals are expected to be sensitive to, and exhibit tolerance for: concerns, opinions, and backgrounds of others, and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation, and/or physical challenge to address, refer to, or otherwise affect any person or group of people, directly or indirectly, is prohibited except as otherwise provided in the Council-approved curriculum as a role-playing tool.

K. SEXUAL HARASSMENT
Sexual harassment is a form of sex discrimination and will not be tolerated.

DEFINITION:
The Equal Employment Opportunity Commission defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
1. Submission to such contact is made either explicitly or implicitly a term or condition of an individual’s employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

g. When touching someone for any of the purposes listed above, no person shall come in physical contact with a greater portion of, or with greater force to, the person or equipment of the student officer than is reasonable or necessary to accomplish the authorized purpose.

L. PHYSICAL CONTACT
The touching of another person or his/her clothing either directly or by use of a material object, except at such times as one is acting within the scope of his/her authority for the following purposes is prohibited:

a. Correcting a person’s position;
b. Correcting a person’s movements;
c. Fitting or correcting the arrangement of a person’s clothing or equipment;
d. Conducting a lawful examination or inspection of a person, clothing or equipment;
e. Conducting a demonstration incident to training during which no person will be required to act as demonstrator more than once in succession; or
f. Protecting or avoiding a person suffering from bodily injury or harm.

g. When touching someone for any of the purposes listed above, no person shall come in physical contact with a greater portion of, or with greater force to, the person or equipment of the student officer than is reasonable or necessary to accomplish the authorized purpose.

SCHOOL PROPERTY
1. All school property will be returned to its storage area upon completion of the class activity.
2. Any student that misuses, abuses, or is careless with training property is subject to dismissal from the training program and/or replacement of the property.
3. Students wishing to check out equipment for use outside the classroom must sign an equipment checkout form.

PERSONAL PROPERTY
1. The school or the instructor cannot be responsible for your personal property.
2. Students may use the lockers assigned for personal property.
3. Do not leave books or property on the desk chairs in the classroom after classes end for the day.
4. No guns or personal weapons will be allowed on University property without the permission of the instructor of the class.
CLASSROOM

1. No hats
2. No food except by permission
3. No tobacco
4. No alcohol or drugs allowed on or near ISU law enforcement training facilities. Using, possessing or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.
5. Cell phones are to be put away out of sight and muted. The only exception is when it is being used in conjunction to instructions given by the instructor.
6. Use of laptops is for furtherance of your education in Law Enforcement. (No playing games, shopping, etc. while class is in session.)

DISMISSAL FROM LAW ENFORCEMENT PROGRAM

A student may be dismissed from the Law Enforcement program for failure to comply with standards adopted by the State of Idaho Peace Officer Standards and Training or by the Idaho State University student handbook. Conduct that fails to comply with these standards includes, but is not limited to, conduct unbecoming an officer; disorderly conduct; dishonest conduct; unethical or immoral conduct; or conduct in program activities or coursework that is unsafe. A student who violates any state or federal law may be subject to dismissal from the program.

All students must take a pre-employment polygraph examination while in the program. Failure to meet recommended P.O.S.T. standards for the polygraph examination may result in dismissal from the program.

When the Law Enforcement program coordinator is made aware of an issue that may be grounds for dismissal of a student, the program coordinator will notify the student in writing as to the nature of the issue and will give the student an opportunity to be heard and respond. The program coordinator will make a decision regarding the issue and may clear, warn, demerit, or recommend dismissal of the student. A recommendation of dismissal will be reviewed by the college department chair, who will make a final determination regarding dismissal. The student will receive a written decision of the college department chair, including notice of the student’s appeal rights. A student who is dismissed from the program for failure to comply with any P.O.S.T. standard may not apply for readmission to the program.

The student has the right to appeal the decision of the college department chair according to the procedures set forth in the student handbook policy. See “Dismissal from an Undergraduate Program,” http://coursecat.isu.edu/undergraduate/academicinformation/petitionpolicies/; or the online official undergraduate catalog, PDF version, page 79; http://coursecat.isu.edu/pdf/2019-20-undergraduate.pdf

ACADEMIC DISMISSAL

All students must maintain a 2.0 (C) or better in each course to graduate. All courses must be passed to meet ISU standards for graduation. This includes
completion of mandatory hours in the program and a minimum GPA of 2.0. The student will be notified of academic failure by the program coordinator in the form of the grade received in a course. A student who is dismissed from the program for academic failure may petition for reentry into the program. If permission is granted, the student will reenter on probation. Students should contact the ISU College of Technology Student Services office for assistance in developing a petition to return to the program.
IV. COLLEGE OF TECHNOLOGY POLICIES

INTOXICANTS POLICY

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant on a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.

2. Public Safety should be contacted to escort the student to a safe place.

3. The student will meet with the Director of Student Services the following school day to discuss which steps should be taken.

4. The Director will communicate with the Office of Student Affairs regarding the violation.

5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

DISMISSAL POLICY

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student’s right to be adequately notified of charges and the opportunity to be heard.

DISCIPLINARY PROCEDURES

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student’s perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.

2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual’s prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

NOTIFICATION PROCEDURES

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.

2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

CHANNELS OF REDRESS

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.

2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean’s formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student’s grade.

3. Any Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing
PROCEDURE FOR AN APPEAL TO SCHOLASTIC APPEALS BOARD

1. If the student wants to appeal the decision reached in the formal hearing, he/she must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.

2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean’s formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the Office.

3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.

4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.
V. IDAHO STATE UNIVERSITY POLICIES

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.


1. **FERPA** (page 5, D Privacy & Educational Records)
2. **Smoking** (page 19; Smoking Policy ISUPP 2370)
3. **Sexual Harassment and Title IX** (page 18, Sexual Harassment Policy)
4. **Withdrawal** (page 6, Withdrawing from Courses)
5. **Satisfactory Progress** (page 8, Loss of Financial Aid Eligibility)
6. **Academic Standing** (page 10, Academic Standing)
7. **Petitions** (page 16, Petition Policies)
VI. COLLEGE OF TECHNOLOGY
RESOURCES AND SERVICES

SECTION I
SERVICES FOR STUDENTS

Student Services: This office is located on the main floor of the Roy F. Christensen (RFC) Complex, Room 184 and assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a students’ educational goals.

Hours are 7:30 a.m. to 5:00 p.m. Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.
isu.edu/tech/departments/student-services/

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student’s instructor should be contacted first, as many of the training programs have ‘peer tutors’ available who are familiar with the required curriculum and assignments.

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately! Contact the Resource Center, located on the third floor, Room 262, of the RFC Complex or telephone (208) 282-3208 for an appointment to discuss specific tutoring needs.
isu.edu/tech/departments/resource-center/

The Center for New Directions: Located within the RFC Complex on the third floor, Room 372. The Center’s telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/reentering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing ‘non-traditional’ fields of training.
isu.edu/cnd/
SECTION II
REGISTRATION AND FEE COLLECTION POLICY FOR 2019-2020

• All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a $50 late fee. For tuition payment information login to the ISU Bengal Web and go to the Finances Tab.
• Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student’s responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

SECTION III
FINANCING YOUR EDUCATION

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at: fafsa.gov. It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for financial aid is: isu.edu/financialaid/

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships available to the general university population.

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Applications for ASISU scholarships are made available every semester to currently enrolled students. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line. isu.academicworks.com/

SECTION IV
SHORT-TERM LOANS

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. The maximum amount of each loan is $500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first. Your ISU internal credit rating
will be reviewed prior to loan approval. Failure to pay this loan as agreed will adversely affect the credit rating used internally by ISU.

HOW TO OBTAIN A SHORT-TERM LOAN

Complete a loan application and promissory note at the Office of Finance and Administration, Room 124 in the Administration Building or complete online form at: isu.edu/media/libraries/finance-and-business-affairs/sbstlapp1.pdf

NOTE: The priority deadline for most types of federal financial aid is March 1 of each year, although students are encouraged to apply anytime between January 1 and June 30 of the following year (example, January 1, 2012 to June 30, 2013).

SECTION V
TRAFFIC AND PARKING

NOTE: Please refer to the ISU parking web address at: isu.edu/parking/

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2515 or (208) 282-2625.

Cost:
• General Lot: $100
• Reserved Lot: $300
• Reduced Fee: $50 (at Holt Arena only)

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at owner’s expense when it accumulates in $50 in citations.

Any traffic tickets or resulting fines owed the University must be paid or students’ transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

SECTION VI
TRANSPORTATION

ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls, Exit 113, and Blackfoot. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208)
Pocatello Regional Transit (PRT) Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. Pocatello Regional Transit provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge! PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available.

SECTION VII
GRADUATION

NOTE: Students should refer to the policies in the program section of the handbook to determine eligibility for a Certificate and/or Associate of Applied Science degree.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Students are encouraged to apply the semester before they intend to graduate in order to confirm all requirements are met. Information about applying and costs can be located on the ISU Registrar’s office website: isu.edu/registrar/graduation/

The College of Technology graduation ceremonies are held in May and December. Students who have applied for graduation will receive information regarding this ceremony. The commencement exercise for the entire University takes place once a year, the Saturday following the last day of school in May.

ISU College of Technology students are encouraged to take part in the graduation ceremonies. For most people this is a once in a lifetime experience and an opportunity for family and friends to honor all the graduates. Whether or not a student is unable to attend the graduation exercise, the student’s diploma will be mailed at a later date.
VII. COLLEGE OF TECHNOLOGY

HANDBOOK SIGNATURE FORM AND PHOTOGRAPHY CONSENT RELEASE

Idaho State University
College of Technology

921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the PROGRAM Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID NUMBER

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in marketing promotional materials (brochures, pamphlets, flyers, etc.).

If there are limitations, please check one of the following boxes.

☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

PRINTED NAME

DATE

SIGNATURE
VIII. COMPUTER USAGE POLICY

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for University instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME                                        DATE

________________________________________________________

SIGNATURE                                             BENGAL ID NUMBER