



**Idaho State  
University**

**College of  
Technology**

# EARLY CHILDHOOD CARE & EDUCATION

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 Kay Ronneburg". The signature is written in a cursive style with a large, stylized 'D' and 'R'.

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 Early Childhood Care and Education 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 Early Childhood Care and Education 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.



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Early Childhood Higher Education Programs

The Early Childhood Care & Education program is accredited through the National Association for the Education of Young Children (NAEYC).

### College Of Technology

Dean

Jerry Anhorn

Associate Dean	Debra Ronneburg
Business & Support Services Chair	Clayn Lambert
Program Coordinator	Amy Koplin
Program Instructor	Dan-Vi Hoang
Program Academic Advisor	Michelle Havens

## Program Information

### Degrees/Certificates Offered

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • Basic Technical Certificate        | Early Childhood Care and Education |
| • Intermediate Technical Certificate | Early Childhood Care and Education |
| • Associate of Applied Science       | Early Childhood Care and Education |

### Mission Statement

The mission of the Idaho State University, College of Technology, Early Childhood Care and Education Associate Degree Program is to meet the specific training needs of early childhood care and education personnel working in child care centers, family child care homes, Head Start programs, and private preschool programs by educating individuals in the theory, practice, and policies necessary for quality care and education of children from birth to eight years of age.

### Conceptual Framework

Idaho State University is a public research-based institution that advances scholarly and creative endeavors through academic instruction, and the creation of new knowledge, research, and artistic works. Idaho State University provides leadership in the health professions, biomedical, and pharmaceutical sciences, as well as serving the region and the nation through its environmental science

and energy programs. The University provides access to its regional and rural communities through delivery of preeminent technical, undergraduate, graduate, professional, and interdisciplinary education. The University fosters a culture of diversity, and engages and impacts its communities through partnerships and services.

The College of Technology provides students with the opportunity to acquire a career-technical education in a university setting. The college is not only designed to meet the needs of students, but also area business, industry, and community partners. The mission of the College of Technology is to provide students with technical skills, knowledge and attitudes necessary for successful performance in a highly effective workplace.

The vision of the Early Childhood Care and Education program is to advocate for children's well-being and for high quality early childhood care and education by providing a high quality post-secondary education for those who are preparing to teach and care for young children.

We strive to instill in our students the passion to provide high quality early care and education experiences for children and families and the integrity to be guided by the National Association for the Education of Young Children (NAEYC) early childhood program accreditation standards, the NAEYC standards for associate degree programs, and the NAEYC code of ethics.

We prepare our students to provide high quality early care and education experiences to children and families by providing them with the "technical skills, knowledge and attitudes necessary for successful performance in a highly effective workplace," as is our assignment from the Idaho Division for Career & Technical Education.

## **Program Objectives**

This program will provide students with the skills and knowledge to be responsible for meeting the specific needs of a group of children by nurturing the children's physical, social, emotional, and intellectual needs; setting up and maintaining the early care and education environment; and establishing a liaison relationship between families and the program.

## **Student Learning Outcomes**

**To promote Child Development and Learning in Context by:**

- 1: Understanding the developmental period of early childhood from birth through age 8
- 2: Understanding and valuing each child as an individual
- 3: Understanding the ways that child development and the learning process occur in multiple contexts
- 4: Using this multidimensional knowledge to make evidence-based decisions to support each child.

**To Build Family-Teacher Partnerships and Community Connections by:**

- 1: Knowing about, understanding and valuing the diversity of families
- 2: Collaborating as partners with families
- 3: Using community resources to support young children's learning and development

**To use Child Observation, Documentation and Assessment by:**

- 1: Understanding that assessments are conducted to make informed choices about instruction and for planning
- 2: Knowing a wide range of types of assessments, their purposes, and their associated methods and tools
- 3: Using screening and assessment tools in ways that are ethically grounded and developmentally, ability, culturally, and linguistically appropriate
- 4: Building assessment partnerships with families and professional colleagues

**To use Developmentally, Culturally, and Linguistically Appropriate Teaching Practices by:**

- 1: Understanding and demonstrating positive, caring and supportive relationships and interactions
- 2: Understanding and using teaching skills that are responsive to the learning trajectories of young children and to the needs of each child
- 3: Using a broad repertoire of developmentally appropriate, culturally and linguistically relevant, anti-bias, evidence-based teaching skills and strategies

**To use Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum by:**

- 1: Understanding content knowledge and resources for the academic disciplines in an early childhood curriculum
- 2: Understanding pedagogical content knowledge and how to use the teacher knowledge and practices described in Standards 1-4 to support young children's learning in each content area
- 3: Modifying teaching practices by applying, expanding, integrating, and updating their content knowledge in the disciplines, their knowledge of curriculum content resources, and their pedagogical content knowledge

**To use Professionalism as an Early Childhood Educator by:**

- 1: Identifying and involving themselves with the early childhood field
- 2: Knowing about and upholding ethical and other professional guidelines
- 3: Using professional communication skills
- 4: Engaging in continuous, collaborative learning to inform practice
- 5: Developing and sustaining the habit of reflective and intentional practice

## III. Program Policies

### Attendance Policy

Every student is expected to attend class on a regular basis. It is also expected that the student has made prior arrangements to meet other life responsibilities so that a job, childcare responsibilities, anticipated medical treatments or any other commitments are not an accepted excuse for absence for any class during the normal class day. Should the student not be able to attend for any reason, the student is responsible for contacting the department or instructor, at 282-4637 or 282-2780 before 12:00 p.m. If the student is absent on the day an exam is scheduled or an unannounced quiz is given, the exam/quiz cannot be made up unless the instructor is contacted prior to the absence and arrangements are made. Three absences each semester are allowed without penalty for day-time technical certificate students; one absence each semester is allowed without penalty for one night per week courses. Excessive absences will require a doctor's note to verify illness. Attendance may count as much as 20% of each course grade.

The attendance policy also applies to the practicum site. Practicum attendance is a student responsibility for the course and is expected to conform to the work schedule the student has submitted to the instructor. Because most center policies and licensing regulations state that individuals who are ill should not come to work for the health of all in the program, 3 absences due to illness per semester are allowed without penalty. The first three days of absence will be recorded for this purpose. Days missed after 3 will count against attendance credit. Students always have the right to discuss extenuating circumstances with the instructor and request make-up assignments. It is the instructor's prerogative to determine the reasonableness of the request and grant it or not. Attendance at practicum is required to receive credit for each course.

NOTE: Employers are very interested in a student's attendance and study habits because it reflects 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.

**Tardies:** Tardy means arriving late or leaving early from class. Accumulating three (3) tardies will equal one (1) absence. Three or more tardies will be subtracted from attendance points. Missing more than half a class will count as an absence.

### Grading Policy

All practical and theoretical competencies must be evaluated by the instructor for each individual and the applicable degree of competency must be achieved in each course.

Final course grades are computed based on the chart below:

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

## Program Information

- a. Intermediate Technical classes are held Monday, Tuesday, Wednesday, and Thursday from 1:30 pm to 4:00 pm. A minimum of eighteen hours of on-the-job or assigned practicum placement in an early childhood care and education site is required each week. Associate Degree classes are held Monday and Tuesday from 5:30 – 7:30 or 8:30 pm each semester. AAS degree students must have access to a group of children. Basic Technical classes are on-line with occasional Zoom sessions on Wednesdays at 5:30 pm. Eight hours per week of work with young children in a group setting is required.
- b. There are periodic workshops and other professional development projects during the year which may have different hours. Students will be notified in advance of workshops so that they may make the necessary arrangements for attendance, which is mandatory. Additional costs may be incurred by the student.
- c. Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code Handbook, and calendar available at Student Services.
- d. Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.
- e. The program has materials and equipment available for check out for use in early childhood classrooms. Students are encouraged to check out materials on a regular basis. ALL MATERIALS CHECKED OUT TO STUDENTS ARE TO BE RETURNED TO THE PROGRAM IN GOOD CONDITION AND ARE CONSIDERED THE RESPONSIBILITY OF THE STUDENT UNTIL THE MATERIALS HAVE BEEN

RETURNED TO INSTRUCTORS AND SIGNED IN BY THE STUDENT. Students will be responsible to replace any materials that are not returned in a timely manner, are returned with missing pieces, or are damaged. If materials are not replaced, transcripts will be held until obligations are met.

- f. Students are expected to be appropriate in their style of dress and general personal hygiene. No shirts with violent or scary graphics should be worn when working with children. Sweat/yoga pants are not considered professional attire and should not be worn to practicum sites.
- g. Cell phone use will not be allowed during class time. If a student has a need to have his/her cell phone out during class for an emergency etc., the student must speak with the instructor before class. A mid-class break will be provided and phones may be used during this time. If the instructor sees the student using any technological device for non-class related purposes, points will be deducted from the student's attendance grade.
- h. A grade of "C" or better is required in each 100 level course as a prerequisite to the following courses each semester. All courses from fall semester are prerequisite to the spring semester. Students must complete each ECCE course and English 1101 (1102) with a grade of "C" (73% or better) in order to continue in the program.

**Course Assignments:** ALL course assignments are due before class begins (i.e. finishing at your desk as assignments are being turned in is considered late) as scheduled on the course syllabus.

Assignments that are turned in one to six days late will be given a 20% deduction in points.

Assignments that are turned in one week late will be given a 50% deduction in points.

No assignments will be accepted after one week beyond the deadline unless there are extreme extenuating circumstances and arrangements have been made with the instructor.

#### **Grades for Intermediate Technical Certificates:**

- Course Attendance/Reading Assignments – 10%
- Course Assignments – 60%
- Tests and Quizzes – 10%
- Practicum – 20%

Grades for Associate of Applied Science degree courses and Basic Technical Certificate courses will be per course syllabus.

**Books:** Specified text books will be required during each class period. (See book and tool list, or syllabi). There is a minimal class fee for selected courses throughout the program.

**Homework:** You are expected to use outside time for study of subject matter for each course. Access to reliable internet, computer, and printer is required for all courses.

## **Quizzes and Tests**

Tests will be given periodically throughout each session. Adequate advance notice will be provided.

Quizzes may be given at any time and without notice.

## **Practicum**

- a. Conduct in the practicum site is to be professional at all times and in harmony with the NAEYC Code of Ethical Conduct. Inappropriate behavior can result in suspension from the program. All certificate students are required to participate in eighteen hours per week supervised practicum training in a child care/education site. Credit for non-classroom practicum hours are limited to no more than 2 hours a week.
- b. Competencies related to NAEYC associate degree program standards are to be designated by the instructor and used as objectives for each course. Students will receive a practicum observation rubric outlining practicum competencies for each course. Grades are based on instructors' on-site observations of students and site lead teacher/director student evaluations.
- c. Practicum placement will be made at the beginning of the fall semester. During the fall semester, all students may have experience with infants, toddlers, and preschool children. During the spring semester, students will choose, based on availability, the age group with whom they will spend the entire spring semester. Additionally, students will be required to observe different age groups and a variety of Early Childhood Programs.
- d. Attendance and tardiness policies for practicum are stated in the ECCE Student Handbook, page 5. Practicum time sheets are kept from Monday –Friday weekly and are due on the first class meeting of each week.
- e. Listed below are offenses for which one warning will be given. Subsequent offenses may be grounds for dismissal from the work/practicum site and the program.
  - Inability to perform job tasks
  - Violation of site personnel policies
  - Insubordination
  - Abusive or improper treatment of coworkers, including gossip (see NAEYC Code of Ethics)
  - Excessive absenteeism or tardiness as stated in the student handbook
  - Breach of confidentiality
- f. Neglect, verbal harassment, or physical abuse of any child will be grounds for dismissal from the work/practicum site and the program.
- g. Dismissal from a work/practicum site for other reasons may also result in dismissal from the Early Childhood Care & Education program.

## **Early Childhood Care & Education Associate Degree Students**

All policies regarding attendance, assignments, grading and general program information as outlined on pages 5-8 of this handbook apply. The following are specific to students working toward the Associate Degree in ECCE and taking CHLD 210, 215, 220 and 250.

All courses in the ECCE major must be completed with a grade of “C” or better. Students must maintain an overall 2.0 GPA in all other courses to graduate.

Classes meet in the evening (or on an individual basis for CHLD 250) and may be offered at distance sites or with a Zoom attendance option.

When enrolled in CHLD 210, students are expected to have access to or be employed by an ECCE program and be able to implement assignments in the setting.

## **Practicum Site Criteria for Early Childhood Care & Education Students**

The following criteria are important components of the practicum or work experience for our students:

1. Practicum site programs and teachers hold current child care licenses from the appropriate licensing authority.
2. Program Director is a member of NAEYC and the Idaho STARS Professional Development System.
3. Cooperating Teacher is a member of NAEYC and the Idaho STARS Professional Development System, and holds, at a minimum, a current Child Development Associate credential (CDA) or an Intermediate Technical Certificate in Child Development or from an accredited college or university.
4. Program Director and Cooperating Teacher are willing to work collaboratively with the faculty from the ECCE program to strive to meet the NAEYC Early Childhood Accreditation standards in the classrooms where practicum students are placed.
5. Students receive a written job description for their position in the classroom, which will be shared with the ECCE faculty. To do a job well, one must know what the expectations are.
6. A developmentally appropriate class schedule is posted in cooperating classrooms.
7. Visible weekly lesson plans, which have been developed involving both cooperative teacher and practicum student, are posted. Lesson plans should reflect children’s strengths, needs, and interests as documented through developmentally appropriate assessment.
8. In cooperating classrooms, students should be able to see the following:
  - Both indoor and outdoor play
  - Opportunities for individual play, small group play, and large group play
  - Both quiet and active times
  - Child-initiated and child-directed activities, as well as teacher-directed activities
  - Open-ended activities

9. Consistent classroom rules are implemented and positive guidance techniques are modeled by all adults in the facility.
10. Student teachers will collaborate with cooperating teachers to implement activities and special projects during the first semester and two-week long lesson plans the second semester. These plans will be assigned in advance and approved by the cooperating teacher and ECCE faculty before implementation and documentation of completion.
11. Practicum time sheets must be signed by director/supervising teacher weekly, after the student has filled in hours and signed timesheet.

Students may count no more than 2 hours of outside preparation or meeting time toward the minimum 18 weekly practicum hours. The main purpose of the practicum is to give students contact time with children and families.

## **Evacuation Procedures**

**Campus Emergency Services:** (208) 282-2515

In an emergency in which Public Safety cannot be reached, dial 911.

### **Building Evacuation:**

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.
- b. When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same.
- c. Remember that elevators are reserved for the persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.
- d. Assist persons with disabilities in exiting the building. If necessary two or three individuals may carry the persons with disabilities from the building if the person with disabilities cannot negotiate the stairs. Leave wheelchairs or other such equipment behind if they make movement of the persons with disabilities awkward, or ask another individual to carry the equipment separately.
- e. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated persons with disabilities rescue area on each floor of the building. Never use an elevator in a fire or earthquake. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

- f. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there.
- g. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- h. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- i. Do not return to any evacuated building unless told to do so by emergency personnel, building or University officials.

### **Campus Evacuation**

- a. Evacuation of all or part of the campus grounds will be announced by Public Safety.

All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.

### **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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://isu.edu/scholarships)

## **Traffic and Parking**

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

[isu.edu/parking](http://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 5<sup>th</sup> 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](https://isu.edu/StudentHandbook)

Additional Idaho State University policies:

1. FERPA
  - [isu.edu/ferpa](https://isu.edu/ferpa)
2. Title IX
  - [isu.edu/titleIX](https://isu.edu/titleIX)
3. Satisfactory Academic Progress
  - [isu.edu/satisfactory-academic-progress](https://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 8<sup>th</sup> 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](mailto: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 campuscommunity 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 8<sup>th</sup> 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](https://isu.edu/career)
2. Commencement
  - [isu.edu/graduation](https://isu.edu/graduation)
3. Counseling and Testing Services
  - [isu.edu/ctc](https://isu.edu/ctc)
4. Disability Services
  - [isu.edu/disabilityservices](https://isu.edu/disabilityservices)
5. Health at ISU
  - [isu.edu/health](https://isu.edu/health)
6. Parking Services
  - [isu.edu/parking](https://isu.edu/parking)
7. Student Resources
  - [isu.edu/student-resources](https://isu.edu/student-resources)

## 8. Tutoring

- [isu.edu/tutoring](https://isu.edu/tutoring)

# VII. Handbook Signature Form & Photography Consent Release



**Idaho State  
University**

**College of  
Technology**

## HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Early Childhood Care and Education 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 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.

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PRINTED NAME

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DATE

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SIGNATURE

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BENGAL ID #