



**Idaho State
University**

**College of
Technology**

AIRCRAFT MAINTENANCE TECHNOLOGY

2021 – 2022



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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!

A handwritten signature in black ink that reads "Debra Ronneburg". The signature is written in a cursive, flowing style.

Debra Ronneburg

Interim Dean

II. COVID-19 Information

Idaho State University has returned to in-person instruction and on-campus activities for Fall 2021. To protect the health and safety of our entire campus community, Idaho State will continue to follow CDC guidelines.

Effective August 11, 2021, face coverings are required indoors for all individuals – regardless of vaccination status – unless alone in a private office, campus residence, or workspace.

The University is not implementing any physical distancing requirements, and face coverings are not required when outside on any of our campuses. The on-campus face covering requirement for indoor spaces will be reviewed every two weeks and removed as the local situation improves.

COVID-19 Screening Program

The University's non-invasive, saliva-based screening program is available to members of the campus community who may have COVID-19 symptoms, know COVID-19 exposure, or related to travel requirements. For more information or to schedule a screening, please visit isu.edu/roaringback/covidscreening.

COVID-19 Self-Report Form

If you believe you have symptoms of COVID-19, have had a recent positive COVID test, or have come into contact with someone who has tested positive for COVID, please fill out the COVID-19 Symptoms, Exposure, & Test Result Self-Reporting Form. isu.edu/self-reporting-form

COVID-19 Vaccination Information

The COVID-19 vaccination is widely available at no cost. Idaho State University has many pop-up vaccination clinics available this fall for students, faculty, and staff. The vaccine is also available at local clinics and pharmacies.

Help Idaho State Say In Person This Fall: Get Vaccinated!

III. 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 Aircraft Maintenance Technology 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 Aircraft Maintenance 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

Interim Dean	Debra Ronneburg
Interim Associate Dean	Darin Jernigan
Technical Department Chair	Michael Wheelock
Program Coordinator	Kent Roberts
Program Instructors	Barry Everett Jr. Matt Weaver
Program Academic Advisor	Phil Jones

Program Information

Degrees/Certificates Offered

- Intermediate Technical Certificate Airframe
- Advanced Technical Certificate Powerplant
- Associate of Applied Science Airframe and Powerplant

Mission Statement

Our mission is to develop skilled aircraft maintenance professionals who are committed to serving the needs of the aviation maintenance industry. We train students in accordance with FAA CFR Part 147 standards with high caliber classroom instruction, realistic hands on training, and practical experience across a broad spectrum of aviation maintenance topics in both airframe and powerplant areas.

Program Objectives

To prepare graduates for entry-level employment in airframe and powerplant maintenance in compliance with

Student Learning Outcomes

Graduates of the Aircraft Maintenance Technology program will have the following learned capabilities:

1. Students will acquire knowledge and skills necessary to pass the Federal Aviation Administration (FAA) written/oral and practical exams for the General AMT (A&P) requirements.
2. Students will acquire the knowledge and skills necessary to pass the Federal Aviation Administration (FAA) written/oral and practical exams for Airframe structures and systems.
3. Students will acquire the knowledge and skills necessary to pass the Federal Aviation Administration (FAA) written/oral and practical exams for Powerplant theory, maintenance, systems, and components.

IV. Program Policies

Attendance Policy

Timely and regular attendance is an industry expectation the department enforces as part of our mission to train qualified workers with a strong work ethic. In order to achieve the maximum benefit from your training, regular class attendance and participation are necessary. Consistent and prompt attendance is mandated by Federal Code 14 CFR 147.31(e) and is expected by your instructors

Should a student be unable to attend for any reason, he/she is responsible for notifying the instructor by 8:00 am. Students can contact an instructor at (208) 232-8485. If unable to reach an instructor, contact the Department Chair, Michael Wheelock at (208) 282-2479.

The specific attendance rules and policies for the Aircraft Maintenance Technology program are as follows:

1. Absences requires contact with the instructor in advance of the time missed.
 - a. It is the student's responsibility to call, email, or discuss the absence with the instructor prior to missing class.
 - b. The student must contact the instructor directly. It is unacceptable to have another student make notification.
2. Total absence for any course must not exceed 20 percent of the class time for the course.
 - a. Absence exceeding 15% of the meeting time for the course results in a failing grade for that course.
 - b. A medical withdrawal from the program is to be submitted for absences exceeding 20% due to medical reasons.
3. All missed time must be made up.
 - a. All class hours missed must be made up during the class it was missed in.
 - b. Content of missed time will be made up in accordance with the 14 CFR 147 curriculum.
 - c. Makeup of time missed will start no later than one school day after the absence and will be made in consecutive school days.
 - d. Time not made up prior to the end of the course, without permission from the instructor, will result in a failing grade for that class.
 - e. It is the student's responsibility to notify the instructor each day before and after making up time.
 - f. At the end of the semester all classes with incomplete time will result in a failing grade.
 - g. Time is made up at the instructor's convenience.

4. Tardiness
 - a. Any tardiness (arriving after start of class, return from breaks or lunch, etc.) will be charged in one-hour increments.
 - b. All makeup time will be completed on one-hour blocks.
5. During inclement weather the Aircraft Maintenance program will follow main campus protocol. Listen to local weather stations or ISU phone texts for school closures.

Start and dismissal, breaks and lunch break times will be in accordance with the 14 CFR 147 curriculum and instructor's syllabus.

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 and Project Requirements

Every student will receive two grades weekly, one in theory (class) and one in the shop (lab). Both portions must be passed with a minimum grade of 70%. If a student fails either portion, theory or shop, the final grade for the subject will be the lowest grade earned. In addition, the final exam of the theory portion of each subject must be passed with 70% or higher. Theory and shop will be averaged for University grade reporting and will be submitted as one grade.

Grades will be based on the following considerations

1. **Shop Practice** – Judgement, common sense, cooperation, attitude, safety, organization, cleanliness, efficiency, application of theory, respect for property and persons, work completed, attendance, adherence to FAA and school policies, taking directions, and supervision.
2. **Tasks** – All tasks are to be completed in the course in which they are assigned. Incomplete tasks are made up at a later date or tasks initially graded below 70 percent will be scored at a maximum of 70 percent when completed. Course in which tasks are not completed will be given a failing grade.
3. **Theory** – Attendance, preparation of material, conduct, productivity, cooperation, attitude, adherence to FAA and school policies, and grades for tests, quizzes, and worksheets.
4. Disciplinary or corrective grading for unexcused absences, conduct, etc. will be in accordance with Idaho State University's grading policy and instructor's syllabus.

Grading Policy: The plus/minus grading system will be implemented for new students entering Applied Technology programs beginning the Fall of 1999.

An accumulative grade point average of 2.00 or higher is required for graduation.

Grading Scale:

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

*14 CFR 147 curriculum requires a C or higher to pass

Dress Code

Shirts: No sleeveless shirts. No profane or suggestive graphics.

Pants: Long pants and appropriate shorts are acceptable.

Shoes: Fully enclosed shoes. Steel toe safety shoes recommended. No sandals or flip-flops.

Mandatory Safety and Health Rules

1. All occupational injuries and illnesses, no matter how slight, must be reported to your instructor immediately. If you are injured in 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.
2. Submitting false or fraudulent information when reporting an accident or injury is unlawful and will be cause for dismissal.
3. Fighting, gambling, horseplay and other misconduct, are not permitted, nor shall threatening or attacks upon another student be tolerated.

4. The use or possession of intoxicants or drugs on the job is prohibited. Any student reporting for school intoxicated or under the influence of intoxicating liquor or drugs will not be allowed to work and will be administered disciplinary action which could result in immediate termination.
5. Keep clear of all suspended apparatus. Avoid pinch points and swinging or suspended loads.
6. Be alert for and heed all information and warning signs at all times.
7. Personal protective equipment such as hard hats; eye, face, hearing and respiratory protection will be furnished and used as required. As a minimum, sturdy work shoes or boots will be required for foot protection.
8. Full body clothing will be required to avoid sunburn and exposure to sparks and hazardous chemicals. T-shirts with short sleeves will be required as a minimum during hot weather.
9. Do not use compressed air to "dust-off" yourself or clean about any area.
10. Unless authorized, do not attempt to repair or tamper with equipment that is not functioning properly. Report malfunctions to your supervisor.
11. Whenever anyone is required to work on or in close proximity to electrical equipment or circuitry, appropriate tagging will be placed to identify all controls deactivating the circuit, and the circuit shall be locked out, when possible.
12. Jumping on or off equipment or vehicles, either moving or stationary is prohibited.
13. Misuse of tools and equipment or circumventing safety devices can result in injury to yourself or others. Do not use modified tools or equipment without proper safeguards to perform your job.
14. All fire protection and emergency equipment are plainly marked and must be kept free of obstruction for emergency use.
15. Unless specifically authorized, firearms and explosives are prohibited.
16. Report all unsafe and unhealthy practices and conditions to your supervisor at once.
17. Only authorized, properly trained, licensed/certified (if required) and supervised personnel are permitted to operate equipment, vehicles, valves, electrical switches and similar equipment.
18. Ride only in vehicles designated and designed for transporting personnel.
19. Do not smoke in areas marked "No Smoking" or near flammable or combustible materials or their storage areas.
20. Store and use gas cylinders in a secure, upright position, with their valve caps secure and the cylinders shielded from the sunlight.
21. Maintain good housekeeping at all times. Keep waste, debris, and rubbish cleaned up. Place all lunch papers, cups, cans and other litter in trash receptacles. Discard and/or store all oily rags, waste and similar combustible materials in metal containers provided for that purpose.

22. Riding loads, slings, the ball, crane hook or other material hoisting equipment is prohibited except in an emergency.
23. Keep all machinery guards, guardrails and other protective devices in place and in good operating order.
24. Be alert at all times to conditions and work processes in your area and surrounding areas and with the presence of other workers and equipment so that you can foresee and avoid potential dangers.
25. Work area guidelines and regulations for environmental protection must be strictly followed. All hazardous material must be properly handled, stored and disposed of.

Code of Conduct

Every student is expected to maintain professional and appropriate behavior at all times while attending the Aircraft Maintenance Technology program.

1. Title IX rules will be strictly enforced.
2. Horseplay of any kind will not be tolerated on University property.
3. Profane language and sexual innuendo will not be tolerated.
4. Smoking is not permitted inside the hangar or ramp area. Smoking only permitted during scheduled breaks.
5. Use of chewing tobacco is at the instructor's discretion.
6. Eating in the shop or classroom other than during authorized breaks is not allowed.
7. Stealing, Cheating, Dishonesty, and other violations of the student accordance with the AISU Student Code, ISU Student Handbook, and ISU policies.
8. Student use or possession of cell phones inside the hangar or on the ramp is prohibited. Incoming calls will be made through the program office. Calls may be made during scheduled breaks.

Violation of conduct rules will result in disciplinary action. First offense will result in disciplinary action. First offense will result in marking the student absent for one (1) hour. Second offense will result in the student reporting to the department chair and time missed will be counted as absent. Conduct will be recorded on the student's permanent record and may be made available to perspective employers, spouses, parents, etc. in accordance with FERPA regulations.

At the conclusion of each section (General/Airframe or Powerplant) each student will be required to take three practice exams for each curriculum subject that will determine eligibility to receive a letter of completion. The minimum score for each test is 87%.

Note: Waiver of any of the above rules may be made only by a student petition and approval by the program coordinator.

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 Handbook and calendar available in the ISU College of Technology Student Services Office.

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

SMOKING IS NOT PERMITTED IN ANY STATE OF IDAHO BUILDING.

Transportation

ISU nor Pocatello Regional Transit (PRT) offer transportation from campus to the Pocatello Regional Airport. Students will be required to provide their own transportation or arrange for carpooling.

In case of a medical situation students must arrange transportation to a medical facility. If a student is unable to arrange transportation an ambulance will be called. All medical transportation will be at the student's expense.

Speed Limit

We are a guest at Pocatello Regional Airport and our actions reflect on Idaho State University. The general speed limit is 35 MPH. The speed limit around the terminal is 10 MPH. Please obey all speed limits and traffic signs.

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, 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.

Disclaimer

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

Listening to Music

Music will be allowed on a limited basis and only with the express permission of the instructor. The instructor may discontinue the privilege if he or she determines there is an issue of safety, dispute, or disruption of the instruction environment. Music volume may not exceed the level determined by the instructor.

Music may not be played during the following times:

1. Critical evolutions (i.e. engine run-up, jacking or aircraft, etc.)
2. Lectures and didactic
3. Movement of aircraft
4. Lab demonstrations

Music with suggestive or profane lyrics is prohibited. For safety earbuds or headsets may not be worn at any time in the building.

Course Sequence, Books, Tools, Tests, and Supplies

The course sequence, class descriptions, and a complete list of book/supplies is available online. Go to:

isu.edu/aircraft

Please note FAA testing charges for each exam.

FAA Testing Fees	
General Written Test	\$150.00
General Oral & Practical Test	\$300.00
Airframe Written Test	\$150.00
Airframe Oral & Practical Test	\$450.00
Powerplant Written Test	\$150.00
Powerplant Oral & Practical Test	\$450.00
Written Test Retake (after failure)	\$150.00
	Per test
Retesting after failure; per section failed or not tested	\$150.00
	Per test
Temporary Certificate Issue	\$20.00
Late Payment Fee	\$50.00
Total Testing Fees (except failures)	\$1,650.00

Note: Fee schedule can change without notice.

Toolbox Policy

All tools and personal property must be picked up within 90 days after the semester ends or it will become property of the program.

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

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

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.

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

isu.edu/Student_Handbook

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

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. 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

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 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 he/she is having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 101 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 '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

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

Section V: Traffic and Parking

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

isu.edu/parking

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

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. 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 Aircraft Maintenance Technology 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

X. 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 #

XI. Required Tools & Equipment

The program requires each student to acquire the following list of tools. Major tool distributors offer substantial discounts on their tools while the student is enrolled in the program. Tools may be new or used but must be in safe and usable condition. A graded tool inventory will be conducted the first week in October.

Welding (required 2nd semester)

- Fire/flame resistant shirt
- Gauntlet style welding gloves
- OSHA approved safety glasses
- Welding cap
- Diagonal cutting welding pliers
- Files, 10" flat smooth, 10" flat bastard, 12" round bastard
- File card or wire brush

General Tools (required NLT the first week of October)

- Cart/Boxes
 - Tool cart, with castors, 1 to 3 drawers (for use during program)
- Measurement
 - Combination square, 3-piece, with protractor
 - Tape measure, 12-foot
 - Multi-meter
 - Pocket ruler, steel, 6"
 - Feeler gauges, 0.0015" to 0.0400"
 - Calipers, 6"
- Drills
 - Cordless drill motor
 - Number drill set, 0-60, HSS
 - Fractional drill set, 1/16" to 3/8", HSS
- Pliers
 - Slip joint, 10 inch
 - Slip joint, 6 inch
 - Diagonal cutting, 8 inch
 - Duckbill, 8 inch
 - Wire Crimping, AMP type
 - Needle nose, 6-8 inch
- Inspection
 - Magnifying glass, 10 power
 - Mirror, 2", retractable

- Flashlight
- Wrenches, combination, 12 point, 10 piece, 5/16" through 7/8"
- Socket set 1/4" drive, 12 point, standard
 - 1/8" through 1/2"
 - Universal joint adapter
 - Ratchet
 - Extensions, 2" and 6"
- Socket set 3/8" drive, 12, standard
 - 3/8" through 17/8"
 - Universal joint adapter
 - Ratchet
 - Extension, 3" and 8"
- Screwdrivers
 - Standard (flat), #1, #2, and #3 tips
 - Phillips, #1, #2, and #3 tips
 - Offset, Phillips and standard
- Cutting
 - Hack saw with 32 TPI metal blades
 - Aviation snips, straight, left, and right
- Hammers
 - Plastic tip, approximately 1 pound
 - Ball peen, approximately 12 ounces
- Punches & Chisels
 - Cold chisel set
 - Pin punch set
 - Center punch (may be automatic)
- Miscellaneous
 - Valve core remover
 - Hex key set, SAE
- Safety
 - OSHA approved safety glasses (Required first day of class)
 - Mechanic's gloves

Drawing and Drafting (Required at beginning of first semester)

- Eraser
- Pencils, 2H, 4H, and HB
- Drafting tape