Idaho State University | College of Technology

ENERGY SYSTEMS TECHNOLOGY & EDUCATION CENTER

2021 – 2022

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I. Message from the Dean

Dear College of Technology Student,

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

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

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

Once again, welcome to the College of Technology.

Go Bengals!

Debra Ronneburg

Interim Dean

II. COVID-19 Information

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

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

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

COVID-19 Screening Program

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

COVID-19 Self-Report Form

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

COVID-19 Vaccination Information

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

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

III. Program Introduction

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

College of Technology

Interim Dean	Debra Ronneburg
Interim Associate Dean	Darin Jernigan
Executive Director/Department Chair	Vince Bowen
Associate Director/Instructor	Ryan Pitcher
Administrative Assistant	Gail Jorgensen
Academic Advisor	Phil Jones
First Year Instructors	
	Mike Tauscher
	Sharie Ellis

	Michael Kobus
	Michael Matusek
Instruction Assistant	Jon Brownley
Industrial Cybersecurity Engineering Technology	
Coordinator/Instructor	Sean McBride
Instructor	Ben Lampe
Energy Systems Electrical Engineering Technology	
Coordinator/Instructor	Val Williams
Instructor	George Lake
Energy Systems Mechanical Engineering Technology	
Coordinator/Instructor	Evan Smith
Energy Systems Instrumentation Engineering Technology	
Coordinator/Instructor	Jeremy Perschon
Instructor	Greg Brooks
Energy Systems Nuclear Operations Technology	
Coordinator/Instructor	Mackenzie Gorham

Program Information

Degrees/Certificates Offered

- Basic Technical Certificate — Instrumentation and Automation Assistant
- Intermediate Technical Certificate — Energy Systems Technology
- Intermediate Technical Certificate — Industrial Cybersecurity Engineering Technology
- Associate of Applied Science — Industrial Cybersecurity Engineering Technology
- Associate of Applied Science — Energy Systems Electrical Engineering Technology
- Associate of Applied Science — Energy Systems Mechanical Engineering Technology
- Associate of Applied Science — Energy Systems Instrumentation Engineering Technology
- Associate of Applied Science — Energy Systems Nuclear Operations Technology
- Bachelor of Applied Science — Cyber Physical Systems Engineering Technology

Mission Statement

The mission of the ESTEC department is to cultivate the people, educational resources, and applied research capabilities necessary to improve the local, regional, and national availability of highly skilled technicians and provide graduates with the technical knowledge and skills needed to support the design, construction, operation, and maintenance of energy, industrial, mining, and government agencies.

ESTEC Objectives

The Educational Objectives of the Energy Systems Engineering Technology programs at ISU reflect the application of curricular content. Graduates of the programs in the Energy Systems Technology & Education Center (ESTEC) at Idaho State University are able to:

1. Practice the Energy Systems Engineering Technology discipline successfully within community-accepted standards.
2. Provide leadership for and communicate effectively in a team-based environment in order to be agents of change in dynamically changing organizations.
3. Analyze and design optimized solutions to systems of people, technology, and information.
4. Practice teamwork and communications skills to develop a successful career.
5. Fulfill professional and ethical responsibilities in the practice in energy systems engineering, including social, environmental, and economical considerations.
6. Engage in professional service, such as participation in professional society and community service.
7. Engage in life-long learning activities, such as graduate studies or professional workshops.
8. Develop a professional career in the prevailing market that meets personal goals, objectives, and desires.

Student Learning Outcomes – Industrial Cybersecurity Engineering Technology

Graduates will work across government and private sector networks to create a safe, secure, and resilient control environment, and promote infrastructure security knowledge and innovation.

Graduates will:

1. Exhibit knowledge of the need and purpose of securing cyber-physical systems.
2. Identify weaknesses affecting cyber-physical systems.

3. Apply nationally standardized guidance for evaluating cyber-physical security systems.
4. Establish optimal policies for reducing cyber-physical security vulnerabilities.
5. Implement appropriate techniques for defending cyber-physical systems.

Student Learning Outcomes – Energy Systems Electrical Engineering Technology

1. Solve technical problems typical of those encountered in the energy systems electrical engineering technology discipline by using critical thinking skills, current technology, and principles of mathematics and applied science.
2. Work and communicate effectively in multidisciplinary teams in both industrial and academic settings.
3. Understand current professional issues and the need to pursue lifelong learning.
4. Demonstrate safe work practices on energy systems equipment while following National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), Lock-out/Tag-out, and other required guidelines.
5. Use written and verbal communication skills to apply and interview for a job, work in a team environment, and interpret technical documentation.
6. Utilize test equipment to troubleshoot, analyze, and repair electrical, electronic, and instrumentation related circuits.
7. Analyze basic power electronics, Alternating (AC), Direct Current (DC), and logic fundamentals.
8. Create schematics to document electrical, electronic, and process control systems. Utilize electrical diagrams and Piping and Instrumentation Diagrams (P&ID) to complete troubleshooting, routine, and maintenance tasks.
9. Identify components, parts, and materials associated with motor controls and process instrumentation.
10. Apply a fundamental understanding of pressure, temperature, level, flow, position, and analytical measurement to install, calibrate, troubleshoot process instrumentation.
11. Apply an in-depth knowledge of Variable Frequency Drives (VFD), motors, and generators to perform installation, troubleshooting, and maintenance related tasks.
12. Design, troubleshoot, and document circuits for complex motor controls and associated devices.
13. Describe components of electrical power transmission and distribution systems.
14. Utilize test equipment to configure, troubleshoot, and replace protective relays.
15. Understand and troubleshoot Proportional-Integral-Derivative (PID) control loops on Programmable Logic Controllers (PLC) and standalone process controllers.

16. Design and troubleshoot Programmable Logic Controllers (PLC)/Programmable Automatic Controllers (PAC) programs and associated Human Machine Interfaces (HMI) for industrial processes.
17. Identify the correct pump or valve for a given process condition and apply a theoretical understanding of pumps and valves to troubleshoot final element issues.
18. Utilize the fundamentals of thermodynamics and boiler operation to troubleshoot and maintain process control associated with steam plants.
19. Utilize the fundamentals of networks and digital communications to troubleshoot and maintain distributed plant automation and Supervisory Control and Data Acquisition (SCADA) systems.
20. Utilize critical thinking skills to isolate and identify a problem given a work order

Student Learning Outcomes – Energy Systems Mechanical Engineering Technology

1. Solve technical problems typical of those encountered in the energy systems mechanical engineering technology discipline by using critical thinking skills, current technology, and principles of mathematics and applied science.
2. Work and communicate effectively in multidisciplinary teams in both industrial and academic settings.
3. Understand current professional issues and the need to pursue lifelong learning.
4. Demonstrate safe work practices on energy systems equipment while following National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), Lock-out/Tag-out, and other required guidelines.
5. Use written and verbal communication skills to apply and interview for a job, work in a team environment, and interpret technical documentation.
6. Utilize test equipment to troubleshoot, analyze, and repair electrical, electronic, and instrumentation related circuits.
7. Analyze basic power electronics, Alternating (AC), Direct Current (DC), and logic fundamentals.
8. Identify components, parts, and materials associated with motor controls and process instrumentation.
9. Describe the components of transmission and distribution equipment.
10. Utilize the fundamentals of thermodynamics and boiler operation to troubleshoot and maintain process control associated with steam plants.
11. Ability to troubleshoot equipment through the understanding of equipment physics and design, including mechanical principles, fluid mechanics, thermodynamics, material science, electricity and instrumentation.

12. Identify the correct pump or valve for a given process condition and apply a theoretical understanding of pumps and valves to troubleshoot final element issues.
13. Ability to utilize equipment manuals and documentation, piping and instrumentation diagrams (P&ID), hydraulic schematics, engineering tables and graphs.
14. Practiced with structural welding and computer design.
15. Skilled in mechanical millwright practices for equipment set up and alignment.
16. Understanding of reliability maintenance practices and tools for vibration analysis, infrared, ultrasonic, electrical, and lubrication. Recognition specific equipment applications for reactive, preventive, predictive, and proactive maintenance.
17. A student will have the needed skills to be a proficient mechanic, and with course application have the capability to work as a mechanical engineering technician to support plant design and project management.

Student Learning Outcomes – Energy Systems Instrumentation Engineering Technology

1. Solve technical problems typical of those encountered in the energy systems instrumentation engineering technology discipline by using critical thinking skills, current technology, and principles of mathematics and applied science.
2. Work and communicate effectively in multidisciplinary teams in both industrial and academic settings.
3. Understand current professional issues and the need to pursue lifelong learning.
4. Demonstrate safe work practices on energy systems equipment while following National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), Lock-out/Tag-out, and other required guidelines.
5. Use written and verbal communication skills to apply and interview for a job, work in a team environment, and interpret technical documentation.
6. Utilize test equipment to troubleshoot, analyze, and repair electrical, electronic, and instrumentation related circuits.
7. Analyze basic power electronics, Alternating (AC), Direct Current (DC), and logic fundamentals.
8. Create schematics to document electrical, electronic, and process control systems. Utilize electrical diagrams and Piping and Instrumentation Diagrams (P&ID) to complete troubleshooting, routine, and maintenance tasks.
9. Identify components, parts, and materials associated with motor controls and process instrumentation.

10. Design, troubleshoot, and document circuits for complex motor controls and associated devices.
11. Apply theoretical knowledge of Variable Frequency Drives (VFD), motors, and generators to perform installation, troubleshooting, and maintenance related tasks.
12. Apply the theory of pressure, temperature, level, flow, position, and analytical measurement to install, calibrate, and troubleshoot process instrumentation.
13. Optimize, program, and troubleshoot Proportional-Integral-Derivative (PID) control loops on Programmable Logic Controllers (PLC) and standalone process controllers.
14. Identify the correct pump or valve for a given process condition and apply a theoretical understanding of pumps and valves to troubleshoot final element issues.
15. Utilize the fundamentals of thermodynamics and boiler operation to troubleshoot and maintain process control associated with steam plants.
16. Design and troubleshoot Programmable Logic Controllers (PLC)/Programmable Automatic Controllers (PAC) programs and associated Human Machine Interfaces (HMI) for industrial processes.
17. Utilize the fundamentals of networks and digital communications to troubleshoot and maintain distributed plant automation and Supervisory Control and Data Acquisition (SCADA) systems.
18. Utilize critical thinking skills to isolate and identify a problem given a work order.

Student Learning Outcomes – Energy Systems Nuclear Operations Technology

1. Utilize test equipment to troubleshoot, analyze, and repair electrical, electronic, and instrumentation related circuits.
2. Analyze basic power electronics, Alternating (AC), Direct Current (DC), and logic fundamentals.
3. Create schematics to document electrical, electronic, and process control systems. Utilize electrical diagrams and Piping and Instrumentation Diagrams (P&ID) to complete troubleshooting, routine, and maintenance tasks.
4. Identify components, parts, and materials associated with motor controls and process instrumentation.
5. Apply a fundamental understanding of pressure, temperature, level, flow, position, and analytical measurement to install, calibrate, and troubleshoot process instrumentation.
6. Describe components of electrical power transmission and distribution systems.

7. Solve basic technical problems typical of what is encountered when working at a nuclear power plant.
8. Perform tests and experiments, data analysis, and report findings including recommendations for improvement.
9. Select and apply appropriate knowledge, techniques, skills, and modern tools of the natural sciences, including physics, chemistry, thermodynamics, atomic physics, and nuclear physics to solving problems in nuclear engineering technology areas.
10. Make oral technical presentations to demonstrate knowledge.
11. Demonstrate technical competency in nuclear and engineering materials, reactor core fundamentals, power plant systems, heat transfer, fluids, health physics/radiation protection, and radiation measurement.
12. Demonstrate comprehension of currently applicable rules and regulations in the areas of radiation protection, Conduct of Operations, including LOTO and communications, maintenance, quality control, quality assurance, and safety.
13. Integrate and apply knowledge of the functional areas of nuclear engineering technology in the safe operation and maintenance of nuclear systems.
14. Demonstrate principles of Conduct of Operations, including Professional Conduct, Formality, Ownership and Respect, in all areas of ESET coursework. Class attendance and participation, homework, quizzes, exams, and oral boards included.

IV. Program Policies

Attendance Policy

Every student is expected to attend class on a daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 8:00 a.m. The department phone number is 282-3085.

- Students are expected to attend all meetings or classes in which they are registered. The Center has established the following specific regulations governing attendance.
- No one extracurricular activity may take students away from the campus more than twelve college instructional days.

The specific attendance rules and policies for the ESTEC programs are as follows:

Absences

Semester: (16 weeks)

1. A student will be allowed to be absent from a course of study a maximum number of class sessions that is equivalent to the credit hours for the course in a semester. Each hour of absence will be recorded.
2. If a student is absent more than the allowable number of class sessions in a semester, his/her grade in that course shall be lowered by two percentage points for each and every absence in excess of the allowable limit.
3. Tardy = arriving 1 to 10 minutes after class starting time. Absence = more than 10 minutes after class starting time.
4. Two tardies will be equivalent to one absence.
5. Waiver on any of the above rules may be made only for unusual circumstances by petition of the student to the course instructor.

Note: Some courses may have different absentee policies. Please check with your instructor at the beginning of the course for specifics. Employers are very interested in a student's attendance and study habits because they reflect how he/she will perform on the job. Representatives from business and industry on the program's advisory committee have asked that an attendance policy be established to develop good work habits.

Break Times

Breaks will be allowed during the lab period as designated by the instructor.

ESTEC Program Selection

Students will identify their program of choice when applying. The following conditions for program selection may apply:

- The number of students allowed into a program will be based on space available. If the number of applicants exceeds the number of seats before the Priority Deadline for applications, a competitive entry process will be followed.
- Program seats will not be reserved for students wishing to sit out a semester. Students must petition to return to the program.
- Students must petition to repeat a semester if they do not meet the minimum GPA or program requirements.
- Students wishing to change programs after acceptance must fill out a Program Change Request Form. Changing programs is based on space availability and potentially a competitive GPA ranking. Approval or denial of the request is issued after final exams are complete and space availability is determined.

Changing College of Technology Programs

If a student wishes to change his/her College of Technology program, he/she must see a counselor in Student Services and complete the administrative paperwork.

Grading Policy

Grading is done on an enhanced grading system and will be specifically addressed during orientation. College of Technology ESTEC programs will use the grading system below to describe the instructor's evaluation of a student's performance in each course.

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

Letter Grade	Percent	Points
D+	67-69.9	1.3
D	63-66.9	1
D-	60-62.9	0.7
F	Below 60	0

- At the beginning of each course, the instructor will inform students of these criteria to be used in judging their performance.
- Other grading symbols may apply as indicated in the Idaho State University Undergraduate Catalog.
- This policy does not reflect non-ESTEC program courses.
- Students must earn a C- or better in each ESTEC course in order to move forward in the program.
- A cumulative GPA of 2.0 is required for graduation.

Dress Code

The dress code will be addressed by your instructor during orientation.

Electronic Devices

Electronic devices should not be used anytime during class. This includes: computers, cell phones, etc. The only exceptions to this policy are scientific calculators and computers being used for lab reports, data recording, circuit simulation, programming PLCs, etc. Cell phones should be silenced. No texting on phones during class. If you need to take an important call on your cell phone (job search, medical, etc.), set it on vibrate and leave the classroom to answer. Any non-compliance with this policy will be noted and will have a strong impact on your final grade. The electronic device policy must be complied with especially during quizzes and exams. Failure to do so will amount to academic dishonesty and will be pursued to the full extent permissible based on university guidelines.

Code of Conduct

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU

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

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

SMOKING IS NOT PERMITTED IN ANY STATE OF IDAHO BUILDING.

Computer Labs

There are computer labs available in various locations on the ISU campus. Individual lab rules should be followed. The STUDENT CODE OF CONDUCT outlines University policies regarding computer use.

General Disclaimer

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

Student Printing & Misuse of Computer Resources Policy

PRINTING

Limited draft quality printing may be available. Printing multiple copies is not permitted from the network; you may make copies at a copy center. Users are required to notify the program instructor before printing. Depending on printer demands, scheduling may be necessary. Faculty will terminate unauthorized output.

Those persons involved in unauthorized printing will be subject to disciplinary action. Students may receive disciplinary action under the "Student Code of Conduct Violations" in the ISU STUDENT HANDBOOK.

MISUSE OF COMPUTING RESOURCES COPYING COMPUTER SOFTWARE

Idaho State University does not own much of the computer software in use on campus. Instead, the University obtains licenses for the use of computer software from variety of outside sources. Faculty, staff, or students do not have the right to reproduce it unless authorized. Therefore, faculty, staff, and students shall not duplicate computer software, nor use the software in any manner not in accordance with the particular license agreement involved. Those persons caught making, acquiring, or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances. This may include criminal prosecution and disciplinary action under "Student Code of Conduct Violations" of the ISU STUDENT HANDBOOK.

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.

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 coursework this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, 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.

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 isdedicated 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, andinclusive 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 identifiedinformational, physical, and/or attitudinal barriers.

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

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

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

Contact Information

Disability Services; Division of Student Affairs

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

Office of Equity & Inclusion

Mission Statement

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

Our webpage will detail the specifics of each of our areas of service to the campus community including:

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

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

Contact Information

Office of Equity and Inclusion

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

V. College of Technology Policies

Intoxicants Policy

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

1. The instructor will notify the student that they will not be allowed in theclassroom 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 todiscuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding theviolation.
5. The Director will contact the instructor and Department Chair summarizing anyoutcomes.

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 tomeet 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 fora 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 adisciplinary 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 reviewand 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 heor she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the DepartmentChairperson is named in the complaint, the Dean of the College where the allegedinfraction 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 todirect 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 Deanor the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

Procedure for an Appeal to Scholastic Appeals Board

1. If the student wants to appeal the decision reached in the formal hearing, he/shemust 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 evidencepresented at the Dean's formal hearing shall be made available to the student toattach 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 formallypresents 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 thenchoose a Chair for the Scholastic Appeals Board, and the rest of the Board will beconstituted.

VI. Idaho State University Policies

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

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

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

isu.edu/Student_Handbook

Additional Idaho State University policies:

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

VII. Idaho State University Resources and Services

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

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

1. Career Services
    - isu.edu/career
2. Commencement
    - isu.edu/graduation
3. Counseling and Testing Services
    - isu.edu/ctc
4. Disability Services
    - isu.edu/disabilityservices
5. Health at ISU
    - isu.edu/health
6. Parking Services
    - isu.edu/parking
7. Student Resources
    - isu.edu/student-resources

VIII. College of Technology Resources and Services

Section I: Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 101, and the William M. and Karin A. Eames AdvancedTechnical 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 ofthe 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 instructorshould be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

Note: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately!Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 101 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no costfor 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. Servicesare available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'not-traditional' fields of training. isu.edu/cnd

Section II: Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuitionby 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 paytuition by the first day of class.

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

Section III: Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid bysubmitting a Free Application for Federal Student Aid (FAFSA) form each year they areenrolled 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 towithdraw 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 OnlineScholarship System (BOSS).

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

isu.edu/scholarships

Section IV: Short-Term Loans

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. The maximum amount of each loan is

$500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first.Your ISU internal credit rating will be reviewed prior to loan approval. Failure to pay thisloan as agreed will adversely affect the credit rating used internally by ISU.

isu.edu/short-term-loans

Section V: Traffic and Parking

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

isu.edu/parking

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

Cost:

- General Lot: $100
- Reserved Lot: $300
- Reduced Fee: $50 (at Holt Arena only)

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

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

Section VI: Transportation

ISU Commuter Express: Idaho State University Commuter Express is a system designed to assist commuting students enrolled at ISU with a source of transportation to and fromthe campus. Buses run on a daily basis (Monday through Friday) and pick up students atvarious locations in outlying areas of the region including Idaho Falls

and Blackfoot. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208) 282-4460, or go to:

isu.edu/transportation/commuter-express

Bengal Shuttle: Pocatello Regional Transit (PRT) provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge. PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available. For information on schedule and drop off points, go to:

isu.edu/parking/bengal-shuttle

IX. Handbook Signature Form & Photography Consent Release

Idaho State University | College of Technology

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Energy Systems Technology & Education Center Programs Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME _____ DATE _____

SIGNATURE _____ BENGAL ID # _____

INSTRUCTOR SIGNATURE _____

CONSENT FOR PHOTOGRAPH RELEASE

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

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

☐ Photographs must be altered to ensure facial identity is hidden.

☐ Do NOT use my photo for promotional or educational use.

PRINTED NAME _____ DATE _____

SIGNATURE _____

X. Computer Usage Policy

Idaho State University | College of Technology

COMPUTER USAGE POLICY

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

PRINTED NAME _____ DATE _____

SIGNATURE _____ BENGAL ID # _____