



**Idaho State  
University**

**College of  
Technology**

# **Civil Engineering Technology**

**2026-2027**



## Table of Contents

|                                                                  |    |
|------------------------------------------------------------------|----|
| I. Message from the Dean .....                                   | 3  |
| II. Program Introduction .....                                   | 4  |
| Program Administration .....                                     | 4  |
| College of Technology .....                                      | 4  |
| Program Information .....                                        | 5  |
| Degrees/Certificates Offered .....                               | 5  |
| Program Objective .....                                          | 5  |
| Student Learning Outcomes .....                                  | 5  |
| III. Policies & Procedures .....                                 | 7  |
| Attendance Policy .....                                          | 7  |
| Excused & Unexcused Absences .....                               | 7  |
| Program Hours & Break Times .....                                | 7  |
| Grading Policy .....                                             | 8  |
| Dress Code .....                                                 | 8  |
| Class Requirements .....                                         | 9  |
| Internships .....                                                | 9  |
| General Disclaimer .....                                         | 9  |
| Computer Misuse .....                                            | 9  |
| Paying Tuition .....                                             | 9  |
| Financing Your Education .....                                   | 10 |
| Accommodations for Students with Disabilities .....              | 10 |
| Appeals and Dismissals .....                                     | 11 |
| Student Conduct Rules and Regulations .....                      | 11 |
| Academic Integrity and Dishonesty Policy .....                   | 11 |
| Policy Statement .....                                           | 11 |
| Communicable Disease .....                                       | 12 |
| Policy Statement .....                                           | 12 |
| Possession of Firearms .....                                     | 13 |
| Sexual Harassment .....                                          | 13 |
| Policy Statement .....                                           | 13 |
| Equal Opportunity, Anti-Harassment, and Non-Discrimination ..... | 13 |
| Policy Statement .....                                           | 13 |

|                                                        |    |
|--------------------------------------------------------|----|
| Additional Policies .....                              | 14 |
| IV. College of Technology Resources and Services ..... | 16 |
| Services for Students .....                            | 16 |
| Student Services.....                                  | 16 |
| Tutoring Assistance.....                               | 16 |
| Center for New Directions .....                        | 16 |
| Traffic and Parking .....                              | 18 |
| V. Idaho State University Resources and Services.....  | 19 |
| Disability Services.....                               | 19 |
| Mission Statement .....                                | 19 |
| Contact Information.....                               | 19 |
| Office of Equal Opportunity and Title IX.....          | 20 |
| Mission .....                                          | 20 |
| Vision.....                                            | 20 |
| Contact Information.....                               | 20 |
| Additional Resources and Services .....                | 20 |
| VI. Handbook Signature Form.....                       | 21 |
| VII. Media Release.....                                | 22 |
| VIII. Computer Usage Policy.....                       | 23 |

## 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 Civil Engineering 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 Civil Engineering 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  |
| ESTEC Executive Director/Co-Chair            | Vince Bowen       |
| ESTEC Associate Director/Co-Chair            | Ryan Pitcher      |
| Program Coordinator                          | Jack Liimakka     |
| Program Instructor                           | Jeannie Vahsholtz |
| Student Success Navigator                    | Gretchen Rowe     |

## Program Information

### Degrees/Certificates Offered

|                                |                                     |
|--------------------------------|-------------------------------------|
| Basic Technical Certificate    | Materials Testing and Specification |
| Basic Technical Certificate    | Surveying Technician                |
| Advanced Technical Certificate | Civil Engineering Technician        |
| Associate of Applied Science   | Civil Engineering Technology        |

### Program Objective

Graduates of the Civil Engineering Technology program will be able to:

1. Obtain gainful employment as professional Surveying Technicians, Drafters/Designers, or Laboratory/Field Testing Technicians in a Civil Engineering or Public Works-related field.
2. Perform land and construction surveying tasks using current surveying instruments and technologies and computer-aided drafting systems for various land and construction surveying projects.
3. Perform testing and inspection of construction materials and operations in both the laboratory and the field to evaluate compliance with project plans and specifications.

### Student Learning Outcomes

Graduates of the Civil Engineering Technology program will have the following learned capabilities:

1. An ability to apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
2. An ability to design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
3. An ability to apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature;
4. An ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results; and

5. An ability to function effectively as a member of a technical team.

## III. Policies & Procedures

### Attendance Policy

Every student is expected to attend class on a regular daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 8 am. The program phone number is (208) 282-4215 or (208) 282-2305.

The specific attendance rules and policies for the Civil Engineering Technology program are as follows.

### Excused & Unexcused Absences

A student will be allowed to be absent from a course of study, whether excused or unexcused, a maximum of 10% of the total scheduled contact hours for that course.

If a student is absent more than the allowed time, the student's grade will be lowered by one letter grade. The student's grade will be lowered by one letter grade for each additional 10% of time missed.

Three (3) tardies are equivalent to one (1) hour of absence. The accumulation of tardies will be included in the 10% allowable absentee policy.

Waiver on any of the above rules may be only for unusual circumstances and must be approved by the course instructor.

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.

### Program Hours & Break Times

Lunch and breaks will be decided by each instructor depending on classroom situation and location.

## Grading Policy

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    |
| 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    |

Absentees, excessive tardiness and how you work with field crews will affect your grade.

Courses listed will be taught in sequential blocks of instruction. A C- or higher is required in any core Civil Engineering Technology course and will allow a student to continue on, however, it could prevent a student from graduating if the cumulative grade point average is less than 2.0 (a C- equals a 1.7). A student must have a 2.0 GPA in the program's required curriculum in order to be eligible for a certificate or degree.

## Dress Code

Students are to dress in clothes appropriate for the Civil Engineering Technology profession. Students are encouraged to dress appropriately in clean clothing and demonstrate good personal hygiene as you would on a job. It is also recommended that protective eyewear be utilized during the materials testing course work. Students should have available proper boots and clothing for field work activities. Coveralls and heavy coats are required when surveying in cold weather

## Class Requirements

Students taking the Unmanned Aerial Systems/Imagery Analysis class (CET 0250) will need access to a UAS platform capable of accepting a flight plan to acquire the imagery as well as Structure from Motion software.

Students taking the 3D Laser Scanning (CET 0252) online course will need to have access to a 3D scanner as well as a point cloud processing software.

## Internships

While on an internship, Idaho State University Student Handbook guidelines and Student Code of Conduct policies, including the drug and alcohol policies, are in effect. The drug and alcohol policies for the company utilizing the program intern are also enforced

## 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 8<sup>th</sup> Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: [ada@isu.edu](mailto: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 8<sup>th</sup> 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 Civil Engineering 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 #