



**Idaho State
University**

**College of
Technology**

AUTOMOTIVE COLLISION REPAIR & REFINISHING

2023 – 2024



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I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at 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!



Debra K. Ronneburg

Interim 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 Collision Repair & Refinishing program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for 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 Collision Repair & Refinishing program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

College Of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Trevor Pickens
Program Instructors	Don Beamis Jr. Russell Butler
Administrative Assistant	Logan Pickens
Program Academic Advisor	Michelle Havens

Program Information

Degrees/Certificates Offered

- Intermediate Technical Certificate Automotive Collision Repair
- Intermediate Technical Certificate Automotive Refinishing
- Advanced Technical Certificate Automotive Repair and Refinishing
- Associate of Applied Science Automotive Collision Repair & Refinishing

Mission Statement

The role and mission of the Automotive Collision Repair and Refinishing program is to prepare the student in their chosen field, to enable them to be proficient in their abilities to attain job entry education in the areas of: Automotive Collision Repair, Automotive Refinishing, Automotive Collision Repair & Refinishing, or an Associate of Applied Science Degree in Automotive Collision Repair & Refinishing. These options include all three areas of Automotive Service Excellence Certification:

1. Non-Structural Analysis and Damage Report
2. Structural Analysis and Damage Report
3. Painting and Refinishing

We strive to instill the best attitudes in our students to do their best in everything they do, to provide customer and employer satisfaction through excellence and quality workmanship.

Program Objectives

Graduates of the Automotive Collision Repair and Refinishing program will be able to provide realistic training that prepares the graduate for a career in collision repair and/or refinishing utilizing the latest technologies, methods, and materials.

Student Learning Outcomes

Graduates of the Automotive Collision Repair and Refinishing program will have the following learned capabilities:

1. Use safety, proper mixing, sanding and straightening of Body Filler to industry standard of dent repair
2. Weld plug, lap, butt with backing and butt weld to I-CAR standards
3. Use Mitchell estimating systems (Book and Computer) to figure repair and refinish times
4. Show ability to determine correct product and application method to restore corrosion protection to vehicle
5. Replace windshield in a manner safe to the student and vehicle to meet Federal Motor Vehicle Safety Standard FMVSS 212/208
6. Understand 5 types of frame damage. Use dimension charts, hanging gauges and tram bar to verify proper alignment
7. Identify the two types of plastic, and repair to acceptable level a single side repair, a double side repair and a tab repair on both types of plastic
8. Prepare and measure a Uni-body car on the Chief Impulse Frame bench. Measure with both mechanical and computer measuring systems.
9. Identify all Suspension components and their function, show ability to align and measure Caster, Camber, SAI, and Toe.
10. Demonstrate methods of finding wind and water leaks in and around wheel wells, trunks door openings and glass.
11. Identify voltage, amperage, resistance and trace schematics to show function of circuit. As they pertain to parallel and series circuitry.
12. Identify Dangers of working with Hybrid vehicles. Use published information to disconnect high voltage battery in two Hybrid vehicles
13. Identify components of an air- bag system, use published information to identify parts that need to be inspected after deployment, and parts that must be replaced after deployment.
14. Understand all policies, procedures, and apply all safety aspects related to automotive refinishing, understand EPA and OSHA regulations, and demonstrate proper selection and use of Personal Protective Equipment.
15. Explain and demonstrate how to properly clean a vehicle prior to repair work.
16. Explain and demonstrate the use of masking materials and how to featheredge paint in a repair area on a vehicle.
17. Have a solid understanding of different types and demonstrate the proper use of those materials such as sandpaper, sanding methods, use of fillers, and mixing paint.

18. Demonstrate the use of paint manufacture's manuals to mix their products and demonstrate the use of their products from the substrate to the final top coat.
19. Determine proper corrosion repair materials and demonstrate their application methods.
20. Explain and demonstrate the use of detailing products and their application methods.
21. Understand and apply all safety aspects related to automotive refinishing.
22. Properly identify paint problems, the cause and how to correct it.
23. Understand and demonstrate how to adjust a color to match a vehicle as close as possible for a blend
24. Demonstrate the use of paint manufacturer's paint manuals to mix and apply materials to complete a spot repair and methods for a proper blend.
25. Properly identify plastics, demonstrate their refinishing methods and product used.
26. Demonstrate proper removal methods for nibs and imperfections in a refinish job.
27. Understand and apply all safety aspects related to automotive refinishing.
28. Properly identify paint problems, the cause and how to correct them.
29. Properly identify a tri-stage finish and methods of matching a tri-stage finish.
30. Properly care for and use common technician hand tools, power equipment and standard collision repair and refinishing shop equipment according to NATEF shop safety procedures.
31. Demonstrate a clear understanding of right to know laws and regulations, OSHA, EPA, and DEQ concerns related to the Auto Collision repair and Refinishing industry.
32. Demonstrate knowledge and proper use of hand tools and shop equipment to repair damaged metal panels to previous undamaged shape.
33. Demonstrate proper disassembly and assembly of vehicle door components.
34. Properly identify the ADAS systems and recalibrate after a repair.

Skills USA

Skills-USA, (Vocational Industrial Clubs of America), has been active at ISU's College of Technology for over 28 years. The ISU Skills-USA Club competes in a State and National competition each year.

Skills-USA is the national organization for students enrolled in trade, technical, industrial and health occupation programs in public high schools, trade and technical schools, junior and community colleges. Skills-USA concentrates on three major areas.

First, Skills-USA is involved in skill training. By bringing together students, teachers, and representatives from both management and labor, Skills-USA makes possible the exchange of ideas and the sharing of information. The result is an improved training program that is up-to-date on the skills employers are seeking.

Second, Skills-USA helps its members develop their leadership skills – those personal skills that are so often overlooked as important business tools.

Third, Skills-USA works at opening doors to job opportunities and business contacts. More than 470 major corporations, labor organizations, and professional trade associations are members and supporters of Skills-USA, and more are getting involved all the time.

Forward

With the advent of the computer, the automotive field of today has become a highly technical industry. This has affected the automotive collision repair and refinishing and painting industry.

The automobile of today is being constructed of new products, such as high strength steel, high strength, low alloy steel and plastic skinned materials, which have created a new challenge for the auto body technician. The technician must possess the ability to repair the automobile and must not alter the safety factors, which are built into the car.

The complexity that has developed in the auto body industry has created the need for a more skilled individual. The opportunity for employment is good for those who are willing to learn and apply their skills.

Now that you are entering the automotive collision repair and refinishing field, set a goal and remember that the ladder to success can only be climbed with your hands busy learning a skill. We welcome you to the College of Technology.

Advisory Committee

The committee consists of members selected from the automotive collision repair and refinishing industry. The committee meets twice a year to provide the program with information on what type of teaching and training the students should be receiving and to help the school fulfill its objective to the student.

III. 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) 282-3305. Outside phone calls (coming in or going out) should be limited to emergencies.

The specific attendance rules and policies for the Automotive Collision Repair & Refinishing program are as follows.

- A. Tardiness: Students will forfeit 10 points from their daily grade for each tardy.
 - The following are examples of being tardy:
 1. Showing up after 7:30 am, leaving for break before 10:00, returning from break after 10:20, leaving before 12:00 noon, taking longer than a 1 hour lunch, or leaving before 2:30 pm.
 2. 1 minute to 15 minutes is a tardy.
 3. Being 16 to 45 minutes late will be considered a 1/2 hour absence.
 4. Being 46 to 60 minutes late will be considered being a 1 hour absence.
 - Special situations will be handled on an individual basis. Make up time will not be allowed.
- B. Absences:
 - Students are allowed 3 days absence per session without a grade cut (excluding the last week of the session). Doctor excuse's count towards students allowed 3 day absence.
 - Special situations will be handled on an individual basis. (Such as extended illness, jury duty, etc.)
 - For each day absent after the allowed 3 days, the student will lose 9 points from his or her final grade. Each hour absent, the student will lose 1 1/2 points from his or her final grade. Each 1/2 hour absent the student will lose 3/4 of a point from his or her final grade.
 - After an excused absence, written tests and assignments that were missed can be made up on the student's own time. (Before school, breaks, lunch, or after 2:30 pm.) Students have three days to makeup missed tests and assignments. It is the student's responsibility to make up the missed tests and assignments.
 - If the 3 days absence per session is not used: 1 point per day that is not used will be added to a student's final grade. (Maximum: 3 points)
- C. Check-In Procedure:
 - A time clock is used and students must check in prior to 7:30 am and be ready to begin class at 7:30 am.

- If you are going to be working in the lab, you must be in your work clothes or coveralls or you will be tardy.
- Students must punch out for lunch at 12:00 noon, and not before, and punch in prior to 1:00 pm so class can begin at 1:00 pm.
- At the end of the day, the student must punch out at 2:30 pm and not before.
- You and only you will punch your timecard in and out.

Note: Employers are very interested in a student's attendance and study habits because they reflect how they 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

Records of progress are kept and filed in the permanent record file of each student. Grades are given in both theory and practical lab at the end of each session. Final grades reflect on average of all daily grades and tests given during the session. Appearance and attitude are also considered in determining the final grade.

Each student will be required to pass all phases within the session in order to receive a passing grade. If a student fails any phase, they will be given an "I" grade and may make it up the next session on the student's own time after school. Failure to do this will bring an F grade and the student will be required to leave school for the next session. Students may repeat each class only once.

The following areas will compile the theory grade:

- A. Attitude
- B. Attendance
- C. Preparation of Material
- D. Conduct
- E. Participation in Class
- F. Cooperation
- G. Written Tests

The following areas will compile the lab practice grade:

- A. Attitude
- B. Judgement
- C. Common Sense
- D. Cooperation
- E. Safety

- F. Organization
- G. Cleanliness
- H. Application of Theory
- I. Work Completed
- J. Attendance
- K. Amount of Supervision Required

Daily grades will be given to evaluate the student’s progress in the classroom and lab. The grading scale is as follows:

Letter Grade	Percent	Points
A	93-100	4
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1
D-	60-62.9	0.7
F	Below 60	0

Shop Rules

1. The shop or lab area is a classroom and unauthorized visitors are not allowed and will be asked to leave because of both student interruption and safety.
2. Be careful of fire, watch out for gasoline, paint thinners, upholstery, etc. Be aware of the nearest fire extinguisher before starting on an assigned job.
3. Turn off all equipment and paint booth light and fans, when you are finished with a job.
4. Return all equipment to the appropriate area when you are finished with it. Clean and roll up all cords and hoses.
5. Keep your work area clean and orderly. Clean all tools, paint guns, etc. Be sure to return all equipment to its proper place so the next student that needs it can find it.
6. Accept assignments and carry them out completely. Do not forget to have an instructor inspect all assignments. An evaluation sheet should be filled out on all lab projects.
7. Determine what parts and paint materials are needed on a project and order them at the same time.

8. KEEP all parts and screws taped together as a unit and then mark them as to what they are and where they go. Don't lose them. Keep them in the can or upstairs in the storage area. DO NOT keep them in your toolbox.
9. Only the instructor will determine lab jobs.
10. Operate equipment only after you have had proper instruction and take proper care of it. If in doubt, ask the instructor.
11. No tools will be checked out to be used outside of the shop.
12. If you break a tool or it malfunctions while you are using it, please report it immediately. Don't try to repair it yourself without permission.
13. Don't leave before the job is finished, such as a paint job, washing a car, sanding, etc. Sometimes you may have to forego a break, noon hour, or stay after school to finish a job. Some jobs cannot be left unfinished for a half-hour or longer before you may have to redo that particular job.
14. Cleanup in the shop is done daily at 2:15 and washed down if needed. The shop is always washed down on Fridays at 2:00 pm.
15. Students will be able to work on their own vehicles during their last two weeks in the full program of their choice.
16. Customer cars should not be driven by anyone except the individual working on them. Students should not sit in customer cars during break or noon hour. Keep all windows rolled up as much as possible, and do not play the radios or stereos.
17. Due to safety, students are required to shave their beards, full or partial. When students are painting, it is important that the mask fit tightly to avoid the intake of paint fumes.
18. Your hair should be cut or controlled (i.e., put under hat) at all times in the shop. Once again, this is due to safety.
19. No smoking is allowed in the lab area or classroom, by State Law.
20. Chewing of tobacco will not be allowed.
21. Baseball-type caps are the only types of hat allowed in the lab or classroom.
22. Shoes must be worn at all times and they must be a regular work shoe - no tennis shoes.
23. No horseplay allowed in classroom or lab area.
24. Watch your language - vulgarity has no place in school or on a job.
25. Cell Phone Policy: During classroom instruction, faculty and students are required to put cell phones into a status that will not interrupt class. Faculty and students alike need to be sensitive to how potentially disturbing the interruption of cell phones can be.
26. Furthermore, faculty and students are not to conduct outside calls during lab time. While less intrusive than in a class room, conversations on cell phones take away from valuable instruction time in the lab.
27. Safety glasses must always be worn while in the lab area.
28. Due to safety reasons, NO music devices are allowed in the lab area or classroom.

Safety Policy

Any student in the lab area must wear eye protection, a quality pair of safety glasses. If their hair is longer than shoulder length, the hair shall be cut or controlled by means of a hat or net to contain all of one's hair to prevent it from getting caught in machinery, electric and air power tools or any other hazard that may exist. Sparks may and will ignite loose hair.

Visitors must wear safety glasses and must be accompanied by an authorized person or tour guide. All visitors must check in with an instructor.

All clothes shall be snug fitting garments while in the shop and all students must have on a full set of program coveralls.

Gloves are to be worn in all vital areas of the shop in both Collision and Refinishing. Gloves may vary as to application being performed.

All students' shoes will be a quality, hard covered (leather or imitation leather). No soft or canvas shoes will be allowed.

ANYONE not following these guidelines will be asked to leave!

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 chairman immediately.

1. In case of a bleeding incident, non-sterile disposable gloves shall be worn by any 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 autoclavable 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 autoclavable 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.

Tools

1. Students are responsible for purchasing the required tools for the program. Students must purchase their tools within the first three weeks of school. If you do have a problem, please see your instructor.
2. Toolboxes and tools should be marked clearly with your name or initials. The school is not responsible for loss or theft of your tools. Students are encouraged to cover their tools on a renter's policy or their parents' homeowners in case of theft.
3. A complete set of tools is required within the first three weeks of school.
4. For your own protection, we encourage students not to lend or borrow tools.

Interruption of Training

If a student finds it necessary to leave school for a session or two, this can be done. The school cannot guarantee an opening in the program on the date the student wishes to return. The student can petition the session prior to when they wish to return to school. Petitions may be obtained from the College of Technology Student Services office.

Stealing, Cheating, Dishonesty and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code, Handbook, and Calendar available in Student Services.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited and may be grounds for dismissal.

Disclaimer

Note: 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.

Code of Conduct

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

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

Smoking and vaping are not permitted in any state of Idaho building.

More information on these policies can be found in this handbook in Section IV: Idaho State University Policies and Procedures.

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.

Disciplinary 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 they have 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. A 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, they 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.

IV. College of Technology Resources and Services

Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services assists students with specific information about the programs at the College of Technology. 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 they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. 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) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training. isu.edu/cnd

Message from Center for New Directions

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

Statement on Services

- Students enrolled in the ISU College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. Call **208-282-2454** Monday – Friday from 8am – 5pm to schedule an appointment or to speak immediately to a counselor if you are in crisis.
www.isu.edu/cnd
- **ISU Counseling and Testing Services (CATS)** ISU Counseling and Testing Services (CATS) would like to remind all students who are enrolled in the current semester (part-time or full-time) they are eligible for free, confidential counseling services. CATS offers individual and group counseling, as well as Biofeedback Training. Crisis intervention services are available Monday – Friday from 8am – 5pm.

To establish services:

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

www.isu.edu/ctc

Mental Health Services for Out of State ISU Students

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

Accessing My SSP

- Connect with My SSP by calling 1-866-743-7732 or visiting us.myissp.com. If calling from outside North America: 001.416.380.6578
- Download "My SSP" from the app store to use on your phone

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.

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

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) 282-2625.

Cost:

- General Lot: \$110
- Reserved Lot: \$331

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.

V. Idaho State University Policies and Procedures

Student Conduct Rules and Regulations

The University encourages Students to approach personal decision making with the following expectations and principles. The following behaviors are considered violations and may be actionable under the Code:

A. Alcohol

Illegal or unauthorized procurement, consumption, use, possession, manufacture, or distribution of alcoholic beverages. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to persons under twenty-one (21) years of age.

1. Regulations

- a. Consumption and possession of alcohol is prohibited in general use areas and all University residence halls. General use areas include all University owned, leased, or operated facilities, and campus grounds.
- b. Consumption and possession of alcohol, by persons of legal age, is only authorized in the University apartments and other areas designated by the President with the approval of the State Board of Education.
- c. Distribution of alcohol to a minor is prohibited.
- d. Possession and consumption of alcohol by a minor is prohibited.
- e. Possession and consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.
- g. It is prohibited for anyone of legal drinking age (21 or older) to consume alcohol in university residential facilities, in the presence of a minor, unless that minor is a roommate, spouse, or dependent.

2. Enforcement of and sanctions for violations of the alcohol Code will be administered according to the procedures outlined in section VII of this policy.

B. Bullying

Conduct considered severe, pervasive, and objectively offensive. Anything that undermines and detracts from another's educational experience and effectively denies access to university resources and opportunities.

C. Coercion

The use or threat of physical violence or the improper use of actual or perceived

power, position, status, or influence to pressure others to do something against their will.

D. Dangerous Materials

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University Premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes others to fear for their safety. The rare instances in which possession of firearms are allowed on campus is outlined in ISUPP 9000 *Possession of Firearms*.

E. Destruction, Damage, or Misuse of University or Private Property

Any damage to or misuse of university or private property is a violation of this code.

F. Dishonesty, includes but is not limited to:

1. Furnishing false information to the University. This includes filing false, knowingly incomplete, or intentionally exaggerated reports or documents.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Unauthorized possession, duplication, or use of keys or access codes to any University Premises or unauthorized entry to or use of University Premises.
4. Any acts that violate ISUPP 4000 Academic Integrity and Dishonesty for Undergraduate Students is a violation of this Code. This includes, but is not limited to plagiarism, cheating, and any other forms of Academic dishonesty. Possible violations of the ISU Academic Dishonesty Policy are administered separately by Faculty Members and Academic administrators. Certain behaviors may violate both the Academic Dishonesty Policy and this section, or others, of the Code. In that case, the Conduct Administrator will consult with the relevant department(s) and determine whether one process or both will be utilized.

G. Discrimination

Occurs when an individual or group of individuals is treated adversely (i.e., denied rights, benefits, equitable treatment, or access to facilities available to others) based on the individual's or group's actual or perceived membership in a Protected Class.

H. Disorderly and/or Irresponsible Conduct, including but not limited to:

1. Public Conduct that is objectively offensive, lewd, or indecent.
2. Breach of peace, or encouraging others to breach the peace on university property.
3. Conduct that endangers the health and safety of others and/or the public.

I. Disruptive Behavior During Instruction and Educational Activities

Faculty Members supervise classroom Conduct and may establish reasonable Conduct standards for their students through their syllabi or spoken directives.

Behavior that a reasonable person would deem as disruptive to the ability of a Faculty Member to teach a class or prevent other Students from receiving the benefits of instruction may be considered disruptive. If an instructor informs a student that a particular behavior is disrupting the learning activity or instructional interaction, the student should promptly stop the behavior. If a student continues the behavior, the instructor may refer the student to the Dean of Students or ask the student to leave the classroom. If a student is asked to leave, the student should leave the class quietly. If a student chooses not to comply or elevates the disruption by arguing about the request, Public Safety may be called to assist. Failure to comply with an instructor's request is a violation of this policy.

J. Disruptive or Obstructive Actions or Activities, include but are not limited to:

1. Disruption or obstruction of teaching, research, administration, Conduct Proceedings, and includes speech that is manifestly unreasonable in time, place, or manner.
2. Participating or leading others to participate in an on-or-off campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other Members of the University Community.
3. Obstruction of the free flow of pedestrian or vehicular traffic on University Premises or at university sponsored or supervised functions.
4. Persistent speech, expression, or action that is so objectively offensive or concerning that it interferes with others' ability to live, learn, work, or pursue educational opportunities at the University.

K. Drugs

Use, possession, manufacture, or distribution of controlled substances, as defined by the United States Department of Justice, and synthetic substances used as a substitute for controlled substances. Abusing prescription drugs is also prohibited.

L. Failure to Comply with Directions of University Officials, including but not limited to: ISU Public Safety officials, Residence Assistants or University employees acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

M. Harassment

Unwanted or unwelcome behavior or Conduct toward an individual because of the individual's Protected Class that is sufficiently severe, persistent, or pervasive to have the impact of unreasonably interfering with a person's ability to live, learn, work, or recreate at the University.

N. Hazing

An act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a

defense. Apathy or acquiescence in the presence of hazing is not a neutral act and are violations of this rule.

O. Intimidation

Behavior or Conduct intended to induce fear in others for the purpose of deterring them from acting or forcing them to act against their will. Pressure to obtain compliance may also be considered intimidation.

P. Invasion of Privacy

Making, using, disclosing, or distributing a recording or a photograph of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it.

Q. Misuse of the Student Code of Conduct and Conduct Proceedings, include but are not limited to:

1. Failing to comply with a notice from a Conduct Officer, Conduct Board, or other University official to set an appointment or appear for a meeting or hearing.
2. Falsifying, distorting, or misrepresenting information before a Conduct Officer or Conduct Board.
3. Disrupting or interfering with Conduct Proceedings.
4. Submitting a complaint in bad faith.
5. Attempting to discourage others from participating in or using Conduct Proceedings.
6. Attempting to influence the impartiality of a Conduct Officer or a member of a Conduct Board prior to, and/or during the course of Conduct Proceedings.
7. Harassing or intimidating a Conduct Officer or a member of a Conduct Board prior to, during, and/or after a Conduct Proceeding.
8. Failing to comply with the sanctions imposed through a Conduct Proceeding.
9. Influencing or attempting to influence another person to commit an abuse of the Code.
10. Retaliating against any person for participating in a protected activity. The University considers the following activities protected:
 - a. Making a report that alleges misconduct
 - b. Speaking with University investigators about alleged misconduct
 - c. Supporting a person who is participating in an investigation or Conduct Proceeding
 - d. Sharing information with the University as a witness in an investigation or Conduct Proceeding

R. Misuse of Technology

Abuse of computer facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

2. Unauthorized transfer of a file.
 3. Use of another individual's identification and/or password or sharing one's identification and/or password with others.
 4. Interfering with the normal operation of the University computing system or the work of another Student, Faculty Member, or University official.
 5. Sending obscene, harassing, or threatening messages.
 6. Downloading, sharing, and/or distributing copyrighted materials without the permission of the copyright holder and/or any other use of computer/network resources in violation of copyright law.
 7. Any violation of the University Acceptable Use Policy and/or the Student Computing Contract.
- S. Physical Violence
Any incident of physical violence is a violation of this code.
- T. Sexual and Gender-Based Misconduct
Acts of sexual and gender-based misconduct are a violation of the Student Code. Allegations of sexual misconduct are investigated, processed, and appealed under ISUPP 1120 Sexual Harassment and Gender Discrimination.
- U. Smoking/Vaping
The University maintains smoke-free campuses. Smoking/Vaping with any device or product, including e-cigarettes, is prohibited on University Premises unless a person is on a public street or sidewalk maintained by the surrounding municipality.
- V. Theft
Acts of Theft are a violation of this code. Theft includes, but is not limited to:
1. Taking or removing others' property (including the University's), or attempting to take it without their knowledge or permission.
 2. Assuming or appropriating the identity of another person for any reason.
- W. Threats
Making statements or engaging in non-verbal acts that communicate clear intent to commit an act of unlawful violence to a particular person, persons, or property is a violation of this code.

Sanctions to Individuals for Violations of the Student Code of Conduct

May include educational and learning based outcomes as appropriate. The following sanctions may be imposed, singly or in combination, upon any Student found to have violated the Code:

- A. Written Warning: A written notice that the student is violating or has violated University policy. A record of the warning is kept in the student's conduct file.
- B. Probation: A written reprimand for violation of specified policy. Probation is for a

designated period of time. Sanctions may include loss of privileges or benefits. Additional sanctions up to and including suspension or expulsion may occur for additional violations of the Code.

- C. Loss of Privileges: Denial of specified privileges for a designated period of time, including the privilege of representing the University in official capacities. However, decisions about eligibility to participate in NCAA intercollegiate competitions are administered by the Athletic Department.
- D. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. Financial penalties may be added to the Student's ISU financial account.
- E. Discretionary Sanctions: Work assignments, essays, service to the University or the community, or other related discretionary assignments.
- F. University Housing Suspension: Separation of the Student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- G. University Housing Expulsion: Permanent separation of the Student from University Housing.
- H. University Suspension: Separation of the Student from the University for a definite period of time, after which the student is eligible to apply to return. Conditions for readmission may be specified and all sanctions must be completed prior to applying for re-admission. Suspension shall in no case be longer than two (2) calendar years. Suspension will be recorded on the Student's University transcripts.
- I. University Expulsion: Permanent separation of the Student from the University. Expulsions will be recorded on the Student's University transcripts.
- J. Revocation of Admission and/or Degree: Admission to or a degree awarded from ISU may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.
- K. Withholding Degree: ISU may withhold awarding a degree otherwise earned until the completion of the student conduct process set forth in the Code, including the completion of all sanctions imposed.

To see the full Student Code of Conduct ISUPP 5000 policy go to [Student Code of Conduct](#).

Substance Abuse Policy

The purpose of this policy, and the programs listed, is to work toward the prevention of substance abuse in the University community. Goals are to (1) present factual and accurate information regarding the dangers and hazards of drug and alcohol use, misuse and abuse; (2) offer recommendations for alternative behaviors; and (3) provide leadership in the dissemination of information. Through efforts in this area, the University wishes to encourage the creation of an educational environment for its students

conducive to making conscientious and healthy decisions when they are faced with the difficult choices associated with the use of legal and illegal drugs and alcohol and to provide a better working environment for the faculty and staff. Education efforts will be directed to all members of the University community: students, faculty and staff. It is the intention of the University to make drug and alcohol awareness and education an important part of the social and academic aspects of campus life.

In addition to the academic development of students, the University recognizes the importance of the health and safety of its students. To further enhance and improve opportunities for students in these areas, the University has developed the following policy and programs specifically related to substance abuse.

The University regards students as adults and as such expects them to take responsibility for their own actions. Many students are in an awkward position in that, for the most part, they are legally adults and have all of the rights and responsibilities thereof, except pertaining to the use of alcohol. The University is obligated to comply with State and Federal laws and to enforce rules and regulations adopted by the State Board of Education.

This policy is implemented for the purposes of enforcement and monitoring of the State Board of Education alcohol rule. The University cannot be responsible for the personal lives and decisions of students; however, if the use or abuse of alcohol threatens to cause disorder or danger to the members of the University community, others, or campus property, appropriate action will be taken. Enforcement and discipline shall be consistent and due process appropriate for the offense shall be applied in accordance with established University policies and procedures.

A. Rules and Regulations

Rules and regulations regarding drugs and alcohol are enumerated in the Student Code of Conduct; the section pertaining to drugs and alcohol is as follows:

1. Violations

- a. Possession or consumption of alcohol is prohibited on university property except as permitted in specified living quarters of persons of legal age (e.g., student apartments, but not individual residence hall rooms), and other areas designated by the President with the approval of the State Board of Education.
- b. Distribution of alcohol to a minor is prohibited.
- c. Possession of alcohol by a minor is prohibited.
- d. Possession or consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- e. If a student violates the Student Code of Conduct while under the influence of alcohol, this policy will also apply.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.

2. Enforcement

- a. All incidents of alcohol violations shall be reported to the Public Safety Office.
 - b. All reports of incidents involving alcohol will be forwarded to the Director of Student Life.
 - c. The Director of Student Life or their designee will be responsible for the following:
 1. Determining if an incident reported constitutes a violation of the University alcohol policy.
 2. Recording and tracking all students involved with alcohol violations.
 3. Notification of the criminal justice system, when warranted, of the behavior of an individual involved in an incident.
 4. Enforcing sanctions described.
3. Sanctions
- a. Minimum sanctions
The sanctions described are minimum sanctions and do not limit the disciplinary power of the University in any matter involving Code of Conduct violations.
 - b. Infractions and Mandatory Sanctions
 1. First infraction of the Academic Year.
Student must attend an alcohol education class and will be placed on university conduct probation.
 2. Second infraction in the Academic Year without injury or conduct likely to lead to injury.
Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office.
 3. Second infraction in the Academic Year with injury or conduct likely to lead to injury. Student is placed on disciplinary probation, and, at the student's expense, must submit to a substance abuse evaluation performed by a recognized authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office. The Director of Student Life or their designee may share all records of the incident with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary.
 4. Third infraction in the Academic Year without injury or conduct likely to lead to injury. Student is suspended from the University for one academic semester.

5. Third infraction in the Academic Year with injury or conduct likely to lead to injury. Student is suspended from the University for at least one academic year and all records involving the incident may be shared with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary by the Director of Student Life or their designee.
- c. Recording Cycle for Violations is One Academic Year. The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.
- d. Right of Appeal. The student may appeal to the Director of Student Life or to the University Student Conduct Board. The procedure described in the Student Handbook will apply. On-campus residents who live in residence halls and who violate the alcohol policy in on-campus housing will be governed by the policy and appeals process described in the Standards of Residence.

Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct Code. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity; continued violation of drug or alcohol policies may result in expulsion.

The University Counseling and Testing Services shall serve as the department for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the Center will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

To see the full policy in the Student Handbook go to page 20 of the [Student Handbook](#).

Smoke Free Policy

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

environment in all communities.

- A. Smoking is prohibited on all property owned, leased or operated by Idaho State University ("University"). This consists of all buildings, including residence halls, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, University-owned streets, driveways, athletic and practice facilities and recreational spaces; and in all University-owned or leased vehicles.
- B. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.
- C. All University of University students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop.
- D. Violators of this policy may receive a written violation and warning for a first offense. A second violation will receive a \$35 fine and a third violation will receive a \$100 fine. Violators may be offered the option of community service in lieu of a fine, at the discretion of Public Safety. In addition, repeat offenders who are visitors may also receive a trespass citation; faculty and staff may be referred to their supervisor and students may be referred to Student Affairs for appropriate actions under this policy.
- E. Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following:
 - 1. Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
 - 2. Employees will be referred to their supervisor and/or appointing authority for appropriate action.
 - 3. Contractors will be referred to their respective employers for appropriate action.
 - 4. Visitors will be required to leave the campus if they fail to conform to the policy when advised.
- F. Posted "No Smoking" signs shall not be obscured, removed, defaced, mutilated, or destroyed.
- G. The sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university-owned and operated property and at university-sponsored events. Littering campus with remains of smoking products is prohibited.

To see the full Smoke Free Campus Policy ISUPP 2370 go to [Smoke Free](#).

Academic Integrity and Dishonesty Policy

Policy Statement

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

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

Authority and Responsibilities

The Academic Dishonesty Policy is administered and supervised by Academic Affairs. Instructors are responsible for addressing suspected incidents of academic dishonesty within their respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by instructors. Revisions and modifications to this policy are managed by the Office of the Provost and Vice President for Academic Affairs.

Definitions

- A. CHEATING is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work.

Cheating includes, but is not limited to:

1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
5. Fabricating information for any report or other academic exercise.
6. Fabricating or misrepresenting data.
7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken

the test. This includes using smartphones to photograph and transmit restricted test materials.

8. Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
9. Assisting another student without the instructor's permission.
10. Deceiving instructors or other university officials about academic work.
11. Altering grades on one's own or another student's work.
12. Offering money or other remuneration in exchange for a grade.

B. PLAGIARISM is defined as presenting or representing another person's words, ideas, data, or work as one's own.

Plagiarism includes, but is not limited to:

1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
2. The acts of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Students should be aware that most instructors require certain forms of acknowledgement or references and may evaluate a project on the basis of proper form.

- C. ACADEMIC as used in this policy is synonymous with "scholastic" and refers to school-related endeavors, whether the school is vocational or academic.
- D. INSTRUCTOR/FACULTY MEMBER as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate or visiting faculty.

To see the full Academic Integrity and Dishonesty Policy for Undergraduate Students Policy 4000 go to [Academic Integrity](#).

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at

the College of Technology. Refer to the Student Handbook Student Code of Conduct section, for additional information.

Idaho State University Student Handbook

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

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

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

isu.edu/StudentHandbook

Additional Idaho State University policies:

1. FERPA
 - isu.edu/ferpa
2. Title IX
 - isu.edu/titleIX
3. Satisfactory Academic Progress
 - isu.edu/satisfactory-academic-progress

VI. Idaho State University Resources and Services

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.

Accommodation of Students with Disabilities

A. Compliance and Services

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. The ADA

extends civil rights protection for people with disabilities in matters that include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

- B. Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. ISU will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.
- C. Grievance Procedures
Students who feel they have been discriminated against based upon a disability and wish to file a grievance shall file such complaints with the Office of Equity and Inclusion. The investigation and grievance procedures established for acts of illegal discrimination shall apply

Contact Information

Disability Services; Division of Student Affairs

Rendezvous Complex, Room 125
921 South 8th Avenue, Stop 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599
Fax: 208-282-4617
VP for ASL: 208-417-0620
Email: disabilityservices@isu.edu

Office of Equity & 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

Additional 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. Career Services
 - isu.edu/career
2. Commencement
 - isu.edu/graduation
3. Counseling and Testing Services
 - isu.edu/ctc
4. Disability Services
 - isu.edu/disabilityservices
5. Health at ISU
 - isu.edu/health

6. Parking Services
 - isu.edu/parking
7. Student Resources
 - isu.edu/student-resources
8. Tutoring
 - isu.edu/tutoring

VII. Handbook Signature Form & Photography Consent Release



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Automotive Collision Repair & Refinishing 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

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or 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 #