



**Idaho State  
University**

**College of  
Technology**

# Law Enforcement

2024-2025



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# I. Message from the Dean

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. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

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 23,000. 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 prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, 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 you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jerry Anhorn

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 Handbook 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 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 a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

### Program Administration

The Law Enforcement program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.



APPROVED PROGRAM THROUGH THE  
IDAHO PEACE OFFICERS STANDARDS AND TRAINING

College of Technology

Dean

Jerry Anhorn

Associate Dean	Debra Ronneburg
Business & Support Services Department Chair	Clayn Lambert
Program Coordinator	Lynn Case
Administrative Assistant	Kendra Crismon
Program Student Success Navigator	Tiffany Mitchell

## Program Information

### Degrees/Certificates Offered

- Basic Technical Certificate                      Law Enforcement
- Intermediate Technical Certificate              Law Enforcement
- Associate of Applied Science                      Law Enforcement

### Mission Statement

The mission of the Law Enforcement program is to develop skilled law enforcement professionals who are committed to serving and protecting the people of Idaho. We will train cadets in accordance with POST standards with high caliber classroom instruction, realistic scenario training, and practical experience across a broad spectrum of police training.

### Program Objective

To provide the knowledge and technical skills for eligibility to become certified peace officers as set forth by the standards of the Idaho Peace Officers Standards and Training Council for the State of Idaho.

### Student Learning Outcomes

Graduates of the Law Enforcement program will have the following learned capabilities:

1. Understand the importance of ethical and moral behavior associated with the Law Enforcement field as defined by the Idaho Peace Officer Standards and Training Council.

2. Know the various techniques and methods used by police officers including written and oral communications.
3. Know Idaho law as it pertains to the criminal code, traffic code, criminal procedures, and rules of evidence.
4. Demonstrate proficiency in the use of law enforcement equipment.
5. Understand problem resolution and decision-making skills as they relate to the performance of police duties.
6. Recognize and demonstrate the importance of physical and mental fitness as it pertains to the performance of police duties.
7. Understand the various techniques of criminal investigation.
8. Understand the legal issues of federal and state codes for crimes, punishments, arrests, and detention.

## III. Policies & Procedures

### Attendance Policy

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. 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 32 hours in a semester or four 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:
  - a. Severe illness of the student.
  - b. Death or critical illness of the immediate family.
  - c. Conditions under which the student has no control.
4. An absence from any class can only be excused by the Program Coordinator.
5. All make-up work must be made up by the student the day following the absence.
6. The Program Coordinator 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 the Program Coordinator.
8. Waiver of any of the above rules may be made only for unusual circumstances by petition of the student to the Program Coordinator.
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.

### Program Hours & 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.

### Grading Policy

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

## Make-Up Work

Work must be done to the satisfaction of the instructor.

## Procedures for Students to Challenge Test Questions

1. Students may challenge test questions either privately with the program director or via email to the program director.
2. All complaints, challenges, and outcomes will be kept in the student's file.

## General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

## Dress Code

### 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 document 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. FIREARMS**

- Students, officers, or deputies will not have any live firearms present during any academy activities unless requested by the instructor or Academy Director.

#### **E. ATHLETICS**

- Student Officers should bring good quality running shoes to reduce injury, an athletic supporter (male students), and good quality socks.
- 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.

#### **F. ADVERSE WEATHER CLOTHING**

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

#### **G. HYGIENE**

- Male students will conform to the following minimum standards:
  1. 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.
  2. Sideburns, if worn, will be neatly trimmed, have a clean shaven line at the base, will not extend downward beyond the lowest part of the outer ear opening, and will not flare.
  3. 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  $\frac{1}{4}$ - $\frac{1}{2}$  inch in length.
  4. 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.
- Female students will conform to the following minimum standards:
  1. 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.
  2. 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).
  3. 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” or “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. 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 of 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.

### E. 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 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 acknowledgement, 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.

#### **F. CONSPIRACY**

- A conspiracy is "two (2) or more persons who combine or conspire to commit any crime or offense of 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.

#### **G. 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.

#### **H. 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 to a superior is recognition of the basic principles of organization. It is the respect to every leader and the acknowledgement of the responsibility and

authority of his/her position. Courtesy shown to 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.

**I. 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.

**J. 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, education or living environment.

## 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. Protection 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

- A. All school property will be returned to its storage area upon completion of the class activity.
- B. 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.
- C. Students wishing to check out equipment for use outside the classroom must sign an equipment checkout form.

## Personal Property

- A. Neither the school nor the instructor will be held responsible for personal property.
- B. Students may use the lockers assigned for personal property.
- C. Do not leave books or property on the desk chairs in the classroom after classes end for the day.
- D. No guns or personal weapons will be allowed on University property without the permission of the instructor of the class.

## Classroom

- A. No hats
- B. No food except by permission
- C. No tobacco



- D. 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.
- E. 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.
- F. Use of laptops is for furtherance of your education in Law Enforcement. (No playing games, shopping, etc. while class is in session.)

## **Dismissal from the 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."

## **Computer Misuse**

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab

policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology.

## Registration and Fee Collection Policy

- 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 MyISU and go to the Online Fee Payment tile.
- 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.

## Communicable Disease Safety Procedures

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or

ISU owned facility, the workplace, classroom, or ISU owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on this policy, please visit: [Communicable Disease Policy](#)

## Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit: [Accommodations for Students with Disabilities](#)

## Appeals and Dismissals

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.

For more information on the Scholastic and Dismissal Appeals process, please visit: [Appeals and Dismissals](#)

## Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations to the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

For more information on the Student Code of Conduct, please visit: [Student Code of Conduct](#)

## Smoke Free Campus

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. This policy is intended to reduce the health risks related to Smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities

For more information on the Smoke Free Policy, please visit: [Smoke Free Campus](#)

## Academic Integrity and Dishonesty Policy

### Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats.
- C. Instructors are encouraged to include specific information in the course syllabus on Academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

For more information on the Academic Integrity and Dishonesty Policy, please visit: [Academic Integrity](#)

## Idaho State University Student Handbook

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. Students Rights and Responsibilities (Page 4)
2. Withdrawal (Page 6)
3. Academic Standing (Page 10)
4. Petitions (Page 16)
5. Sexual Harassment (Page 18)
6. Student Complaints and Grievances (Page 18)

[ISU Student Handbook](#)

Additional Idaho State University policies:

- [FERPA](#)
- [TITLE IX](#)
- [Satisfactory Academic Progress](#)

## IV. College of Technology Resources and Services

### Services for Students

**STUDENT SERVICES:** This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, room 102. Student Services assists students with specific information about the programs at the College of Technology. Student Success Navigators are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

#### [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 they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic Support, Peer mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. [TAP CENTER](#)

**THE CENTER FOR NEW DIRECTIONS** Located within the RFC Complex on the third floor. 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/re-entering 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. [CENTER FOR NEW DIRECTIONS](#)

## Message from the Center for New Directions

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

### **Statement on Services**

- Students enrolled in Idaho State University College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call 208-282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in crisis.

[CENTER FOR NEW DIRECTIONS](#)

- **ISU Counseling and Mental Health Center (CMHC)** The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adheres to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call 208-282-2130, Monday through Friday, from 8 am to 4 pm.

[COUNSELING AND MENTAL HEALTH CENTER](#)

## **Mental Health Services for Out of State ISU Students**

ISU Counseling and Mental Health Center has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

### **Accessing MySSP**

- Connect with My SSP by calling 1-866-743-7732 or visiting **LINK**. IF calling from outside North America: 001.416.380.6578.
- Download “My SSP” from the app store to use on your phone.

## **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**

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:

### **FINANCIAL AID**

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

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. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

### **SCHOLARSHIPS**



## Traffic and Parking

NOTE: Please refer to the ISU Parking web address at:

[PARKING & TRANSPORTATION](#)

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 5<sup>th</sup> and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: \$116
- Reserved Lot: \$348

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 that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid or student's 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.

For more information on parking regulations, visit: <https://www.isu.edu/parking/permit-information/regulations/>

# V. Idaho State University Resources and Services

## Disability Services

### Mission Statement

The mission of Disability Services (DS) is to increase equal access and opportunities to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

### Contact Information

#### **Disability Services**

Rendezvous Complex, Room 125  
921 South 8<sup>th</sup> Avenue, STOP 8121  
Pocatello, ID 83209-8121  
Phone: 208-282-3599  
Fax: 208-282-4617

VP for ASL: 208-530-6505  
Email: [disabilityservices@isu.edu](mailto:disabilityservices@isu.edu)  
[DISABILITY SERVICES](#)

## Office of Equity & Inclusion

The Mission of the Office of Equity and Inclusion is to foster a culture of connection and belonging within our community.

Our Vision is to inspire our community to develop and maintain an equitable and inclusive environment through support, outreach, and collaboration.

The University is committed to creating and maintaining a learning and working environment free of discrimination and harassment against any individual based on that person's race, color, religion, gender, age, sexual orientation, national origin, ancestry, physical or mental disability, or Veteran's status. Our helpful, friendly staff are available to work with any university community member. We look forward to serving you.

### Contact Information

**Office of Equity and Inclusion**  
Rendezvous Complex, Room 151C  
921 South 8<sup>th</sup> Avenue, STOP 8315  
Pocatello, ID 83209-8315  
Phone: 208-282-3964  
Fax: 208-282-5829  
[EQUITY & INCLUSION](#)

## Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

- [Career Center](#)
- [Commencement](#)
- [Counseling and Mental Health Center](#)
- [Health at ISU](#)
- [Disability Services](#)
- [Parking and Transportation](#)
- [Student Resources](#)
- [Tutoring](#)

# VI. Handbook Signature Form



**Idaho State  
University**

**College of  
Technology**

## HANDBOOK SIGNATURE FORM

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

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PRINTED NAME

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DATE

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SIGNATURE

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BENGAL ID #

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INSTRUCTOR SIGNATURE

## VII. Media Release



**Idaho State  
University**

**College of  
Technology**

### MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University (Idaho State) to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State's educational, marketing, and promotional purposes in perpetuity. Idaho State shall have the right to photograph, record, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse my name, image, voice and likeness in all markets, media, and technology now known or hereafter developed. Idaho State may exercise any of these rights itself or through any assignees, licensees, or other parties including other Universities.

I acknowledge that I will not be compensated for these uses, and that Idaho State exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State, its assignees, and its licensees from any claims that may arise from these uses, including without limitation claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State is not obligated to use any of the rights granted under this Release

\_\_\_\_\_  
FULL NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS (STREET)

\_\_\_\_\_  
CITY

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STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

# VIII. Computer Usage Policy



**Idaho State  
University**

**College of  
Technology**

## COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or whootherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extentof 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 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, using 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 the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

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PRINTED NAME

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DATE

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SIGNATURE

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BENGAL ID #