



Idaho State
University

College of
Technology

Law Enforcement

2026-2027



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

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

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Law Enforcement program.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student's problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Law Enforcement 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.



APPROVED PROGRAM THROUGH THE
IDAHO PEACE OFFICERS STANDARDS AND TRAINING

College of Technology

Dean

Jerry Anhorn

Associate Dean of Instruction

Debra Ronneburg

Assistant Dean of Student & College Services

Tiffany Mitchell

Business & Consumer Services Co-Chair

Clayn Lambert

Business & Consumer Services Co-Chair

Duane Rawlings

Program Coordinator

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Administrative Assistant

Kendra Crismon

Student Success Navigator

Tiffany Mitchell

Program Information

Degrees/Certificates Offered

Basic Technical Certificate

Law Enforcement

Intermediate Technical Certificate

Law Enforcement

Associate of Applied Science

Law Enforcement

3 Year BAS

Law Enforcement Management and Leadership

Mission Statement

The mission of the Law Enforcement program is to develop skilled law enforcement professionals who are committed to serving and protecting the people of Idaho. We will train cadets in accordance with POST standards with high-caliber classroom instruction, realistic scenario training, and practical experience across a broad spectrum of police training.

Program Objective

To provide the knowledge and technical skills for eligibility to become certified peace officers as set forth by the standards of the Idaho Peace Officers Standards and Training Council for the State of Idaho.

Student Learning Outcomes

Graduates of the Law Enforcement program will have the following learned capabilities:

1. Understand the importance of ethical and moral behavior associated with the Law Enforcement field as defined by the Idaho Peace Officer Standards and Training Council.
2. Know the various techniques and methods used by police officers, including written and oral communications.

3. Know Idaho law as it pertains to the criminal code, traffic code, criminal procedures, and rules of evidence.
4. Demonstrate proficiency in the use of law enforcement equipment.
5. Understand problem resolution and decision-making skills as they relate to the performance of police duties.
6. Recognize and demonstrate the importance of physical and mental fitness as it pertains to the performance of police duties.
7. Understand the various techniques of criminal investigation.
8. Understand the legal issues of federal and state codes for crimes, punishments, arrests, and detention.

III. Policies & Procedures

Attendance Policy

Requirements are governed by P.O.S.T. Each student must maintain a 2.0 GPA (75%) or better to progress; any student that falls below a (C) average will be dropped from the program.

Students must maintain a 2.0 GPA or better. Every student is expected to attend every class on a regular basis and on time. The standard for attendance is governed by P.O.S.T. A student cannot miss more than 32 hours in a semester or four days excused or unexcused. If the student receives three unexcused absences, they will be given an overall grade cut of one full grade. An unexcused absence is simply failing to call in and notify the office that you will not be in class. Three tardies will be equivalent to one absence. Every student is expected to attend class on a regular daily basis.

Should you not be able to attend for any reason, you are responsible for notifying the staff by 7:45 a.m. The program phone number is 208-282-3083.

The specific attendance rules and policies for the Law Enforcement program are as follows.

Excused & Unexcused Absences

1. Attendance is a requirement of each class.
2. On the third unexcused absence, an overall grade cut of one full letter grade will be given in courses missed.
3. Emergency absences will be excused for any of the following reasons:
 - a. Severe illness of the student.
 - b. Death or critical illness of the immediate family.
 - c. Conditions under which the student has no control.
4. An absence from any class can only be excused by the Program Coordinator.
5. All make-up work must be made up by the student the day following the absence.
6. The Program Coordinator will determine whether you are allowed to make up work missed because of an absence.
7. No excuse will be allowed to conduct personal business unless prior approval has been given by the Program Coordinator.
8. Waiver of any of the above rules may be made only for unusual circumstances by petition of the student to the Program Coordinator.
9. Students enrolled in the course are accepted by P.O.S.T. as peace officers and thus expected to conduct themselves as an officer would at all times. Misconduct or conduct unbecoming of an officer will apply as P.O.S.T. standards for all students when enrolled

in the ISU Law Enforcement program. Students will be dismissed from the program that are found to have committed any act of deceit, immoral act, drug usage, or felony or misdemeanor crime. Students found breaking any state or county law such as drinking under age, failure to carry insurance, shoplifting, theft, drug usage, or sex crime will be dismissed from the program. Students not completing all background checks will not be allowed to take the P.O.S.T. Certification exam. Students who do not meet the minimum patrol/detention standards for firearms and fitness will not be allowed to take the P.O.S.T. Certification exam.

Program Hours & Break Times

Classes are held 5 days a week. Times will vary between 8 and 10 hours per day. 8:00 am - 5:00 pm and 6:00 am - 5:00 pm. There will be occasions when classes will start late and run late.

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:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

Make-Up Work

Work must be done to the satisfaction of the instructor.

Procedures for Students to Challenge Test Questions

1. Students may challenge test questions either privately with the program director or via email to the program director.
2. All complaints, challenges, and outcomes will be kept in the student's file.

Dress Code

A. PROFESSIONALISM

- The P.O.S.T. Academy, like most agencies, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, unit discipline, professionalism, and esprit-de-corps. Students are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times.

B. INSPECTION

- Students are expected to be prepared for personal inspection and inspection of their uniforms and equipment at all times during the Academy session.

C. UNIFORMS

- As student officers, the duty uniform is the normal attire while attending the Basic Academy. Students shall wear their official Agency uniform for all classes unless otherwise notified. The student will also wear his/her official uniform for graduation exercises. The graduation uniform will include a tie if the parent agency issues a tie with the dress uniform.
 1. Uniforms must be properly worn at all times. Uniforms must fit and be clean and pressed. Brass will be shined and free from tarnish, and shoes and boots shined. Student officer clothing or articles of uniform will not be torn or mutilated and must be clean and free from non-prescribed markings and may not bear profane expression or graffiti. Student officers and/or their employing agencies are responsible for having uniforms altered or, if necessary, purchasing new ones if weight is gained or lost, or the uniform or uniform part becomes unserviceable. Polo shirts, shorts, or other optional uniforms are not appropriate attire unless it is the only uniform issued by your agency.

2. Student officers will possess sufficient quantities of underwear, socks, and other personal items and will ensure acceptable standards of personal hygiene and appearance through proper maintenance and wear. Short-sleeve uniform shirts require that a clean, non-frayed crew neck t-shirt be worn under a uniform shirt during class hours.
3. Student officers will not carry bulging items in exposed shirt or trouser pockets unless authorized by the Academy Coordinator.
4. Student officers will not wear sunglasses or tinted prescription glasses in formations or during indoor training unless for medical necessity (documented) and/or specifically by the Academy Coordinator.
5. All shoes and boots must be capable of being polished unless the parent agency policy allows students to wear other types of footwear.

D. FIREARMS

- Students, officers, or deputies will not have any live firearms present during any academy activities unless requested by the instructor or Academy Director.

E. ATHLETICS

- Student Officers should bring good quality running shoes to reduce injury, an athletic supporter (male students), and good quality socks.
- NOTE: Most running is done on asphalt surfaces and running shoes should be of good quality, with plenty of cushion and arch support, designed for jogging.

F. ADVERSE WEATHER CLOTHING

- Students should bring ample warm clothing for use on the driving course and firing range: heavy boots, socks, long underwear, hat, coat, gloves, and rain gear.

G. HYGIENE

- Male students will conform to the following minimum standards:
 1. Without reference to style, the hair on the top of the head will not exceed three inches in length and will be neatly groomed. The sides will be tapered with the hair not touching the ear. The back will be tapered and not touch the collar. Fad haircuts, so-called (mohawks, etc.), or motivational haircuts are not authorized.
 2. Sideburns, if worn, will be neatly trimmed, have a clean shaven line at the base, will not extend downward beyond the lowest part of the outer ear opening, and will not flare.
 3. Male students will be clean shaven each morning. Beards are allowed only if they are worn and authorized by the employing Agency, are neatly groomed, and the hair of which shall not exceed $\frac{1}{4}$ - $\frac{1}{2}$ inch in length.
 4. The wearing of beads, necklaces, chains, and similar ornaments shall not interfere with, nor be visible, while wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-

MIA types. Religious medallions may be worn, but in a manner that they will not be seen. Male students are not allowed to wear earrings.

- Female students will conform to the following minimum standards:
 1. Hair that is longer than collar length shall be put up or braided while in uniform. Hair that is put up will be secured to the back of the head. Barrettes of a natural hair color or transparent may also be worn. No more than two ponytails or braids may be worn at any given time, and if worn, will be secured to the back of the head. In no case will the length or bulk of hair interfere with the wearing of any headgear. No alligator clips.
 2. If worn, make-up will be of natural colors and in good taste (e.g., no heavy eyeliner, colored shadow, or lipstick may be worn at any time while in attendance at the Academy).
 3. The wearing of beads, necklaces, chains, and similar ornaments shall not interfere with, nor be visible while wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-MIA types. Religious medallions may be worn, but in a manner that they will not be seen.

Standards for Conduct and Behavior

A. ADDRESSING STAFF AND INSTRUCTORS

- Students will address staff, instructors, and others by an appropriate title: Specialist, Sergeant, Chief, Sheriff, Judge, etc., and will preface with “Sir” or “Ma’am”. Each student, when responding to an instructor or member of the staff, will answer “yes, sir” and “no, sir”, or “yes, ma’am” or “no, ma’am”.

B. PROMPTNESS

- Promptness in obeying orders, in reporting for classes, meals, and study periods, is required. A list of daily classes will be issued to each student.

C. DISRUPTING CLASS

- Students will not disrupt class by arguing with the instructor. Students will maintain a professional attitude at all times while in the classroom.

D. DEMERIT SLIPS

- Demerit slips may be issued for infractions of any of the listed standards for conduct and behavior, or any other time the P.O.S.T. staff believes a demerit is justified. Any student receiving a demerit shall not be eligible for any special awards at graduation. Two demerits may be cause for dismissal from the Academy.

E. MISCONDUCT (CONDUCT UNBECOMING AN OFFICER)

- Students shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Employing Agency and the Academy. Conduct unbecoming of an officer shall include that which brings the Academy into disrepute or reflects discredit upon the student officer as a member of the Academy class, or that which impairs the operation or efficiency of the Academy or student officer. Types of offenses subject to this section include, but are not limited to, any immoral act, disorderly conduct, and use of vulgar, humiliating, obscene, or profane language or behavior.

F. INTEGRITY

- Dishonesty, untruthfulness, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency, or discipline of the Academy, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action or dismissal from the Academy.
 1. Lying, evasiveness, and deceit are closely related and predicated upon dishonest action which is designed to prevent the whole truth from being known. All student officers are expected to be completely honest and forthright at all times. Any student officer who is unable to live up to the spirit of this requirement is unfit to serve as a police officer or in public service.
 2. Acts of academic dishonesty and plagiarism violate the established standards of the academic community, and jeopardize the training necessary for proper job performance as a law enforcement professional.
 - a. **ACADEMIC DISHONESTY:** Any behavior intended to promote or enhance a student officer's academic standing within the P.O.S.T. Academy by dishonest means constitutes an act of academic dishonesty. Acts of dishonesty include, but are not limited to the following: cheating, which for purposes of these Rules and Regulations is defined as giving or receiving unauthorized aid in regard to academic tests or other assignments; intentionally using plagiarized material; submitting work done by another as one's own; and/or altering any Academy, Council, or Employing Agency form, record, or document, or forging the signature of any Academy, Council, or Employing Agency instructor or official.
 - b. **PLAGIARISM:** The use of words, ideas, concepts, or work of another without proper acknowledgement constitutes plagiarism.
 3. **STEALING:** For the purposes of these Rules and Regulations, stealing is defined as the wrongful taking of property from the possession of the owner or any other person with the intent to permanently deprive or defraud the owner or any other person of the use and benefit of said property.

G. CONSPIRACY

- A conspiracy is "two (2) or more persons who combine or conspire to commit any crime or offense of violation of the Academy rules, prescribed by the laws of the State of Idaho, or the Rules and Regulations of the Peace Officer Standards

and Training Academy and one (1) or more of said persons does any act to effect the object of the combination or conspiracy. If a conspiracy is determined to have occurred in an attempt to hide the truth or to protect another student who has violated Academy rules, each person may be punished in the same manner and to the same extent as the individual who committed the original offense or violation.” Students at the Academy are expected to avoid circumstances that place them in situations that could be construed as a conspiracy.

H. REPORTS – TRUTHFULNESS

- When in the course of an official investigation of a violation of these Rules and Regulations, a student is asked a question concerning him/her in a matter in which he/she has knowledge, he/she is expected to answer in a forthright and honest manner. All reports, whether oral or written, shall be submitted on time, and shall be truthful and complete. No student shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information.

I. COURTESY

- Courtesy is the expression of consideration for others. It pays the largest returns for the least effort of anything one can do. In law enforcement, where individuals are required to work closely together and where cooperative effort is all important, courtesy is essential in promoting coordination and developing esprit-de-corps. Courtesy is shown to all, to subordinates as well as superiors, and to the public. The courtesy shown to a superior is recognition of the basic principles of organization. It is the respect to every leader and the acknowledgement of the responsibility and authority of his/her position. Courtesy shown to a subordinate acknowledges the essential part he/she plays as a member of the law enforcement team. Courtesy shown to the public acknowledges the role of law enforcement in a free society; that law enforcement is a part of, and not apart from, the community they serve. The methods of expressing courtesy are distinctive and precise. Slovenly, grudging, or perfunctory displays of these methods are discourteous, and may be cause for dismissal.

J. BIGOTRY

- Law enforcement professionals are expected to be sensitive to, and exhibit tolerance for: concerns, opinions, and backgrounds of others, and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation, and/or physical challenge to address, refer to, or otherwise affect any person or group of people, directly or indirectly, is prohibited except as otherwise provided in the Council-approved curriculum as a role-playing tool.

K. SEXUAL HARASSMENT

- Sexual harassment is a form of sex discrimination and will not be tolerated.
- DEFINITION: The Equal Employment Opportunity Commission defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors,

and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

Physical Contact

The touching of another person or his/her clothing either directly or by use of a material object, except at such times as one is acting within the scope of his/her authority for the following purposes is prohibited:

- A. Correcting a person's position;
- B. Correcting a person's movements;
- C. Fitting or correcting the arrangement of a person's clothing or equipment;
- D. Conducting a lawful examination or inspection of a person, clothing, or equipment;
- E. Conducting a demonstration incident to training during which no person will be required to act as demonstrator more than once in succession; or
- F. Protection or avoiding a person suffering from bodily injury or harm.
- G. When touching someone for any of the purposes listed above, no person shall come in physical contact with a greater portion of, or with greater force to, the person or equipment of the student officer than is reasonable or necessary to accomplish the authorized purpose.

School Property

- A. All school property will be returned to its storage area upon completion of the class activity.
- B. Any student who misuses, abuses, or is careless with training property is subject to dismissal from the training program and/or replacement of the property.
- C. Students wishing to check out equipment for use outside the classroom must sign an equipment checkout form.

Personal Property

- A. Neither the school nor the instructor will be held responsible for personal property.
- B. Students may use the lockers assigned for personal property.
- C. Do not leave books or property on the desk chairs in the classroom after classes end for the day.
- D. No guns or personal weapons will be allowed on University property without the permission of the instructor of the class.

Classroom

- A. No hats
- B. No food except by permission
- C. No tobacco
- D. No alcohol or drugs allowed on or near ISU law enforcement training facilities. Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.
- E. Cell phones are to be put away out of sight and muted. The only exception is when it is being used in conjunction with instructions given by the instructor.
- F. Use of laptops is for furtherance of your education in Law Enforcement. (No playing games, shopping, etc. while class is in session.)

Dismissal from the Law Enforcement Program

A student may be dismissed from the Law Enforcement program for failure to comply with standards adopted by the State of Idaho Peace Officer Standards and Training or by the Idaho State University student handbook. Conduct that fails to comply with these standards includes, but is not limited to, conduct unbecoming of an officer; disorderly conduct; dishonest conduct; unethical or immoral conduct; or conduct in program activities or coursework that is unsafe. A student who violates any state or federal law may be subject to dismissal from the program.

All students must take a pre-employment polygraph examination while in the program. Failure to meet recommended P.O.S.T. standards for the polygraph examination may result in dismissal from the program.

When the Law Enforcement program coordinator is made aware of an issue that may be grounds for dismissal of a student, the program coordinator will notify the student in writing as to the nature of the issue and will give the student an opportunity to be heard and respond. The program coordinator will make a decision regarding the issue and may clear, warn,

demerit, or recommend dismissal of the student. A recommendation of dismissal will be reviewed by the college department chair, who will make a final determination regarding dismissal. The student will receive a written decision of the college department chair, including notice of the student's appeal rights. A student who is dismissed from the program for failure to comply with any P.O.S.T. standard may not apply for readmission to the program.

The student has the right to appeal the decision of the college department chair according to the procedures set forth in the student handbook policy. See "Dismissal from an Undergraduate Program."

General Disclaimer

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

Computer Misuse

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

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

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

[Student Responsibilities](#)

Financing Your Education

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

[FAFSA](#)

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

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

[FINANCIAL AID](#)

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

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

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

[Disability Services](#)

Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department, including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

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

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

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.

- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies that investigate human and/or civil rights issues. The University adheres to all federal and state civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

[Equal Opportunity, Anti-Harassment, and Non-Discrimination](#)

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. College of Technology Resources and Services

Services for Students

Student Services

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

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

[Student Services](#)

Tutoring Assistance

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

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

[TAP Center](#)

Center for New Directions

Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce, separation, death, or disability of a spouse. Services are available for job-seeking skills, career information,

self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training.

Message from the Center for New Directions

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

Statement on Services

Students enrolled in Idaho State University College of Technology programs are eligible to receive free, confidential personal and career counseling from licensed professional counselors at the **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call (208) 282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in a crisis.

[Center for New Directions](#)

ISU Counseling and Mental Health Center (CMHC) The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services' mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services' mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adhere to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call (208) 282-2130, Monday through Friday, from 8 am to 4 pm.

[Counseling and Mental Health Center](#)

Traffic and Parking

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

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

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

For more information on parking regulations, visit:

[Parking Regulations](#)

V. Idaho State University Resources and Services

Disability Services

Mission Statement

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

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand the Law Enforcement Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State University's educational, marketing, and promotional purposes in perpetuity. Idaho State University shall have the right to photograph, record, publish, republish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse my name, image, voice, and likeness in all markets, media, and technology now known or hereafter developed. Idaho State University may exercise any of these rights itself or through any assignees, licensees, or other parties, including other Universities.

I acknowledge that I will not be compensated for these uses and that Idaho State University exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State University or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State University, its assignees, and its licensees from any claims that may arise from these uses, including, without limitation, claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State University is not obligated to use any of the rights granted under this Release.

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

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

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

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

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

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

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #