Table of Contents

I. Letter from the Dean....................................................................................................................................................... 3
II. Program Introduction .................................................................................................................................................... 4
    Program Administration ............................................................................................................................................... 4
    Introduction ............................................................................................................................................................... 5
    Goals ......................................................................................................................................................................... 5
III. Fall 2020 Health & Wellness Plan ............................................................................................................................... 6
    Fall 2020 Schedule ................................................................................................................................................. 6
    Health and Safety .................................................................................................................................................... 7
    Cloth Face Coverings ............................................................................................................................................. 7
IV. Program Policies .......................................................................................................................................................... 9
    Attendance Policy .................................................................................................................................................... 9
    Grading Policy .......................................................................................................................................................... 9
    Dress Code ............................................................................................................................................................. 10
    Safety Rules ......................................................................................................................................................... 10
    Shop Rules and Regulations ................................................................................................................................... 12
    Tools ...................................................................................................................................................................... 13
    Communicable Disease Safety Procedures ........................................................................................................... 13
    Computer Policy Prohibited Actions ....................................................................................................................... 14
    These Activities Lead to Instant Dismissal ............................................................................................................. 14
    Disclaimer ........................................................................................................................................................... 15
    Disability Services .................................................................................................................................................. 15
    Office of Equity and Inclusion ............................................................................................................................... 16
V. College of Technology Policies .................................................................................................................................... 17
    Intoxicants Policy ................................................................................................................................................... 17
    Dismissal Policy ...................................................................................................................................................... 17
VI. Idaho State University Policies .................................................................................................................................. 20
VII. Idaho State University Resources and Services ...................................................................................................... 21
VIII. College of Technology Resources and Services .................................................................................................... 22
    Section I: Services for Students ............................................................................................................................... 22
    Section II: Registration and Fee Collection Policy .................................................................................................. 23
    Section III: Financing Your Education .................................................................................................................... 23
    Section IV: Short-Term Loans .................................................................................................................................. 24
    Section V: Traffic and Parking ............................................................................................................................... 24
    Section VI: Transportation ......................................................................................................................................... 25
IX. Required Tools/Equipment ....................................................................................................................................... 26
   First Semester Required Tools ................................................................................................................................. 26
   Second Semester Required Tools ............................................................................................................................ 27
   Recommended Tools (Not Required) ...................................................................................................................... 28
X. Handbook Signature Form & Photography Consent Release .................................................................................. 29
XI. Computer Usage Policy ............................................................................................................................................ 30
I. Letter 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. 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 Automotive Technology 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 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 Automotive Technology 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
R. Scott Rasmussen
Associate Dean
Debra Ronneburg
Trade & Industrial Department Chair
Dave Treasure
Program Coordinator/Instructor
Brock Gunter
Instructors
Shane Booth
Justin Serr
Instruction Assistant
Kimi Martin
Program Academic Advisor
Michelle Havens

ISU College of Technology - 4 - Student Handbook 2020 - 2021
Introduction

The Automotive Technology program is composed of state program standards, tasks, and enabling objectives. Idaho State University, Automotive Technology curriculum comply, as much as possible, with the State standards and the ASE certification high priority standards.

Goals

1. Provide students with effective training and training facilities, with opportunities to use specialized equipment to diagnose and repair vehicles, past and present.
2. Teach students good work ethics; such as, dependability (being on time and at work), appearance, technical knowledge, study habits, and good work habits.
3. Provide automotive technical training to students who have the desire and potential to enter and succeed in the Automotive Technology field.
4. Provide the automotive industry with quality, trained automotive technicians for the work force.
5. Provide students the opportunity to evaluate their own potential for working in the automotive industry with the courses provided, with help and evaluation from the instructor and hands-on experience.
III. Fall 2020 Health & Wellness Plan

Idaho State University will resume full campus operations for the Fall 2020 semester, which will include in-person instruction, an adjustment to the fall academic calendar, and implementation of public health guidelines. Currently, the University is following State of Idaho guidelines to rebound to normal operations. Detailed information is available online and regularly updated at: isu.edu/coronavirus/

Fall 2020 Schedule

The University will adjust the Fall 2020 academic calendar to ensure that all face-to-face instruction has be completed by Tuesday, November 24, two days before Thanksgiving. The University will shorten the Thanksgiving Break to three days (Wednesday through Friday), and classes will meet on the Monday and Tuesday of Thanksgiving Week. Following Thanksgiving, the University will have one week of online final exams (November 30 – December 4). The start date for the fall semester will remain on Monday, August 17.

This adjustment to the calendar will allow the University to complete all face-to-face instruction before late fall, when projections in our neighboring states suggest greater prevalence of general illness and perhaps an increased threat from COVID-19. The change also supports student academic progress and ensures the University meets all federal and accreditation requirements.

August 17: Fall Classes Begin
October 5 - 9: Mid-Term Week
November 24: Face-to-Face Instruction Concludes
November 25 - 27: Thanksgiving Break
November 30 - December 4: Online Final Exams
December 15: Semester Grades Due

**Note: Any deviations from this schedule will be given in advance by the instructors.**
Health and Safety

Adjustments have been made on campus to ensure health and safety. University officials are working with state and local public health officials to implement a number of recommendations from the Centers for Disease Controls. Classes are being moved into larger meeting places for increased social distancing, some class times have been changed to accommodate classroom availability, and some instruction will make use of hybrid in-person and online models.

For the Fall 2020 semester, all individuals should continue to:

- Engage in physical distancing of at least six feet.
- Wear face coverings in public places – including interactions within six feet or when indoors in common areas or classrooms.
- Stay home if sick or if someone in your household is sick.
- Practice good hand hygiene – wash hands regularly with soap and water.
- Do not shake hands, high-five, hug, etc.
- Cover coughs and sneezes.
- Disinfect surfaces and high-touch objects regularly.

Cloth Face Coverings

All members of our Bengal community have a shared responsibility in doing their part to protect one another, our families, and those who are medically vulnerable. All faculty, staff, students, and visitors are required and expected to wear face coverings for the Fall 2020 semester.

The CDC recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms.

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you.

When using a cloth face covering, make sure:

- The mouth and nose are fully covered.
- The covering fits snugly against the sides of the face so there are no gaps.
• You do not have any difficulty breathing while wearing the cloth face covering.
• The cloth face covering can be tied or otherwise secured to prevent slipping.
• Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.
IV. Program Policies

Attendance Policy

Every student is expected to attend class on a regular daily basis. Should a student not be able to attend for any reason, the student is responsible for notifying the instructor by 7:30 am. The program phone number is (208) 282-3605.

Outside phone calls should be limited to emergencies. Students are responsible to inform relatives and friends of this.

ABSENT FROM CLASS

Students will only be able to miss a total of 18 hours of unexcused absences in one session of 8 weeks. The instructor will be the only one who can determine whether or not it will be excused or unexcused. Students must make arrangements with the instructor for all make-up work within two (2) school days after the absence.

TARDINESS

Students will be given a grade cut daily, depending on the number of times a student is late. There are three times in one day a student could be late. They are the following: in the morning; after coffee break, and after lunch.

NOTE: Beginning of each session, a daily grade cut of 10% will be given for the first tardy. After the first one, the 10% will be compounded until the end of each session.

Students being late more than 10 minutes at any of the above times will have one-half (1/2) hour added to the total number of hours missed in one session. Thirty-five minutes late equals 1 hour off.

PROGRAM HOURS AND BREAK TIMES

Classes are held six hours a day, five days a week. Class will start promptly at 7:30 am. Students are expected to attend class every day. Classes will begin and end on time. Breaks will vary during the morning hours.

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
A student must attain a grade of “C” or better in each course, AUTM 100 – 108, before being allowed to enter Live Work, AUTM 109. If a grade of “C” or better is not achieved in AUTM 100 – 108, the student may repeat each class only once. The student may repeat each class only once. The student must attain a grade of “C” or better in Live Work in order to complete the program.

The grading system is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>*C</td>
<td>73-76</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>59 and Below</td>
<td>0</td>
</tr>
</tbody>
</table>

*N*Needed to pass (AUTM 100, 101, 102, 103, 104, 105, 106, 107, 108)

**Dress Code**

Leather work boots are required. (No moccasins or tennis shoes.) Clean and proper fitting coveralls must be worn in the shop areas. A fee will be assessed for the cleaning and renting of 3 pair of coveralls every session. One pair of coveralls per student will be turned in every Friday. Upon exiting the program, any coveralls not returned to the program will be billed to the student at the price of $32.50 per pair. This fee will be attached to the student’s transcript, and diplomas and/or certificates will not be mailed until paid in full. No coveralls left on the main floor. Coveralls may NOT be taken home or otherwise leave the premises. Clean baseball type caps only may be worn with the bill positioned to the front of the head. Clothing exhibiting offensive or objectionable writing or pictures shall not be worn.

**Safety Rules**
1. Work safely. Be sure it’s safe; don’t take chances. Watches and rings must not be worn. NO EARRINGS or any face jewelry in the lips, nose, ears, or fish line to keep the pierced hole open while in the working shop.

2. Use exhaust system when running engine in closed shop.

3. Be careful of fire; watch out for gasoline, trouble lights left on in the cars, on the seats or carpets. Be aware of the nearest fire extinguisher before starting on an assigned job.

4. Avoid horseplay, scuffling, fighting, gambling, etc. If you want to learn, work don’t play.

5. Start an overhauled engine only when instructor is present.

6. Operate equipment only after you have had proper instruction. Take proper care of it.

7. Do not use compressed air to blow out brake drums or brake assemblies, etc. (backing plates, calipers). Wash with provided cleaner.

8. Do not use compressed air to “dust-off” yourself or clean about any area.

9. Set emergency brake and put vehicle in park (if automatic transmission) whenever possible while running an engine.

10. When using side lift hoist for the first time, get instructors to show you the lift points and how to position the arms and pads on the frame of the vehicle.

11. When using the parts washers and hot tank cleaners, use the rubber gloves provided and wash all parts when removed from vehicle.

12. Long hair is a hazard. For safety factors, hair will be cut above the collar or somehow restrained.

13. Face shield or safety glasses will be worn when using pedestal grinder, hand grinder, power equipment, or wire brush. Proper eye protection is necessary when drilling, chipping, welding, or burning. This includes safety glasses.

14. Misuse of tools and equipment or circumventing safety devices can result in injury to you or others. Do not use make shift or “jury-rigged” tools or equipment to perform your job.

15. Grease and oil on floor – wipe up for safety.

16. All work on units in the shops will be made safe by proper blocking or the use of floor stands before working on units. Make sure all stands are solid and secure.

17. Be careful going in and out of shop with equipment, watch doors, students, and customers.

18. Maintain good housekeeping at all times. Keep waste, debris, and rubbish cleaned up.

19. Be alert at all times to conditions and work processes in your area and surrounding areas, the presence of other workers and equipment so that you can foresee and avoid potential dangers.

20. All occupational injuries and illnesses, no matter how slight, must be reported to your instructor immediately. If you are injured at the school and do not report the
occurrence to your instructor, the school will not be responsible for any medical expense incurred by you on your own.

21. Submitting false or fraudulent information, when reporting an accident or injury, is unlawful and will be cause for dismissal.

22. Be alert for and heed all information and warning signs at all times.

23. SAFETY GOGGLES OR SAFETY GLASSES MUST BE WORN IN THE LAB AT ALL TIMES.

24. SAFETY RULES WILL BE ENFORCED IN ALL AREAS THAT REQUIRE THEM.

Shop Rules and Regulations

1. Be prepared for class: complete your lessons or assignments.
2. Prepare yourself for shop work after class as soon as possible. Coveralls on before roll call in afternoon.
3. Ask instructor for shop job; understand it; go to work.
4. Stay on job you are assigned to; leave it only when it is necessary.
5. If you aren't sure, make sure. Look it up in a manual or get instructor's assistance.
6. Turn off all lights and other equipment after using.
7. Return equipment when you have finished using it. Be sure it is turned off.
8. Keep your work project and area where you work clean and orderly. Clean pans, buckets, and return to proper place.
9. Accept shop assignments and carry them out fully. Have an instructor inspect them.
10. Determine needed parts for the job and order all of them at one time.
11. Give all information on written order for parts to Parts Room.
12. Have exchange items cleaned and turned in to Parts Room when ordered.
13. Cooperate with Parts Room attendant; Stay Out! Do not crowd window.
14. Shop jobs will be allowed in shop only by instructor's decision.
15. Complete clean-up of shop every Friday evening or preceding holidays. Sweep daily.
16. Park your car only in designated areas.
17. If you must borrow another student's tools, get their permission first.
18. No parts will be taken off components or units without special permission.
19. Do not lock up ISU or customer parts and materials in your tool box.
20. Put cigarette butts in ashtrays or trash cans in the smoking areas outside, not on the ground.
21. Please handle all books and service manuals with care. When using books in the shop areas, make sure your hands are clean. Grease destroys the pages.
22. All dirty rags will be placed in the garbage barrels.
23. Do not sit on workbenches.
25. No writing on walls in the restrooms or labs, etc.
26. Lockers: Use for all clothing and books. Use tape to put your name on the lockers, not paint.
27. No tools will leave the school to be taken home.
28. Customer cars should not be driven by anyone except the individual working on them or the instructor. Students should not sit in customer cars during break or noon hour. Keep all windows rolled up as much as possible, ad do not play the radios and stereos.
29. Cell Phone Policy:
   a. During classroom instruction, faculty and students are required to put cell phones into a status that will not interrupt class.
   b. Faculty and students alike need to be sensitive to how potentially disturbing the interruption of cell phones can be.
   c. Faculty and students are not to conduct outside calls during lab time. While less intrusive than in a classroom, conversations on cell phones take away from valuable instruction time in the lab.

Tools

Your tools represent a major investment. Although Idaho State University strives to protect your investment, there are occasions when loss by theft occurs. Industry does not provide insurance coverage for individual tool loss, and likewise, our insurance will not cover your personal loss. We urge you to make the necessary arrangements with a private insurance company to cover the cost of your tools before leaving them overnight in school labs.

Communicable Disease Safety Procedures

The following guidelines are meant to address program procedures established to reduce the chance of transmitting the Human Immunodeficiency Virus and other communicable diseases from one person to another. Should an incident occur where someone in the program area is bleeding, notify the instructor and/or program coordinator immediately.

1. In case of bleeding incident, no-sterile disposable gloves shall be worn by a person who may handle the blood when providing care for nosebleeds, bleeding gums, cuts, wounds or secretions from open sores. These gloves are to be provided to all faculty, staff, and students who are serving in a supervisory capacity, i.e., instructors, instructor aides, and clerical.
2. Any blood soiled items such as bandages or clothing that result from a blood spill or bleeding incident will be placed in an autoclave bag which will be taken to the University Health Center for processing.
3. Any spills resulting from a bleeding incident shall be cleaned up with a solution of 10% chlorine (1 part chlorine to 9 parts water). Rags or towels used in the cleaning
will be placed in an autoclave bag, which will be taken to the University Health Center for processing.

4. Individuals having lesions (such as scratches or abrasions) on exposed extremities should cover their wounds prior to any instructional activity and should be advised not to come in contact with blood or blood products.

5. Kits containing disposable gloves, disposable towels, chlorine solution, and masks will be readily accessible in the instructional area. Kits are available in the program area located in close proximity to first aid kits.

6. These guidelines are posted on the program area bulletin boards.

**Computer Policy Prohibited Actions**

1. Hacking, including installing software and/or changing settings on the local PC.
2. Physically damaging computers.
3. Disruption or obstruction of authorized use of the network.
4. Destroying the integrity of computer-based information.
5. Engaging in the public display of offensive sexual material (Idaho Code, Title 18, Chapter 41, Appendix 2B).
6. Engaging in sexual harassment of staff or students through the use of internet sites.
7. Infringing copyright or licensing agreements.
8. Using library computers with the intention of threatening, intimidating, or invading the privacy of others.
9. Using library computers in ways blatantly inconsistent with the primary purposes for which they are intended. (Computers in the Automotive area are for looking up automotive materials exclusively.)

**These Activities Lead to Instant Dismissal**

There will be no smoking in classrooms or labs. Put cigarettes in provided containers.

Refrain from using obscene, vulgar, or profane language.

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

Using, possessing, or being under the influence of intoxicants, illicit drugs or alcoholic beverages during school hours is prohibited. Any student reporting for school intoxicated or under the influence will not be allowed to work and will be administered disciplinary action that could result in immediate termination.
Disclaimer

Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution that 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.

Disability Services

MISSION STATEMENT

The mission of Disability Services (DS) is to increase equal opportunities and equal access 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
Office of Equity and Inclusion

MISSION STATEMENT

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create an environment where all members of the ISU community can thrive. Our webpage will detail the specifics of each of our areas of service to the campus community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

CONTACT INFORMATION

Office of Equity and Inclusion:

Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829
V. 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 of 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 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.

DICIPLINARY PROCEDURE

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. And 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.
VI. 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. **Smoking** (page 23; Smoking Policy ISUPP 2370)
2. **Sexual Harassment** (page 18; Sexual Harassment Policy)
3. **Withdrawal** (page 6; Withdrawing from Courses)
4. **Academic Standing** (page 10; Academic Standing)
5. **Petitions** (page 16; Petition Policies)
6. **Academic Integrity** (page 15; Academic Integrity and Dishonesty Policy ISUPP #4000 for Undergraduates)
7. **Substance Abuse** (page 20; Substance Abuse Policy)

[isu.edu/Student_Handbook](http://isu.edu/Student_Handbook)

Additional Idaho State University policies:

1. **FERPA**
   - [isu.edu/ferpa](http://isu.edu/ferpa)
2. **Title IX**
   - [isu.edu/titleIX](http://isu.edu/titleIX)
3. **Satisfactory Academic Progress**
   - [isu.edu/satisfactory-academic-progress](http://isu.edu/satisfactory-academic-progress)
VII. Idaho State University Resources and Services

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

For more information on each topic, please use the links given.

1. Disability Services
   • isu.edu/disabilityservices
2. Student Resources
   • isu.edu/student-resources
3. Parking Services
   • isu.edu/parking
4. Counseling and Testing Services
   • isu.edu/ctc
5. Health at ISU
   • isu.edu/health
6. Commencement
   • isu.edu/graduation
7. Career Services
   • isu.edu/career
8. Coronavirus
   • isu.edu/coronavirus
VIII. College of Technology
Resources and Services

Section I: Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 184, 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. Academic advisors 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.

isu.edu/tech/student-services

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

Note: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 162 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. The Center’s telephone number is (208) 282-2484. 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 ‘not-traditional’ fields of training.

isu.edu/cnd

Section II: 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 the ISU BengalWeb 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:

studentaid.gov/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:

isu.edu/financialaid

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.

[isu.edu/scholarships](isu.edu/scholarships)

**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.

[isu.edu/short-term-loans](isu.edu/short-term-loans)

**Section V: Traffic and Parking**

**Note:** Please refer to the ISU Parking web address at:

[isu.edu/parking](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) 282-2625.

**Cost:**

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

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

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.

Section VI: Transportation

ISU Commuter Express: Idaho State University Commuter Express is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. Buses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls 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) 282-4460, or go to:

isu.edu/transportation/commuter-express

Bengal Shuttle: Pocatello Regional Transit (PRT) provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge. PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available. For information on schedule and drop off points, go to:

isu.edu/parking/bengal-shuttle
IX. Required Tools/Equipment

First Semester Required Tools

Rolling Toolbox

- Lockable with minimum 10,000 cubic inch capacity storage (No wider than 46”)

3/8” Drive

- 1 Ratchet
- 3 Extensions – 1”, 3”, 6”, & 12”
- 1 Universal Joint Adapter (preferably impact swivel type)
- 1 Socket Set – 3/8” to 7/8” (6 point)
- 1 Deep Socket Set – 3/8” to 7/8” (6 point)
- 1 Socket Set – 6 mm to 19 mm (6 point)
- 1 Deep Socket Set – 6 mm to 19 mm (6 point)
- 2 Spark Plug Sockets – 5/8” & 13/16”
- 1 Set of Torx Bit Sockets
- 2 Adapters – 3/8” to 1/2” & 3/8” to 1/4”

1/2” Drive

- 1 Ratchet
- 1 Breaker Bar – 18” minimum
- 2 Extensions – 3”, 6” & 12”
- 1 Universal Joint Adapter (preferably impact swivel type)
- 1 Socket Set – 7/16” to 1 1/4” (6 point)
- 1 Socket Set – 10 mm to 21 mm (6 point)
- 1 Adapter – 1/2” to 3/8”

Wrenches

- 1 Combination Wrench Set – 1/4” to 1”
- 1 Combination Wrench Set – 8 mm to 19 mm
- 1 Hex (Allen) Bit Sockets – Standard
- 1 Hex (Allen) Bit Sockets – Metric
- 1 Oil Filter Wrench – Small & Large

Screwdrivers

- 1 Screwdriver Set – Flat Tip
• 1 Screwdriver Set – Phillips

**Pliers**

• 1 Slip Joint – 7" to 8"
• 1 Slide Cutter – 7" to 8"
• 1 Channel Lock – 12"
• 1 Needle Nose
• 1 Vise Grips – 8" to 10"
• 1 Wire Stripper/Crimper

**Miscellaneous Tools**

• 1 Ball Peen Hammer (32 oz preferred)
• 1 Safety Glasses
• 1 Tire Pressure Gauge
• 1 Tire Air Chuck
• 1 Pry Bar Set
• 1 Punch & Chisel Set
• 1 Brass Drift – 6"
• 1 Mill File & Handle – 10"
• 1 Hacksaw
• 1 Gasket Scraper
• 1 Pocket Flashlight (mag light)
• 1 Inspection Mirror
• 1 Magnetic Pick-up Tool
• 1 Measuring Tape
• 1 Blow Gun
• 1 Test Light – 12 Volt
• Digital Voltmeter (prefer Fluke 87 or higher)

**Second Semester Required Tools**

**1/4” Drive**

• 1 Ratchet
• 2 Extensions – 2” & 4”
• 1 Universal Joint
• 1 Socket Set – 3/16” to 1/2”
• 1 Socket Set – 5 mm to 13 mm
• 1 Adapter – 1/4” to 3/8”
Miscellaneous Tools

- 1/2” Pneumatic Impact Gun
- 1/2” Drive Impact Sockets & Extensions
- 1/2” Torque Wrench
- 1 Flare Nut Wrench Set – Standard
- 1 Flare Nut Wrench Set – Metric
- 1 Crescent Wrench – 10”
- 1 Snap Ring – Internal & External
- 1 Lock Ring Pliers
- 1 Plastic Tip Hammer
- 1 Rubber mallet
- 1 Ignition Spark Tester
- 1 Set of Feeler Gauges
- 1 Brake Spring Pliers
- 1 Brake Hold Down Spring Tool
- 1 Battery Post Cleaner (brush type)
- 1 Wire Brush
- 1 Spark Plug Gapping Tool
- 1 Pick Set – 4 piece
- Metal Slide Ruler

Recommended Tools (Not Required)

- 3/8” Air Ratchet
- Ratcheting End Wrench Set
- Combination Wrenches – 20 mm to 24 mm
- 1 Long Heavy Duty Pry Bar
- Finger Pick Up Tool
- Large Dead Blow Hammer
- Valve Core Removal Tool
- Impact Swivel (Wobbly) Sockets
- Files – Round & Half Round
- Hose Clamp Pliers
- Oxygen Sensor Socket
- Oil Pressure Sensor Socket
- 3/8” Cordless Impact Gun
- 1/2” Cordless Impact Gun
X. Handbook Signature Form & Photography Consent Release

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Welding 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 # ___________________________

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 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 ______________________________
XI. Computer Usage Policy

COMPUTER USAGE POLICY

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

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

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what 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 #