



Idaho State
University

College of
Technology

Aircraft Maintenance Technology

2026-2027



Table of Contents

I. Message from the Dean	4
II. Program Introduction	5
Program Administration	5
College of Technology	5
Program Information	6
Degrees/Certificates Offered	6
Mission Statement	6
Program Objective	6
Student Learning Outcomes	6
III. Policies & Procedures	7
Attendance Policy	7
Tardiness	8
Engagement	9
Grading and Task Requirements	9
Final Exam	9
Shop/Lab Grade	9
Task Grade	9
Quizzes	10
Grade Distribution	10
Final Grade	10
Dress Code	11
Mandatory Safety and Health Rules	11
Class Conduct	13
Program Specific Conduct Expectations	13
Disruptive Behavior	13
Transportation	15
Airport Rules	15
Speed Limit	15
Listening to Music	16
Current FAA Testing Fees	16
Toolbox Policy	16
General Disclaimer	17

Computer Misuse.....	17
Paying Tuition	17
Financing Your Education	18
Accommodations for Students with Disabilities.....	18
Appeals and Dismissals	19
Student Conduct Rules and Regulations.....	19
Academic Integrity and Dishonesty Policy.....	19
Policy Statement	19
Communicable Disease.....	20
Policy Statement	20
Possession of Firearms.....	21
Sexual Harassment.....	21
Policy Statement	21
Equal Opportunity, Anti-Harassment, and Non-Discrimination	21
Policy Statement	21
Additional Policies.....	22
IV. College of Technology Resources and Services	23
Services for Students	23
Student Services.....	23
Tutoring Assistance.....	23
Center for New Directions	23
Traffic and Parking	25
V. Idaho State University Resources and Services.....	26
Disability Services.....	26
Mission Statement.....	26
Contact Information.....	26
Office of Equal Opportunity and Title IX.....	27
Mission	27
Vision.....	27
Contact Information.....	27
Additional Resources and Services	27
VI. Handbook Signature Form.....	28
VII. Media Release.....	29

VIII. Computer Usage Policy.....	30
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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 institute in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Aircraft Maintenance Technology program.

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

Program Administration

The Aircraft Maintenance Technology 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 of Instruction	Debra Ronneburg
Assistant Dean of Student & College Services	Tiffany Mitchell
Trades & Industry Co-Chair	Dave Treasure
Trades & Industry Co-Chair	Michael Wheelock
Program Coordinator	Tyler Sprague
Program Instructors	Matt Weaver
	Barry Everett Jr.
Student Success Navigator	Gretchen Rowe

Program Information

Degrees/Certificates Offered

Intermediate Technical Certificate	Airframe
Advanced Technical Certificate	Airframe and 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 Objective

To prepare graduates for entry-level employment as aircraft maintenance technicians in compliance with FAA regulations.

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

III. Policies & Procedures

Attendance Policy

Attending classroom instruction and participating in laboratory tasks and projects are crucial to learning and developing good work habits. Each student's attendance will be tracked hourly by the course instructor. It is acknowledged that unexpected events sometimes arise that may prevent a student from attending class. Therefore, students are allowed to miss up to 10% of the total hours for a course without penalty. Absent hours beyond the 10% threshold, but less than 20%, will incur a penalty on the final grade equal to three times the percentage over the 10% threshold (up to a 27% final grade penalty). If a student is absent for 20% or more of the total course hours, they will be required to withdraw from the course or receive an "F" grade for the course.

Should a student be unable to attend for any reason, he/she is responsible for notifying the instructor by 8:00 am. Instructor contact information is listed in each course syllabus. It is unacceptable to have another person make the notification.

% of Class Hours Absent	Course Grade Penalty
0-10%	No penalty
11%	3% final grade deduction
12%	6% final grade deduction
13%	9% final grade deduction
14%	12% final grade deduction
15%	15% final grade deduction
16%	18% final grade deduction
17%	21% final grade deduction
18%	24% final grade deduction
19%	27% final grade deduction
20% or more	"F" grade

Students should understand the implications of this limit on absences and prioritize any missed time accordingly. This rule has no differentiation based on the reasons for the absences (excused vs. unexcused).

Once a student has missed 20% of the course hours, the instructor will notify them that they should withdraw from the course. If the student chooses not to withdraw from the course, they will receive an "F" for their final course grade. Exceptions to this policy are rare and can only be granted under extenuating circumstances with approval of both the course instructor and the program coordinator. No exception will be granted without verifying the reason for the

excessive absences (i.e., an extended illness) and developing a plan for the student to make up missed hours.

Tardiness

Punctuality is a critical expectation in the aviation maintenance industry, where delays can impact safety, workflow, and regulatory compliance. This program reflects those professional standards by enforcing a structured tardiness policy.

A student is considered tardy when they arrive at class, lab, or an assigned instructional activity after the scheduled start time and/or are not prepared to participate in instructional activities at that time. For purposes of this policy, a student arriving **more than 1 minute late** will be recorded as tardy. **Arriving 30 minutes or more** after the scheduled start time will be treated as an absence with a 1-hour deduction from absence time, at the instructor's and program coordinators' discretion, if the student has missed a substantial portion of the instructional period.

TARDIES ARE COUNTED SEPARATELY FOR EACH COURSE:

- *2- and 3-week courses:* Students are allowed up to two (2) tardies without penalty. The third (3rd) tardy results in a 5% deduction from the final course grade. Each additional tardy beyond the third will result in an additional 5% deduction per occurrence.
- *4- and 5-week courses:* Students are allowed up to three (3) tardies without penalty. The fourth (4th) tardy will result in a 5% deduction from the final course grade. Each additional tardy beyond the fourth will result in an additional 5% deduction per occurrence.

ADDITIONAL NOTES:

- Penalties for tardiness are cumulative within the course and apply regardless of reason unless otherwise approved by both the course instructor and the program coordinator.
- Students are expected to demonstrate professional accountability by arriving on time and being ready to participate in scheduled activities.
- This policy is designed to reinforce industry expectations and prepare students for the professional standards required in aviation maintenance careers.

Engagement

Students who are not engaged in the learning process (sleeping, using phone or laptop for non-learning activities, reading material that does not relate to the course, etc.) will not be given credit for hours they are not engaged in learning activities.

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. Employers may request that applicants approve access to grade and attendance records.

Grading and Task Requirements

Final Exam

A comprehensive final exam will be given at the end of each course. The final exam must be taken in person at the Aircraft Hangar and on the final day of the course. Taking an online exam anywhere other than at the Aircraft Hangar in person will result in an exam failure (no re-take authorized). You must score 70% or better to pass the final exam—failure of the final exam results in a course failure. One retake will be permitted should you fail the exam. The grade earned on the retake will be no higher than 70%. Exceptions to this policy are rare and can only be granted under extenuating circumstances with the approval of both the course instructor and the program coordinator.

Shop/Lab Grade

A shop grade will be given at the end of each week. Shop grade for the week will be based on the student's use of safety equipment, effective use of shop time, tool accountability, cleanliness, and professionalism while interacting with the program instructors and other students.

Task Grade

There will be required tasks that must be completed before the last day of each course (due by 2:30 pm on the last Thursday of the course). Not completing all of the tasks will result in a course failure. Each task will have a rubric with detailed grading instructions. Exceptions to this

policy are rare and can only be granted under extenuating circumstances with the approval of both the course instructor and the program coordinator

Quizzes

A quiz will be taken every Friday (on Thursday in the last week of a course). Quizzes must be completed the week they are due. Quizzes must be taken in person at the Aircraft Hangar. Taking an online quiz anywhere other than at the Aircraft Hangar in person will result in a quiz failure. Retakes of failed quizzes will not be permitted. Exceptions to this policy are rare and can only be granted under extenuating circumstances with the approval of both the course instructor and the program coordinator

Grade Distribution

Final Exam	30%
Shop Grade	20%
Tasks	30%
Quizzes	20%

Final Grade

The final grade is subject to change based on guidelines outlined in the attendance policy.

At the completion of the General and Airframe sections, each student will be required to take three practice exams for each curriculum subject. The scores will determine eligibility to receive a letter of completion. The minimum score for each test is 87%.

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

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3

Letter Grade	Percent	Points
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

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

Dress Code

Students are expected to show up for class wearing the same attire one would expect to be worn as the industry standard. If a student shows up wearing inappropriate clothing, the student will be asked to leave, and the absence rule will start accruing. The student is expected to return in proper attire.

Shirts: No sleeveless shirts. No profane or suggestive graphics. Short or long sleeve shirts that are free from holes and cover the upper torso are expected. Sweaters, hoodies, or jackets are recommended during colder temps.

Pants: No sweat pants, sport-style shorts, or short shorts. No holes in pants near the groin or the buttocks region. Long pants and appropriate shorts are acceptable.

Shoes: No sandals or flip-flops. As a minimum, sturdy work shoes or boots will be required for foot protection. Steel or composite toe safety shoes are recommended.

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 instructor 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.

Class Conduct

Program Specific Conduct Expectations

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

1. Horseplay of any kind will not be tolerated.
2. Profane language, graphics, jokes, or sexual innuendos will not be tolerated.
3. Eating in the shop or classroom (except during authorized breaks) is not allowed.
4. Students will attend each course meeting on time and not depart until the meeting ends.
5. Students will be courteous and respectful to the instructor and other students.
6. Students will not attend class in an impaired condition.
7. Stealing, Cheating, Dishonesty, and other violations by students will be dealt with in accordance with the ISU Student Code of Conduct.
8. Mobile phones should be in silent mode at all times. Use should be minimized and not distracting or disruptive. (See Disruptive Behavior)

Disruptive Behavior

Idaho State University prohibits student conduct that disrupts teaching and learning activities. Examples of frequently reported disruptive behavior include:

1. Habitually arriving late and/or departing early.
2. Conspicuously eating during class meetings.
3. Persistently interrupting the instructor while they are speaking.
4. Consistently and conspicuously conversing (side conversations) with other students while the instructor is speaking.
5. Using electronic devices to do tasks or activities that distract other students (e.g., watching movies, web browsing, listening to music).

6. Treating others in class with contempt, disdain, and disrespect (e.g., shouting others down, name-calling, making fun of their questions or responses, derisively commenting about them as opposed to an idea they shared, etc.).
7. Conspicuously reading materials that are not assigned for the class (newspapers, magazines, notes, etc.).
8. Making loud and/or obnoxious noises (clicking or tapping pens) or shouting.
9. Persistently asking questions that are unrelated to the topic of lecture or discussion.
10. Engaging in threatening speech or actions that lead others to feel afraid for their physical safety and well-being.
11. Disregarding instructions or directions or distracting others while directions or instructions are being given.
12. Behaving recklessly with equipment or materials that can cause injury.
13. Creating a scene or drawing attention to a situation that should be handled discreetly (e.g., receiving critical feedback or corrections, discussing personal issues publicly, or challenging/questioning a grade in front of others).
14. Monopolizing discussion time with needlessly long (time-consuming) comments.
15. Receiving or sending phone calls and text messages, and
16. Sleeping.

If an instructor asks a student to leave the class for being disruptive, the student should leave the class quietly and discreetly. If a student chooses not to leave, a Public Safety officer may be called to assist him or her. If a student chooses to leave the class but needlessly draws attention to his or her departure, it will only support an allegation of disruptive behavior.

Although a student may disagree with the instructor's directive to leave the class or laboratory, questioning the instructor during the class or instructional interaction only serves to extend the duration of the alleged disruption. Students asked to leave may seek redress for misplaced directives or perceived unfairness by meeting with the instructor during his/her office hours or submitting a complaint to the instructor's supervisor (department chair) or with the Office of Student Affairs.

Failing to comply with the request of an instructor is a violation of the University's Student Conduct Code.

Idaho State University students are expected to observe and follow the directions and instructions of their course instructors. Typically, expectations, directions, and instructions are conveyed to students through the course syllabus. However, instructors may also share expectations at the time assignments are given or prior to or during a particular educational activity. Regardless of the time at which expectations are delivered or the medium used, students should observe and follow them.

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 prospective employers, spouses, parents, etc. in accordance with FERPA regulations.

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

Transportation

ISU nor Pocatello Regional Transit (PRT) offers 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.

Airport Rules

We are guests at Pocatello Regional Airport, and our actions reflect on Idaho State University. Each student will be required to complete a Transportation Security Administration (TSA) security screening for issuance of an airport security badge. This badge is used for entry into the building and must be on your person while at the airport facility. The initial badge fee is \$60.00. The fee for losing or failing to return your badge upon leaving the program is \$150.00. Students may be barred from graduating, receiving a certificate or degree, or accessing their transcripts until fees are paid in full.

Speed Limit

We are guests 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. Airport security may require additional badging and security screening for access.

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 instructional 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 of 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.

Current FAA Testing Fees

FAA Testing Fees	
General Written Test	\$175.00
General Oral & Practical Test	\$400.00
Airframe Written Test	\$175.00
Airframe Oral & Practical Test	\$600.00
Powerplant Written Test	\$175.00
Powerplant Oral & Practical Test	\$600.00
Written Test Retake (after failure)	\$175.00
	Per test
Total Testing Fees (except failures and late fees)	\$2,125.00

Note: Examination fees shown are current for the Pocatello area and are not set by the Aircraft Maintenance Technology program or ISU. The fees are subject to change at the discretion of the local DMEs without notice.

Toolbox Policy

Personal tools are not required for the program. Your instructor can advise you with a minimum tool list that can be useful for an entry level mechanic.

All tools and personal property must be picked up within 90 days after a student completes, or otherwise departs the program. Property remaining after 90 days will be disposed of in accordance with Idaho Statutes.

General Disclaimer

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

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

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

[Student Responsibilities](#)

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

[FAFSA](#)

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status, such as address changes, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for Financial Aid is:

[FINANCIAL AID](#)

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

The most common scholarships are the Associate Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

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

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

[Disability Services](#)

Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department, including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

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

Stealing, Cheating, Dishonesty, and other violations 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.

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.

- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

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

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

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

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies that investigate human and/or civil rights issues. The University adheres to all federal and state

civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

[Equal Opportunity, Anti-Harassment, and Non-Discrimination](#)

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. College of Technology Resources and Services

Services for Students

Student Services

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

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

[Student Services](#)

Tutoring Assistance

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

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center (Tutoring, Academic Support, Peer Mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

[TAP Center](#)

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 for 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.

Message from the Center for New Directions

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

Statement on Services

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

[Center for New Directions](#)

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

To establish services:

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

[Counseling and Mental Health Center](#)

Traffic and Parking

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

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit 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 the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid, or students' transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

For more information on parking regulations, visit:

[Parking Regulations](#)

V. Idaho State University Resources and Services

Disability Services

Mission Statement

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

- 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 as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand the Aircraft Maintenance Technology Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

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

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

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

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

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy, or 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 completely limit what you can do and see. In any event, you are responsible for your actions, whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in the denial of computer lab access at the College of Technology.

The misuse of this computing account, or the use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete coursework, this may effectively require transfer to a non-computer-related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, using it for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach, or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges, whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #