INFORMATION TECHNOLOGY SYSTEMS
# TABLE OF CONTENTS

I. College of Technology Welcome........................................................................................................3
   a. Letter from Dean Rasmussen

II. Program Introduction..........................................................................................................................5
   a. Program Administration
   b. Admission Requirements
   c. Course Requirements
   d. Graduation Requirements
   e. Grading Scale/Satisfactory Progress
   f. Important Partnerships
   g. Other Information

III. Program Policies................................................................................................................................6
   a. Attendance
   b. Grading Policies
   c. Safety Rules
   d. Electronic Devices
   e. Food/Drink
   f. Academic dishonesty
   g. Other

IV. College of Technology Policies......................................................................................................9
   a. Intoxicants Policy
   b. Dismissal Policy

V. Idaho State University Policies.......................................................................................................11
   a. Withdrawal
   b. Satisfactory Progress,
   c. Affirmative Action
   d. FERPA
   e. Sexual Harassment
   f. Communicable Diseases
   g. Smoking
   h. Link to ISU Handbook

VI. Student Services Overview............................................................................................................12
   a. Resources and Services

VII. Handbook Signature Form and Photography Consent Release.....................................................15

VIII. Computer Usage Signature Form................................................................................................16
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. The College of Technology is one of seven colleges on the ISU campus designed to meet the needs of students—like you.

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 25,000. 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 well 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!

R. Scott Rasmussen
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 Information Technology Systems program. The information provided in this handbook is meant to supplement the Idaho State University Student Handbook.

PROGRAM ADMINISTRATION

The Surveying and Geomatics Engineering Technology program is operated by Idaho State University College of Technology.

COLLEGE OF TECHNOLOGY

Dean: R. Scott Rasmussen
Associate Dean: Debbie Ronneburg
Technical Department Chair: Michael Wheelock
Program Coordinator/Program Instructor: Weldon Hill
Program Instructor: John Baker
Program Advisor: Regina Terrell

All students are directly responsible to the instructor first. Details regarding program procedures will be covered and questions will be answered during orientation at the beginning of the program or as the need arises. Problems of any nature should first be brought to the attention of the instructor. These individuals will seek assistance for a student problem. If a student feels a need for a conference with someone other than an instructor a meeting may be arranged with an advisor from the ISU College of Technology Student Services Office 208-282-2622.
III. PROGRAM POLICIES

Any violation of program policy will be dealt with in accordance with Idaho State University’s student Dismissal Policy.

PROGRAM HOURS AND BREAK TIMES

Students attend class six hours a day, Monday through Friday, with one hour for lunch. Classes are usually scheduled from 8:00 a.m. to 3:00 p.m. During summer session, all students attend classes from 7:30 a.m. to 2:00 p.m. with half hour lunch.

ATTENDANCE POLICY

Every student is expected to attend class on a regular daily basis. Should a student be unable to attend for any reason, he/she is responsible for notifying the instructor by 8:00 a.m. The instructor’s phone numbers are 282-3897 and 282-2205.

The specific attendance rules and policies for the Information Technology Systems program are as follows:

Excused Unexcused Absences
1. Students are expected to be in attendance each class session.

2. Students may have three unexcused absences. Each additional absence results in a 10% grade reduction per absence.

3. Death in the immediate family or illness with signed doctor’s note are the only excused absences. No makeup on missed quizzes. Tests may be made up if the instructor approves excused absence before test is given.

4. It is the responsibility of the student to make up any work missed due to an absence within two days of the absence.

Tardiness
Tardy: Arriving 1 to 15 minutes after class starting

Absence: More than 15 minutes after class starting time. Two tardy’s will count as one absence.

NOTE:
Employers are very interested in a student’s attendance and study habits because they reflect how he/she will perform on the job. Representatives from business and industry on the program’s advisory committee have asked that an attendance policy be established to develop good work habits.

GRADING POLICY

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94.5 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>91.5 – 94.49</td>
</tr>
<tr>
<td>B+</td>
<td>88.5 – 91.49</td>
</tr>
<tr>
<td>B</td>
<td>85.5 – 88.49</td>
</tr>
<tr>
<td>B-</td>
<td>82.5 – 85.49</td>
</tr>
<tr>
<td>C+</td>
<td>79.5 – 82.49</td>
</tr>
<tr>
<td>C</td>
<td>76.5 – 79.49</td>
</tr>
<tr>
<td>C-</td>
<td>73.5 – 76.49</td>
</tr>
<tr>
<td>D+</td>
<td>70.5 – 73.49</td>
</tr>
<tr>
<td>D</td>
<td>67.5 – 70.49</td>
</tr>
<tr>
<td>D-</td>
<td>64.5 – 67.49</td>
</tr>
<tr>
<td>F</td>
<td>64.49 or below</td>
</tr>
</tbody>
</table>

Courses listed will be taught in sequential blocks by semester/session. A student must maintain a minimum of 73.5 percent (C- or better) overall average in each ITS course in order to proceed to next sequential block of the ITS program. If a student fails a class two semesters sequentially, then the student must sit out a semester and seek necessary assistance before returning to the program. Evidence of improvement or change must be provided before returning.

A student must have a 2.0 GPA in the program’s required curriculum in order to be eligible for a certificate or degree.

Failure of a course may result in delayed re-entry to the program. See a counselor in Student Services for additional information.
II. It is understandable that emergencies take place in every student’s life and exceptions can be given in cases that are of the appropriate importance. When it is necessary to take a phone call, please do not answer your phone until you are out of the classroom or laboratory.

III. Cell phones should be stored in a locker or backpack (away from the testing area) during a quiz or exam.

IV. When a student is found in violation of the cell phone policy the following steps will be taken:
1) First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.
2) Second occurrence: Loss of two additional participation points (two percent of the overall grade in the course), as well as a formal letter of warning to be included in the students’ program and college file.
3) Third occurrence: All remaining participation points will be lost and a second letter will be filed.
4) Fourth occurrence: A failing grade in the appropriate course will be given.

V. This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

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 Code Handbook and Calendar available in Student Services.

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

COMPUTER MISUSE

Inappropriate use of the computer is considered computer misuse. Any use of the computer must be related to class instruction only. The supervisor of each lab will determine
what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology. Refer to the Student Handbook, Student Code of Conduct section, for additional information.

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 coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

PROGRAM OBJECTIVES

A: Objectives:

1. To develop entry-level skills in repairing and servicing computer equipment.
2. To develop entry-level skills in setup and maintenance of computer networks.

B: Outcomes:

1A. Demonstrate the proper operation of computer equipment.
1B. Demonstrate safe and appropriate use of basic hand tools and test equipment.

2A. Demonstrate the proper setup and configuration of computer and computer networks.
2B. Demonstrate safe and appropriate use of basic hand tools and test equipment.
I. INTOXICANTS POLICY

Any instructor who observes behavior which suggests that a student may be under the influence or detects the odor of an intoxicant on 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 school 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.

II. 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 PROCEDURES

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 incidents that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or 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 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 hearings 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. Any 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 any 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, he/she 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.
V.
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.

isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/

1. FERPA (page 4)
2. Smoking (page 6)
3. Sexual Harassment and Title IX (page 17)
4. Withdrawal (page 33)
5. Satisfactory progress (page 34)
6. Academic Standing (page 37)
7. Petitions (page 50)
8. Communicable Diseases (page 54)
9. Affirmative Action (page 55)
VI.
COLLEGE OF TECHNOLOGY
RESOURCES AND SERVICES

SECTION I

SERVICES FOR STUDENTS

Student Services: This office is located on the main floor of the RFC Complex, Room 184 and assists students with specific information about the programs at the College of Technology. Admission advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a students’ educational goals.

Hours are 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Fridays. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

www.isu.edu/tech/departments/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 he/she is having difficulty, help should be sought immediately! Contact the Resource Center, located on the third floor, Room 365, of the Roy F. Christensen (RFC) complex or telephone (208) 282-3208 for an appointment to discuss specific tutoring needs.

https://www.isu.edu/tech/departments/resource-center/

The Center for New Directions: Located within the RFC Complex on the third floor, Room 372. 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/reentering 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

SECTION II

REGISTRATION AND FEE COLLECTION
POLICY FOR 2018-2019

• 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 Bengal Web 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.

SECTION III

FINANCING YOUR EDUCATION

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

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships available to the general university population.

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. Applications for ASISU scholarships are made available every semester to currently enrolled students. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line. https://isu.academicworks.com/users/sign_in

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 this loan as agreed will adversely affect the credit rating used internally by ISU.

HOW TO OBTAIN A SHORT-TERM LOAN

Complete a loan application and promissory note at the Office of Finance and Administration, Room 124 in the Administration Building.

NOTE: The priority deadline for most types of federal financial aid is March 1 of each year, although students are encouraged to apply anytime between January 1 and June 30 of the following year (example, January 1, 2012 to June 30, 2012).

SECTION V
TRAFFIC AND PARKING

NOTE: Please refer to the ISU parking web address at https://www.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 Fifth and Humboldt Street, telephone (208) 282-2515 or 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 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 owner’s expense when it accumulates $50 in citations.

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

ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls, Exit 113, 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 https://www.isu.edu/transportation/.

Pocatello Regional Transit (PRT): Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. Pocatello Regional Transit 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.

SECTION VII
GRADUATION

NOTE: Students should refer to the policies in the program section of the handbook to determine eligibility for a Certificate and/or Associate of Applied Science degree.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Students are encouraged to apply the semester before they intend to graduate in order to confirm all requirements are met. Information about applying and costs can be located on the ISU Registrar’s office website: https://www.isu.edu/registrar/graduation-application/

The College of Technology graduation ceremonies are held in May and December. Students who have applied for graduation will receive information regarding this ceremony. The commencement exercise for the entire University takes place once a year, the Saturday following the last day of school in May.

ISU College of Technology students are encouraged to take part in the graduation ceremonies. For most people this is a once in a lifetime experience and an opportunity for family and friends to honor all the graduates. Whether or not a student is unable to attend the graduation exercise, the student’s diploma will be mailed at a later date.
HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Information Technology Systems 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 NUMBER _____________

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 marketing 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 ____________________________
IX.
CONSENT FOR RELEASE OF INFORMATION

INFORMATION TECHNOLOGY SYSTEMS CONSENT FOR RELEASE OF INFORMATION

I, hereby consent and give my permission to the faculty and staff of the Idaho State University College of Technology Information Technology Systems program to provide information, both oral and written, to prospective employers, both public and private; such information shall include but shall not be limited to records, grades, performance evaluations, observations, and any other information which might be pertinent to a prospective employer seeking to verify and evaluate my qualifications for a position. I understand that I have the right to revoke this Consent of Release of Information at any time, but that I must do so in writing and that any such revocation will become effective only upon actual delivery to the Information Technology Systems Program Coordinator.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID NUMBER
INFORMATION TECHNOLOGY SYSTEMS SAFETY PRECAUTIONS

THIS IS TO CERTIFY that I received instruction on safety precautions in the Information Technology Systems program curriculum.

The instructor has demonstrated to me how to operate tools, machines, and equipment correctly and safely. I promise to observe all safety precautions, and if ever in doubt regarding my operation of machines, I will get the necessary information from my instructor.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID NUMBER

THIS IS TO CERTIFY THAT ___________________________________________ has been given safety instructions and safety demonstrations on the use of tools, machines, and equipment in the labs.

INSTRUCTOR’S SIGNATURE ___________________________________________

DATE ___________________________________________
XI. DISMISSAL POLICY

INFORMATION TECHNOLOGY SYSTEMS

THIS IS TO CERTIFY THAT ________________________________ has been given a copy of the College of Technology Dismissal Policy.

STUDENT’S SIGNATURE ________________________________

PRINTED STUDENT’S NAME ________________________________

DATE ________________________________

INSTRUCTOR’S SIGNATURE ________________________________

DATE ________________________________