COLLEGE OF TECHNOLOGY
STUDENT HANDBOOK

Massage Therapy

2019-2020
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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 Massage Therapy 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.

PROGRAM ADMINISTRATION

The Massage Therapy 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.

COLLEGE OF TECHNOLOGY

Dean: Scott Rasmussen
Associate Dean: Debbie Ronneburg
Health Occupations Chair: Dr. Henry Oh
Director of Rehabilitation Programs: Darin Jernigan
Program Instructor/Coordinator: Susan Beck
Program Instructors: Dean Harris
Program Advisor: Tiffany Elsberry

INTRODUCTION

Welcome to the Massage Therapy program at the Department of Health Occupations, College of Technology at Idaho State University. The program was implemented fall semester of 2005 and has continued to grow and improvements made to assist our students in being on the cutting edge of the massage profession. We offer several degree options, an Intermediate Technical Certificate, and an Associate Degree of Applied Science (AAS). The AAS gives you the option of continuing your education to earn a Bachelor’s of Science, major Health Science, or a Bachelors of Applied Science. The Bridge program to Physical Therapy Assistant program is another educational option.

Prerequisite courses are offered fall, spring, and early 8-week summer semester. After successfully completing the prerequisite courses students can fill out an application for the program.
Applications are on a first come, first serve basis. Sixteen full-time students are accepted for fall semester start, with a ratio of 1 instructor per 16 students for the program.

As of July 1, 2013, all massage therapists must be licensed by the Idaho Board of Massage Therapy. We are proud to offer our students an excellent education that will exceed requirements for licensure in the State of Idaho.

Massage Therapy is a very rewarding health occupation and is also very physically demanding. You will learn about the human body, its functions, abilities and how touch can positively affect individuals through healing touch. We feel that you will find this education something you will utilize not only professionally, but throughout your life with family and friends. As Sharon Heller, Ph.D. states in The Vital Touch, "Our fingertips contain an incredible pharmacy."

We hope that your studies in our program will open new doors of opportunity for you and at the same time be a period of self-discovery.

Susan Beck, MTD, LMT, BCTMB, Program Coordinator

The ISU Massage Therapy program is accredited by the Commission on Massage Therapy Accreditation (COMTA).

PROGRAM DESCRIPTION

We provide classroom and laboratory experiences as well as onsite massage lab (Massage Therapy Public Clinic), training with online clinic management systems, ethics, communication, and business skills. Graduates are prepared to take the Massage and Bodywork Licensing Exam and then can apply for a state massage therapy license.

We prepare students with essential skills to deliver deeper pressure and clinical techniques to treat common pain problems. Our program exceeds state licensing required hours and is programmatically accredited by the Commission on Massage Therapy Accreditation (COMTA). It is designed strategically for our graduates to succeed in their field and gives graduates more options in employment and obtaining higher educational goals.

MASSAGE THERAPY CURRICULUM

One Intermediate Technical Certificate (ITC), one Associate of Applied Science Degree, and one Bachelor of Applied Technology Degree are available to the student. Length of time to complete the technical certificate is 3 semesters, 4 semesters for the Associates of Applied Science degree.

The Massage Therapy Program provides classroom, laboratory, and student practicum instruction which prepares graduates to sit for Massage and
Bodywork Licensing Exam (MBLEX), National Certification for Therapeutic Massage and Bodywork (NCBTMB), a voluntary certification you can obtain.

The Massage Therapy Curriculum is sequenced to provide the student with the best possible learning experience. All classes must be completed with a grade of "C-" or higher to progress to the next semester or any practicum or externship courses. Students who do not pass classes with a C- will not progress to the next semester.

PROGRAM HOURS

Presently this is a day-time program, with a fall semester start date, there are three pre-requisite classes to be completed before being admitted to the program. See: https://www.isu.edu/massagetherapy/course-sequence/

FACILITIES

The massage classroom is equipped with electric lift massage tables, lecture area, and an instructors’ technology workstation. The Massage Clinic incorporates eight private treatment rooms, reception area, and a prep room utilized for class and clinic. We provide labs and equipment based on industry standards. Equipment and supplies are furnished (massage table, massage lotions, and oils, etc.). It is suggested that you purchase a table for the use of homework, a limited number of tables are available to check out.

APPLICATION REQUIREMENTS

Application for fall semester program start requires a student completes the prerequisite courses with a minimum of a C- or better. Applications are accepted in February and must be turned in no later than July 1st.

The admissions process includes the following:

- Filling out an admissions forms. This form is discussed and reviewed during the prerequisite course: Massage Therapy Career Exploration class (MSTH0 100). The form is located in the back of this handbook.
- Request to meet with a College of Technology advisor, and request an acceptance letter. A $75 deposit is required at the Student Services Office.
- Certified Background Check: All students must pass a background check and apply for it online through CastleBranch.
- Health History Form completed.
- Health Care Provider CPR & First Aid Current certification

Forms found here: https://www.isu.edu/massagetherapy/massage-therapy-application/

MISSION STATEMENT

The mission statement of the Massage Therapy program is to graduate students with excellent skills, knowledge, and attributes which exceed national industry...
PROGRAM GOALS

The program will prepare the student to be an effective advanced entry-level Massage Therapist in a variety of work environments and to obtain a Massage Therapy License for the State of Idaho. The curriculum exceeds hours required by the national standards and prepares students to sit for massage therapy licensing exams.

PROGRAM OBJECTIVES

STUDENTS WILL:

1. Utilize excellent body mechanics to perform massage therapy services in a safe and efficient manner.
2. Deliver and demonstrate on a physical body a relaxation massage of 30, 50, 60 and 90 minutes utilizing foundational concepts and skills of massage therapy.
3. Adapt massage therapy skills for special populations including pregnancy, infants, children, elderly, medically fragile and physical challenged.
4. Utilize advanced massage skills to adapt massage therapy session to meet clients' needs.
5. Adapt massage routines for onsite massage chair use, in hospital beds or a wheelchair.
6. Use critical thinking skills utilizing health science knowledge (anatomy, physiology, kinesiology, pathology and medical terminology) in developing and implementing safe and effective treatment plans for massage clients.
7. Utilize safe and sanitary practices within the massage therapy business.
8. Use deductive reasoning processes to assess, observe, communicate, consult, plan appropriate massage approaches, document, chart and evaluate outcomes for each individual.
9. Verbalize benefits of massage and identify contraindications for massage and know when and how to modify the plan and therapeutic approach used during a treatment session based on client needs and response.
10. Demonstrate the use of professional ethics, code of conduct, and communication with clients.
11. Be able to use hot and cold therapies included in the massage workplace.
12. Perform 4 massage therapy session in one designated time frame.
13. Identify, locate and implement appropriate business and marketing skills for successful massage therapy employment.

STUDENT HEALTH

The Massage Therapy program is an intensive hands-on program that requires good physical and mental health. If you are under the care of a physician, psychiatrist, counselor, or other healthcare provider, please make an appointment with the Massage Therapy program Coordinator for more detailed information. A physical exam is required to make sure you can perform tasks associated with the profession.

If a female student is currently pregnant, or becomes pregnant, immediately notify the
instructor and program coordinator. An advising session to inform the student of considerations and a written release is required to participate in labs.

Massage education is a skills building program which requires a commitment to be in class/labs on time. If you are prone to illness or easily get sick with colds and flu, it will be problematic as your presence is required to learn.

While in the program and the profession, it is highly recommended to be active in the form of body/mind integrative fitness training, pilates, yoga, or another physical exercise to stay fit and be healthy for the physical demands of the work. (Sign up for PEAC or DAAC classes or Get Fit classes through the ISU Wellness Center.) Allow enough time to study for your classes and to practice techniques outside of class.

**BRIDGE TO PHYSICAL THERAPY ASSISTANT**

One seat for a massage therapy program student/graduate is saved for the fall start of the Physical Therapy Assisting program.

This applicant competes for the one seat in a smaller pool of applicants. Application deadline is March 1st, of each year. Students must include a letter of recommendation from a Massage Therapy instructor/coordinator.

See: [https://www.isu.edu/pta/pta-application/](https://www.isu.edu/pta/pta-application/)
III. PROGRAM POLICIES

Essential requirements for students entering the Massage Therapy program include physical, cognitive, and behavioral functions that apply to both the Technical Certificate and the Associates of Applied Science degree. These abilities are necessary to meet classroom, lab, and clinical program objectives, as well as being essential functions of a massage therapy professional.

PHYSICAL

STRENGTH/ENDURANCE
Perform physical activities requiring to push, pull, and position the human body up to 50 pounds. Possess hand and arm strength to manipulate soft tissue of the body.

DEXTERITY
Be able to coordinate use of hands, wrists, fingers, upper extremity along with multi-limb coordination to move around a massage table or chair to manipulate soft tissue of the human body receiving massage services (recipient).

COMMUNICATION
Utilizing professional rapport to communicate expressively and receptively with the massage recipient.

TACTILE ABILITY
Utilize tactile abilities to perform a physical assessment of soft and hard tissues, and make adjustments by using the tactile senses and communication with a recipient.

MOBILITY
Be able to stand and walk around a massage table/chair for 90 minutes.

POSITIONING
Student must be able to assume supine, prone, and side-lying positions on a massage table.

COGNITION

ATTENTION SPAN
Focus for 60 -90 minutes on tasks and functions required to complete a massage therapy session.

CRITICAL THINKING
Be able to utilize knowledge gained in Massage Therapy program coursework apply critical thinking in developing and implementing treatment plans.

MEMORY
Remember tasks, assignments, and skills over short and long periods of time.

BEHAVIOR

COMPREHENSION
Be able to attend to, understand information and ideas presented through lecture and reading texts.
COMMUNICATION
Have the ability to discern when to communicate, and when to be quiet. Be able to keep the conversation professional during a 60-90 minute massage session with communication focused on the clients’ treatment plan & session.

SUBSTANCE ABUSE
No current diagnosis of alcoholism or drug addictions. A student must not be abusing prescription or street drugs, alcohol, or other mind-altering substances. When a student is taking duly prescribed medications that may impair their ability to perform safely and professionally in the program, a licensed medical practitioner familiar with the individuals’ medical history may be required to attest that the medication will not adversely affect the individual’s ability to perform required functions safely.

NOTE: The Department of Health Occupations and the Massage Therapy program are aware of the importance of maintaining a non-discriminatory student environment, and of closely coordinating their student-oriented decision-making processes with the ISU Disabilities Resource Center and the Office of Affirmative Action when special accommodations are warranted.

DISABILITY SERVICES
As per ISU policy, you must have your disability documented to receive reasonable accommodations. Contact Disability Services at 282-3599 in the Rendezvous Building, Room 125 to coordinate reasonable accommodations.

ATTENDANCE
The instructor will take attendance at the beginning of each class. You can access your class attendance on the Moodle course site.

85% MINIMUM ATTENDANCE GRADE IS REQUIRED for all Massage Therapy classes. When your attendance grade falls below an 85%, you will have to retake the class the following year.

ATTENDANCE GRADING POINT SYSTEM
It is the student’s responsibility to monitor their attendance on the Moodle course site: Attendance Activity. Students in the program will be awarded or docked points as follows:
- +2 points present and participating
- -1 not following the dress code
- -1 point present - not participating
- -1 point late or leaving early (greater than 10 minutes)

PRESENT AND NOT PARTICIPATING
There are times when there may be contraindications for participating in the
massage lab. Students are allowed 3 points for not participating in lab per course. An alternative assignment may be given at the instructor’s discretion. After -3 nonparticipation points, students will be required to meet with the instructor and program coordinator to develop an action plan.

EXCUSED ABSENCE

Makeup assignments must be initiated by the student within 7 days of the absence. A makeup lab may be arranged if you give the instructor advanced notice that you will not be in class, and furnish a Doctor’s note or other documentation (example: jury notice, court appearance) to justify the absence. Students are responsible for arranging a student to take notes.

INSTRUCTOR ABSENCE

Make-up class sessions will be scheduled in the event the instructor is absent due to illness or unforeseen circumstances.

DRESS CODE

Classes with massage skill lab require scrubs – black, grey or orange. Closed-toe shoes are required or yoga socks with traction. Lack of following the dress code will result in a 1 point attendance deduction.

Massage Lab (Massage clinic): scrubs – black, grey, or orange and ISU Identification tag. Closed-toe shoes are required.

Introduction to Kinesiology – gym shorts, loose sweatpants, jog bra or tank top.

COMMUNICATION

Email is the most effective method of reaching course instructors quickly and getting individual help. Students are expected to check their email on a regular basis. Contact the help desk to get your email set up: (208) 282-HELP

Moodle sites exist for all massage course. All syllabi, handouts, course documents, quizzes, and assignments are posted in individual courses.

Changes in class schedule and events will be posted in “Announcement Forum” which then will show up in your ISU email account.

INSTRUCTIONAL TECHNOLOGY REQUISITE

Use of computer technology is required. It is necessary to have access to a computer, high-speed internet, and an ISU email account. Mozilla Firefox web browser is the recommended browser for accessing online learning at ISU. Computer accounts are available when paying tuition.
Email is the best method of reaching course instructors quickly and getting individual help. Students are expected to check email on a regular basis.

Contact the help desk to get your email set up (282-HELP).

Moodle sites exist for all of the massage courses. It is where all course management is found including syllabi, handouts, course documents, forms, quizzes, and exams.

Changes in class schedule will be placed on "Announcements." Please check Moodle class sites weekly to keep posted on latest events, class changes, testing dates, or last-minute changes.

**GRADES**

A “C-” or better in all Massage program courses is required.

Makeup examination and homework assignments will be at the discretion of the instructor. Mid-term reports are available to students along with tutoring for most subjects.

Cheating on closed book written exams will not be tolerated. The resulting consequence of cheating will be up to the decision of the instructor, or overriding policies of this institution.

Working on assignments and homework in small groups is encouraged.

**GRADE SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>X</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Minimum Passing Grade for Massage Courses

**FAILING A TEST OR SKILL ASSESSMENT**

A failed test will be averaged with other grades in the cognitive domain. However, some classes will require a comprehensive final. An "F" on a comprehensive final exam will require the student to re-take the class.
Failing a Skills Assessment: a second attempt is allowed with an automatic 10-point deduction.

COMPREHENSIVE PROGRAM FINAL

A comprehensive program final may be given during the final weeks of the Massage Therapy program. If this is not passed with a C or better, the student will meet with the program instructor and agree on a plan of action before they sit for their MBLEX exam.

MASSAGE CLINIC

MSTH 0121A – Lab – is a 1 credit lab in the last 8 weeks of fall semester (student clinic). You must successfully pass your basic relaxation skills assessment in MSTH 0107 Professional Massage Techniques to participate. The goal of this class is to take the skills learned in classes and utilize them with clients in a supervised setting. Students will be assigned to work one evening a week, either a Tuesday or a Thursday for a 3-hour shift. The clinic is open to the general public for a fee.

MSTH 0121B – Massage Lab is a 3 credit class offered spring semester. The focus is on preparing to work a longer shift, starting with two massage sessions and progressing to performing four massage sessions. There are 2-3 outside events you must attend that are announced in advance.

USE OF MASSAGE LAB EXPERIENCES; “MASSAGE THERAPY CLINIC” IN THE CLASSROOM

We are a teaching clinic, at times instructors may use experiences that occurred in MSTH 0121 - Massage Labs, in the classroom to assist in teaching students. Information discussed in the classroom is for educational purposes and intended to enrich your educational experience.

COMPLAINTS

If there is a problem or complaint as a general rule, a student should meet with the person most directly involved.

Please follow the chain of command:

Program Coordinator
Susan Beck (208) 282-4287

Director of Rehabilitation Programs
Darin Jernigan 208-282-4815

Commission on Massage Therapy Accreditation
Phone: 202-888-6790
Fax: 202-888-6787
Email: Info@comta.org Mail: COMTA 2101 Wilson Blvd, Suite 302 Arlington, VA 22201
GRADUATION

Information about graduation through the College of Technology see: https://www.isu.edu/tech/departments/student-services/graduation-process/

MASSAGE & BODYWORK LICENSING EXAMINATION

Upon completing the course of study, all students will sit for the Massage & Bodywork Licensing Exam (MBLEX). The program coordinator submits the student’s application for the MBLEX examination. The examination fee is paid through the program. Once the test is taken results are sent directly to one state that is requested on the MBLEX application.

To request an additional copy of your exam results to be reported to a state licensing board or agency fill out a result transfer form at: https://www.fsmtb.org/mblex/

PROFESSIONAL LICENSING

Application for a license can be submitted once a student has graduated. The fee is paid by the graduate. This program meets requirements to sit for the licensing exam and obtain the State of Idaho Massage Therapy License.

The Massage Therapy Program is Approved by the Washington State Department of Health. Board Approval Number 0395*

Idaho Board of Massage Therapy


Washington State Department of Health Board of Massage*

www.doh.wa.gov/LicensesPermitsandCertificates/Professions/NewReneworUpdate/MassageTherapist

(application and payment):
Dept. of Health
PO Box 1099
Olympia WA 98507-1099

(additional documents)

Board of Massage
PO Box 47877
Olympia WA 98504-7877
Ph: (360) 236-4700

Utah State Regulatory Board*

https://dopl.utah.gov/mt/

Utah Division of Occupational & Professional Licensing

Board of Massage Therapy
160 East 300 South
Salt Lake City, UT 84145
Ph: (801) 530-6628
Fax: (801) 530-6511
Email: DOPLWeb@utah.gov
*A form must be obtained from the licensing bureau, and signature from the program coordinator is required.

Each state has different requirements for licensing. For information about other states, please visit http://www.amtamassage.org/regulation/stateRegulations.html for links for state regulation.

BOARD CERTIFICATION

A voluntary credential of board certification is available through the National Certification Board of Therapeutic Massage and Bodyworkers. The NCBTMB assigned school code is 490404-08.

See: http://www.ncbtmb.org/board-certification

CAREER PLACEMENT

ISU Massage Therapy Graduates & Students group is a closed Facebook group. Job postings and support are offered.

ISU Career Center offers a full-service center for students.

See: https://www.isu.edu/career/
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 contained in these procedures shall act to enlarge or restrict the existing authority, if
any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

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)
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.

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.

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).

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 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)

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 with 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

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

Idaho State University College of Technology
921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

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
IX. CONSENT, ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

Read this Acknowledgement of Risk and Waiver of Liability carefully and in its entirety.

I, the undersigned, am aware that as a student in the MEDICAL ASSISTING PROGRAM ("Program") at Idaho State University ("ISU") there are procedures I may be asked to perform as part of my education. These procedures utilize universally recognized precautions and follow the Clinical Laboratory Improvement Amendments of 1988 (CLIA). I will be supervised and observed during the procedures by a member of the teaching staff of ISU.

However, I am fully aware that there may be risks involved. These risks include, but are not limited to, hematoma (bruising), vasovagal syncope (fainting), muscle soreness, needle sticks and other unknown and unanticipated hazards. Furthermore, if I am involved in an accidental needle stick, I acknowledge and understand that I will be asked to take a blood test immediately for my safety and the safety of others.

To the extent permitted by law, and in consideration for being allowed to participate, I hereby assume all risks of such injury and hereby release the State of Idaho, the State Board of Education, Idaho State University and the College of Technology, and their respective agents, employees, officers, and volunteers (collectively the Released Parties) from any and all liability, claims, causes of actions, damages or demands, including costs and expenses, of any kind and nature whatsoever that may arise now or in the future from or in connection with my participation in the Program whether caused by the negligence or carelessness of the Released Parties or otherwise.

I understand I am responsible for my own medical insurance and certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this Agreement. (If under the age of 18, Parent/Guardian must sign this release in front of a notary).

________________________________________  __________________________
STUDENT SIGNATURE                                      DATE

________________________________________  __________________________
PARENT/GUARDIAN SIGNATURE (if under 18)     PARENT/GUARDIAN

PRINTED NAME EMERGENCY CONTACT #: __________________________
MUST BE NOTARIZED IF PARTICIPANT IS A MINOR

NOTARY STATEMENT FOR MINOR PARTICIPATION:

State of Idaho )
   )ss
County of Bannock )

On this _____ day of __________________, in the year __________, before me personally appeared
__________________________, known or identified to me and whose name is
 subscribed to the within instrument, and acknowledge to me that he/she executed the same.

SEAL

Notary Public of
Idaho ____________________________ Residing
in: ________________________________

My Commission expires: __________________

______________________________ __________________
X. CONSENT FOR RELEASE OF INFORMATION

Idaho State University
College of Technology
921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

MASSAGE THERAPY CONSENT FOR RELEASE OF INFORMATION

I, hereby consent and give my permission to the faculty and staff of the Idaho State University College of Technology Massage Therapy program to provide information, both oral and written, to prospective employers, both public and private; such information shall include but shall not be limited to records, grades, performance evaluations, observations, and any other information which might be pertinent to prospective employers seeking to verify and evaluate my qualifications for a position. I understand that I have the right to revoke this Consent of Release of Information at any time, but that I must do so in writing and that any such revocation will become effective only upon actual delivery to the Massage Therapy Program Coordinator.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID NUMBER