



**Idaho State
University**

**College of
Technology**

COSMETOLOGY

2023 – 2024



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I. Message from the Dean

Dear College of Technology Student,

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

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

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

Once again, welcome to the College of Technology.

Go Bengals!

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

Debra K. Ronneburg

Interim Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Cosmetology 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 Cosmetology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

College Of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Business & Support Services Chair	Clayn Lambert
Program Coordinator	Casie Jensen
Program Instructors	Phoebe Greene
	Elizabeth Quick
	Anna Fowler
	Ximena Woods
Instruction Assistant	Gara Armstrong
Program Academic Advisor	Vacant

Program Information

Degrees/Certificates Offered

- | | |
|-----------------------------------|-----------------|
| • Certificate | Barbering |
| • Basic Technical Certificate | Nail Technology |
| • Advanced Technical Certificate | Cosmetology |
| • Cosmetology Instructor Training | |

Mission Statement

The Cosmetology program strives to provide the student with the best instruction and supervision possible, prepare the student to meet and exceed cosmetology industry standards for entry-level skills, and create a pleasant and positive learning environment for all students to grow and become the very best that they can be.

Program Objectives

This program will provide students with the skills and knowledge to perform a variety of beauty services that cover all phases of the beauty culture such as manicuring, shampooing, hair styling, make-up application, temporary and permanent hair waving, hair straightening, bleaching and tinting, and various skin and scalp treatments. Graduate cosmetologists will also have strong human relations skills and the ability to communicate with people.

Student Learning Outcomes (Nail Technology)

1. Demonstrate knowledge to perform one or a combination of practices on the hands and feet, arms and legs for cosmetic purposes; manicuring, pedicuring, paraffin waxing, hot oil treatments, spa treatments, application of all forms of artificial nail extensions on fingers and toes.
2. Demonstrate strong human relations skills; front desk duties, phone etiquette, scheduling appointments, receiving and accepting money, debit cards, and credit cards, and arranging and selling retail products.

3. Demonstrate knowledge of good business skills; recognizing the five salon settings and how each operates, banking operations, state and federal laws and rules, payroll, and leaser's rights.
4. Demonstrate knowledge of the Idaho state laws and rules for cosmetology/nail technology; to safeguard the public health, safety and welfare of the consuming public and all licensed cosmetologists.

Student Learning Outcomes (Cosmetology)

1. Demonstrate knowledge to perform one or a combination of practices on the human body for cosmetic purposes; cutting, trimming, arranging, dressing, curling, chemical waving and straightening, cleansing, singeing, bleaching, highlighting, and coloring the hair, adding extension and all areas of artificial hair. Noninvasive care of the skin of the face and body by application of cosmetic preparations, makeup application, pore extraction, use of chemical exfoliants, mechanical or electrical apparatus designed for non-medical care of the skin temporary removal of superfluous hair by tweezing, waxing and depilatories and eyelash extension. Manicuring and pedicuring the hands and feet and application of artificial nails on both toes and fingers.
2. Demonstrate strong human relations skills; front desk duties, phone etiquette, scheduling appointments, receiving and accepting money, debit cards, and credit cards, and arranging and selling retail products.
3. Demonstrate knowledge of good business skills; recognizing the five salon settings and how each operates, banking operations, state and federal laws and rules, payroll, and leaser's rights.
4. Demonstrate knowledge of the Idaho state laws and rules for cosmetology; to safeguard the public health, safety and welfare of the consuming public and all licensed cosmetologists.

General Program Information

Cosmetology Courses

Idaho State University requires that students complete a minimum of 2000 hours of instruction to qualify for licensure by examination. These hours are attainable by regular attendance in this 3.5 semester program. Students will be able to complete the 2000 hours by regular attendance. Students will be responsible for monitoring their own hours. If a student does not complete at least 571 hours in each of the three full semesters and

287 hours in the 8 weeks summer section, the student will not advance to the next semester class. In the last semester, if a total of 2000 hours are not recorded by the last week of the 3.5 semester program, the student will have to return to finish the required hours. Financial aid will not be available to cover these additional credits.

Students MUST have funding for the .5 semester that occurs in the first 8 weeks of summer. It is encouraged that the student secures this funding with the first semester's financial aid or loan.

Students returning will not be allowed to work on the public. The returning student will be assigned to work in the dispense area.

Business Technology Courses

All Cosmetology students will be required to take one business class each semester, with no additional tuition. Class fees and books apply.

Nail Technology

Nail Technology is offered in the spring and fall semester. Students enrolled in the Nail Technology option who also wish to complete the Cosmetology program may receive a 200-hour credit toward the 2000-hour requirement for Cosmetology licensure.

Cosmetology Instructor Training

Instructor training is offered in spring and fall. Students enrolled in the Instructor Training option will be required to record 600 hours of class time. 50% online and 50% in the salon on the floor student teaching and observation. Student will be prepared to take state examinations and have hands-on experience.

Program Hours and Break Times

Cosmetology freshman students (or first semester students) are in class Monday through Friday, 8 am to 4 pm. Junior and Senior cosmetology students are in class Monday 8 am to 4 pm. With the exception of their senior semester where they will be attending 10 am to 6 pm. Tuesday 8 am to 4 pm. Wednesday 8 am to 4 pm with the exception of their senior semester when they will attend 10 am to 4 pm. Thursday 8 am to 8 pm. Friday – no school. Four to six hours a week are required for online learning. Students are allowed two 15-minute breaks and a 30-minute lunch every day.

Nail technology students are in the classroom Monday and Wednesday 10 am to 4 pm. Tuesday, Thursday, and Friday 8 am to 4 pm. Students are allowed two 15 minutes breaks and a 30-minute lunch every day.

Instructor training students are required to do 50% in class and 50% online.

Textbooks

Cosmetology, Nail Technology, and Barbering text books are purchased through the ISU Bookstore. Student kits are purchased at the registrar's office when paying tuition. This is your class fee and must be paid for on/or before the first Friday of the first semester. If the student fails to pay for the kit by that first Friday of the semester, they will not receive a kit. The student will not be allowed to attend class until the kit is paid for.

Student Competition

Each year in April the Cosmetology program sponsors a hair and fashion show called MANE ATTRACTION. All students are required to participate in submitting a model for the show each semester they are in school. This is graded on participation.

Student Property

Lockers are provided for students to store personal property. Students must supply their own lock and are responsible for any articles they place in the area. They are responsible for keeping their locker secured and for keeping the area neat at all times. In addition, students should make sure all personal tools and equipment used in the program area and on the clinic floor are clearly identified as belonging to the student.

Student Parking

Students may purchase a parking permit for one of the lots on campus. Parking is not allowed in the Cosmetology Patron Parking area and will be subject to a \$30 fine. If a student is caught parking in the Cosmetology Patron Parking area they will be turned in to parking authorities.

Cosmetology Hours Plan

Absences

Cosmetology students have the opportunity to earn 600-620 hours in a semester. 571 hours are required each semester in order to advance to the next semester. Students are responsible for meeting this requirement. The students' absences are their responsibility. Students will not advance without recording the minimum of 571 hours in each semester and 287 hours in the summer section.

All federal holidays are observed. (Labor day, Martin Luther King Jr. day, Presidents day, Memorial day, Juneteenth, and Independence day)

Nail Technician, Barbering, and Instructor Training Hours Plan

Nail Technology students must record 600 hours in the semester. There is a possibility for 610 – 620 hours available.

Instructor Training students must record 600 hours. There is the possibility of 610-620 hours per semester.

All federal holidays are observed. (Labor day, Martin Luther King Jr. day, Presidents day, Memorial day, Juneteenth, and Independence day)

Barber students attend for 100 hours and cannot miss any days.

III. Program Policies

Students are expected to comply with the Cosmetology program policies set forth in the following sections, which apply to all components of the program

Attendance Policy

Attendance is critical to a student's success in the Cosmetology programs and is required in ALL classes. Absences, tardiness, and leaving early will be penalized with grade reductions and loss of hours. Specific attendance rules are included in course syllabi, and instructors will keep attendance records for their courses. It is the student's responsibility to get the information and/or assignments he or she may have missed due to absence, tardiness, or leaving early. Make-up work and late assignments are addressed by each class instructor. If a situation exists beyond the student's control (e.g. medical or other hardship), the student should contact an instructor immediately and seek the appropriate withdrawal if necessary.

Grading Policy

Records of progress are maintained throughout the semester in each student's individual file. Final grades are issued at the end of the semester and recorded on the student's university transcript. Mid-semester grades are not reported unless a grade of "D" or "F" is given, which is then maintained as a separate record by the ISU Registrar. A student's final grade may be based on the following categories of assessment: examinations, reports, quizzes, assignments, application on mannequins, class projects, and class participation. The percentage of grade assigned to each category will vary from class to class depending on the individual instructor's requirements.

The following grading system will be applied in Cosmetology courses:

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

Letter Grade	Percent	Points
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

To continue to the next semester, a student must earn a grade of "C" or better in each course taken and pass competency exams at 75% or better. Practical grades are based on the finished requirements. Form R-40 and form R-41 are required by the State of Idaho Cosmetology Board.

Dress Code

The Cosmetology program area is a professional setting, and the student's total look should conform to that standard. All clothing worn in the program area must be clean and in good repair. If a student does not look appropriate, he or she will be sent home at the discretion of the instructor. If a student is unsure whether his or her attire will meet the student dress code, the student should ask for input from an instructor.

Personal hygiene is a MUST. COME WITH MAKEUP AND HAIR DONE. A minimum of lipstick and mascara are required. If a student is in violation of the dress code, they will be sent home and lose hours. Students are representing the beauty industry.

For the Classroom and Lab Floor

Pants:

- Long black pants, skirt, dress or capris (must fall at the bottom of the knee), leggings or tights must be under all skirts and dresses; also in black. NO JEANS, LEGGINGS, (unless under a skirt or dress), SWEATS, OR SCRUBS.

Tops:

- Polo shirts, blouses, nice t-shirts, (no logos), must be black, gray, or white.
- Must have a sleeve that covers the arm pits and comes over the shoulder. NO KEY HOLE SLEEVES.
- Must cover your cleavage, bottom, and belly.
- Cutting vest and/or apron must be black and must be worn when on the lab floor. (Cutting vest comes in the kit)
- Name tag. (Comes in the kit)

Shoes:

- Sandals, tennis shoes, dress shoes or boots.
- No shoeless (barefooted) students.
- Think comfort and safety. Students may be on their feet up to 8 hours a day.

Hats:

- No hats of any kind allowed on the lab floor. Except on Bengal Wednesday, when an ISU baseball cap may be worn.

General Rules for the Program Area and Clinic Floor for Professional Behavior

- Students are to maintain a respectful and hardworking attitude while attending the Cosmetology program.
- Students are NOT allowed in the faculty or staff offices, unless asked by the faculty or staff member.
- NO answering phone calls when the client is in the chair. If it is an emergency, family and friends may call the front desk at (208) 282-2866.
- Students will not be allowed to lounge, sleep, or prop feet up while at their station and in the chair.
- Texting, gaming and talking on the phone will not be tolerated on the lab floor.
- All discussions in the program area should be kept at a professional level. Students should avoid engaging in topics of conversation that may be deemed inappropriate or offensive to their peers, faculty, and staff, including but not limited to religious beliefs, political affiliations, personal relationships, and similar subjects.
- Vulgar language, racist or ethnic jokes, sexual innuendoes, and similar conversation are prohibited in the program area.
- Students must clean up after themselves in the hallways and foyer.
- Students should keep their voices at a professional level when in the hallways and foyer. There are other programs in session.
- Children and visitors are not allowed in the program area unless they have an appointment.
- If a student disagrees with a faculty or staff member on a matter, the student should arrange to discuss it OFF the floor and away from the clientele. Public confrontations are not professional.
- Breaks should be taken off the clinic floor. Idly sitting at the stations does not reflect a professional work ethic to clientele.
- Stations and chairs (hydraulic, shampoo, or dryer) are expensive items, and students should treat them with respect. Do not put feet on furniture.

Client Services

- Students must ensure all work done on clinic floor is checked by an instructor and that all services are charged.
- Students should not interrupt while an instructor is with another student or client. However, if a chemical service must be checked or if there is an emergency, students should let an instructor know immediately.
- Chemical records must be completed for each chemical service.
- Students should not leave a client at the shampoo bowl unattended.
- Students should assist clients with coats or jackets at the front desk; clients should not take either to the lab floor.
- Students may schedule appointments and assist clientele with retail purchases, if they have received training in these areas by program staff.
- Only products from a professional product line may be displayed on station tops.

Safety and Sanitation

- Students must keep their station area clean and organized, which may require cleaning after each client. Floor around the student chair must be swept and cleaned up of any hair residue. The client should also be cleaned up of any hair residue on the face, cape, neck, and arms. This should all occur BEFORE an instructor is asked to come and check the services performed. If the client needs more cutting after being checked by an instructor, the client and floor need to be cleaned of all hair residue BEFORE the client leaves the chair.
- No food or drink is allowed at a student station (a bottled water is fine). Small purses, wallets, and day planners may be locked in stations for security, if they are placed inside a sealed, labeled container as required by State Cosmetology law. All other personal items must be stored in the student lockers.
- Students may use empty stations but must clean them before leaving at the end of the day. Empty stations are not additional storage units, and personal belongings should not be kept there. Please keep chairs at empty stations pushed completely in for safety and space.
- Students must clean hair out of brushes.
- Students should remove their own perm rods from shampoo bowls and clean the area after they use it. Rods should be rinsed thoroughly.

Miscellaneous

- Students should take care to protect station surfaces from products, especially those that may stain or degrade the surface.

- Students must check out with the front desk when they leave the program area. They must also check appointments before leaving. Failure to do so will result in a grade reduction.
- For personal services, students must check with their floor instructor and pay for the service before the service is done.

Co-Curricular Activities During School Hours

At times, a student will have the opportunity to participate in co-curricular activities that count toward the 2000-hour instruction requirement. To receive credit for hours, the student must obtain the approval of a cosmetology instructor before attending the co-curricular activity. The instructor may take into consideration the student's attendance and grades in the Cosmetology program in approving hours for a co-curricular activity. If the student fails to obtain an instructor's pre-approval, the time in attendance at the activity will not count toward fulfilling the student's hours, but will be treated as an absence.

When attending a co-curricular activity, a student must check in with the person designated by the Cosmetology program to obtain written verification of the number of hours attended by the student. The verification must be signed by the designated person and submitted to the instructor. Students should not unilaterally arrange classes or workshops with supply houses, individuals, etc., but should request that an instructor evaluate the activity and determine whether to schedule it.

Competency Examinations

BASIC CLASS

The student is required to successfully pass each practical subject tested on. Students must score a minimum of 75% before progressing in the curriculum. Only one retake of these examinations will be allowed on each subject. If the student does not score a minimum of 75% he or she must repeat the semester or course.

JUNIOR CLASS

Students are required to successfully complete two competency examinations, which include both theoretical and practical components. Students must score a minimum of 75% on these examinations before progressing in the curriculum. Only one retake of these examinations will be allowed. If the student does not score a minimum of 75%, he or she must repeat the semester or course. If a student has a written medical excuse, a family illness or death, the student will be permitted to take the examination with proper documentation.

SENIOR CLASS

Students are required to take two mandatory mock board exams simulating the licensure examination administered by the State of Idaho Board of Cosmetology. The mock board exams include written theory and application components. Students must score a minimum of 75% on these examinations before progressing in the curriculum. Students are NOT allowed to retake mock board exams.

LIVE-WORK SERVICES

A critical component of the Cosmetology curriculum is live work performed by the student on clientele. Because live work is part of the educational process, a student's work will be critiqued while he or she is providing client services. (The student cannot make up this part of the curriculum.) The critique may require that the student's work be corrected in front of clients. Faculty will have final authority in determining what client services will be provided by the student.

Public Health Standards and Procedures

Students are expected to follow the public health standards and policies in effect within the Cosmetology program.

Students who are pregnant are encouraged to check with a physician concerning safety precautions that may be advisable due to the chemicals used in the Cosmetology program.

Aids Statement Policy/Communicable Diseases

The Cosmetology program recommends the use of universal precautions in the handling of or exposure to blood and body fluids. The precautions outlined below must be followed when there is a chance of exposure to the blood and/or body fluids of clients:

- If there are any open sores and/or lesions, students will glove-up and seek a determination by the clinic floor instructor whether or not the student can proceed with the service.
- Hands should be washed before and after contact with each client – even when gloves have been used. If hands come in contact with blood, body fluids, or human tissues, the hands should immediately be washed with soap and water.
- Sharp objects (razor blades, nippers, cuticle scissors, etc.) should be handled so as to prevent accidental cuts or punctures. If an accidental cut or puncture is inflicted, disinfection procedures should be followed using barbicide, which procedures have been approved under Idaho Cosmetology Law. Any other precaution may include the use of a 1:10 dilution of bleach.
- The use of a straight edge razor blade is prohibited; an electric clipper will be used for removal of superfluous hair on male and female clients.

- In case of an accident, notify the floor instructor who will then call ISU Public Safety, (208) 282-2515, to file an accident report.

Blood Spill Procedure

1. If a blood spill occurs, the following steps must be followed:
 - Supply injured party with a bandage if necessary and liquid spray/antiseptic.
 - Double bag all blood-soiled (contaminated) articles and label with red or orange bio-hazard warning.
2. If an injury or cut occurs, the following steps must be followed:

Student Injury or Cut

- STOP service, put glove on uninjured hand, and clean injured area.
- APPLY antiseptic and/or liquid or spray styptic as necessary. (See NOTE)
- BANDAGE (Band-aid) injury with adhesive dressing.
- COVER with finger guard or glove as appropriate.
- CLEAN model or station as necessary.
- Dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- RETURN to service.

Client/Model Injury Or Cut

- STOP service.
- GLOVE hands of student.
- CLEAN injured area as necessary.
- APPLY antiseptic and/or liquid or spray styptic as necessary. (See NOTE)
- COVER with bandage (Band-aid).
- Dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- RETURN to service.
- Instructor must wear unused disposable latex gloves or non-allergenic equivalent when checking that student's service (hair cut). Double bag and dispose of gloves.
- Follow with antimicrobial scrub on hands.
- Document incident in blood spill log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic to touch the skin or contact the wound. Use an applicator. Instructors must complete an incident report.

Following an accident, the instructor must immediately contact ISU Public Safety (208) 282-2515, to do an accident report. If there is a blood spill, contact ISU Biohazardous Waste Control, (208) 282-2310.

Wet Disinfection Standard

- All tools and implements, except those which come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, bactericidal, virucidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.
- All tools and implements which have come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container.

Code of Conduct

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

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

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

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

Intoxicants Policy

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant of a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in

- the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
 3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
 4. The Director will communicate with the Office of Student Affairs regarding the violation.
 5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

Disciplinary Procedure

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

Notification Procedures

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that they have the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.
2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.
3. A Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation

deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

Procedure for an Appeal to Scholastic Appeals Board

1. If the student wants to appeal the decision reached in the formal hearing, they must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.
2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean's formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.
3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.
4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.

IV. College of Technology Resources and Services

Services for Students

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

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

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

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

The Center for New Directions: Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training. isu.edu/cnd

Message from Center for New Directions

Success in this course depends heavily on your personal health and wellbeing.

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

Statement on Services

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

To establish services:

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

www.isu.edu/ctc

Mental Health Services for Out of State ISU Students

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

Accessing My SSP

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

Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their

tuition by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, login to the ISU BengalWeb and go to the Finances tab.

- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

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

Financing Your Education

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

studentaid.gov/fafsa

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

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

isu.edu/financialaid

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

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

isu.edu/scholarships

Traffic and Parking

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

isu.edu/parking

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

Cost:

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

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

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

V. Idaho State University Policies and Procedures

Student Conduct Rules and Regulations

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

A. Alcohol

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

1. Regulations

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

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

B. Bullying

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

C. Coercion

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

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

D. Dangerous Materials

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

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

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

F. Dishonesty, includes but is not limited to:

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

G. Discrimination

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

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

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

I. Disruptive Behavior During Instruction and Educational Activities

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

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

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

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

K. Drugs

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

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

M. Harassment

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

N. Hazing

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

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

O. Intimidation

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

P. Invasion of Privacy

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

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

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

R. Misuse of Technology

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

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

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

Sanctions to Individuals for Violations of the Student Code of Conduct

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

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

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

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

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

Substance Abuse Policy

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

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

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

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

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

A. Rules and Regulations

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

1. Violations

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

2. Enforcement

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

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

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

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

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

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

Smoke Free Policy

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

environment in all communities.

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

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

Academic Integrity and Dishonesty Policy

Policy Statement

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

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

Authority and Responsibilities

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

Definitions

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

Cheating includes, but is not limited to:

1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
5. Fabricating information for any report or other academic exercise.
6. Fabricating or misrepresenting data.

7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken the test. This includes using smartphones to photograph and transmit restricted test materials.
 8. Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
 9. Assisting another student without the instructor's permission.
 10. Deceiving instructors or other university officials about academic work.
 11. Altering grades on one's own or another student's work.
 12. Offering money or other remuneration in exchange for a grade.
- B. PLAGIARISM is defined as presenting or representing another person's words, ideas, data, or work as one's own.
- Plagiarism includes, but is not limited to:
1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
 2. The acts of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.

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

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

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

Computer Misuse

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

individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology. Refer to the Student Handbook Student Code of Conduct section, for additional information.

Idaho State University Student Handbook

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

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

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

isu.edu/StudentHandbook

Additional Idaho State University policies:

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

VI. Idaho State University Resources and Services

Disability Services

Mission Statement

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

Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.

Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

Promotes a culture of self-advocacy, responsibility, and agency.

Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.

Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.

Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Accommodation of Students with Disabilities

A. Compliance and Services

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

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

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

Contact Information

Disability Services; Division of Student Affairs

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

Office of Equity & Inclusion

Mission Statement

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

[Our](#) webpage will detail the specifics of each of our areas of service to the campus community including:

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

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

Contact Information

Office of Equity and Inclusion

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

Additional Resources and Services

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

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

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

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

VII. Handbook Signature Form & Photography Consent Release



HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Cosmetology Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:

- ☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

PRINTED NAME

DATE

SIGNATURE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

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

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

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

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

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

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #