



**Idaho State  
University**

**College of  
Technology**

# **COMPUTERIZED MACHINING TECHNOLOGY**

**2023 – 2024**



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## I. Message from the Dean

Dear College of Technology Student,

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

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

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

Once again, welcome to the College of Technology.

Go Bengals!

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

Debra K. Ronneburg

Interim Dean

## II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Computerized Machining Technology program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook and Official Student Code of Conduct.

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

### Program Administration

The Computerized Machining Technology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

### College Of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Steve Clay
Program Instructor	Ashley McCammon
Program Academic Advisor	Michelle Havens

## Program Information

### Degrees/Certificates Offered

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| • Advanced Technical Certificate | CNC Operator                      |
| • Advanced Technical Certificate | Machining Technology              |
| • Associate of Applied Science   | Computerized Machining Technology |

### Program Objectives

Students will gain knowledge while developing and demonstrating industry-level competencies in the following:

- Operation of manual lathes and milling machines;
- Computerized Numerical Control (CNC) machine programming and operation;
- Computer Aided Drafting (CAD) and Computer Aided Machining (CAM); and
- Advanced manufacturing processes and tools.

### Student Learning Outcomes

Graduates of the Computerized Machining Technology program will have the following learned capabilities:

1. Understand the use of engine lathes and milling machines and associated safety guidelines as applied to an industrial setting.
2. Ability to read blueprints in order to produce engineered parts and assemblies.
3. Ability to apply programming and operational skills required to manufacture parts using computer-controlled mills and lathes.
4. Ability to utilize mathematical reasoning as applied to the machining trade

### III. Program Policies

#### Machine Shop Policy Statement

The machinist trade is a highly technical and specialized trade that requires the precise operation of many types of machine tools and cutting operations. The only known way of performing the required operations as defined by the Computerized Machining Technology curriculum tasks and objectives is by constant practice. Therefore, each task must be performed many times until it can be done with very little supervision with accuracy and within a time limit acceptable to industry.

Your Computerized Machining Technology training at Idaho State University is entirely dependent on your ability and desire to learn and your needs in the world of work. The length of time required to complete the certificate requirements is dependent on you and not necessarily dependent on the hours shown for each course or job station. Work stations and competencies not completed in the time allowed will be completed during extra sessions as scheduling allows

#### Attendance Policy

Every student is expected to attend class on a regular daily basis. Should a student be unable to attend for any reason, they are responsible for notifying the instructor by 8:00 am. The program phone number is (208) 282-3262. If unable to reach either instructor, contact the Trade & Industrial Department at (208) 282-2677.

The specific attendance rules and policies for the Computerized Machining Technology program are as follows:

#### Excused & Unexcused Absences

Only from practice and repetition can the trainee meet or surpass the requirements and objectives as defined by each course and be accepted by industry at a job-entry level; therefore, there are no “excused” absences for any Computerized Machining Technology student.

Final grades in all machining courses for which the student is enrolled will be reduced by the percentage amount of absences for each session: Each day that a student is absent equals 2.5% reduction.

An excused absence is an absence authorized by the Computerized Machining Technology instructor.

Although the absence is cleared by a recognized excuse, this does not relieve the student from making up the missed work or assignments. The assignment must be made up to qualify the student for the requirements of the course. Make-up time must be cleared with the instructor.

## Tardiness

One of the most important things that employees can do is to arrive at work early enough to be ready to actually start machining at 8:00 a.m. Tardiness at the workplace will rapidly lead to employees being terminated. As such, each tardy in the program will result in a 1% final grade reduction.

From the preceding statements, it is apparent that attendance is important. The following policies are governed by school policy. Read and study the following items so that you will fully understand what will apply in case you should be absent or tardy.

A student who arrives in the program area after 8:00 a.m. (7:30 a.m. for summer sessions) will be classified as tardy. A student who arrives within the program area after 8:15 a.m. (7:45 a.m. for summer sessions) will be classified as absent for the entire day.

Leaving the class early will be dealt with in the same manners as cutting class and the same practices as outlined below will apply.

## Cutting Class

Cutting class may result in an automatic drop from the course.

Leaving the class for any reason without the authorization of the instructor will be considered a cut from class.

## Disruptive Behavior in the Classroom

Disruption of the classroom is forbidden. Each student has the obligation to respect the rights of others in the maintenance of classroom order and in the observance of courtesy. The faculty member has the right to request that a student leave the classroom, to remove a student from the course or to give a reduced grade in cases of disruptive classroom behavior. In the event that a student refuses to leave the classroom as requested, ISU Public Safety will be contacted to remove the student from the class



## Program Hours & Break Times

Classroom hours are from 8:00 a.m. to 3:00 p.m., Monday through Friday. Lunch hour is from 12:00 noon to 1:00 p.m. daily. There is one 20-minute break each day. Returning late from either of these breaks will be handled in the same manner as tardiness or absence as described above.

## Grading Policy

Machining grades are determined by combining the curriculum task performance requirements into the following three major areas. The percentage given each area reflects a portion of the final machine or job station grade received by the student:

Letter Grade	Percent
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	63-66.9
D-	60-62.9
F	Below 60

- A. Projects are graded at 100% using the following criteria:
  - 1. Safety
  - 2. Accuracy
  - 3. Finishes
  - 4. Time
  - 5. Workmanship
  - 6. Work Habits
    - a. Safety
    - b. Lubrication
    - c. Clean Up
    - d. Personal Hygiene
- B. Classroom instruction for all related subjects at 100%

### C. Attendance

Courses listed will be taught in sequential blocks of instruction. A D- or higher in any Computerized Machining Technology course will allow a student to continue on; however, it could prevent a student from graduation, if their cumulative grade point average is less than 2.0 (a C- equals a 1.7). A student must have a 2.0 GPA in the program's required curriculum in order to be eligible for a certificate or degree. Students pursuing an A.A.S. degree must pass ENGL 1102 with a C- or better. Students receiving a D- or higher the first (8) weeks of a semester, may progress on to the second (8) weeks of the semester.

If a student fails math, then they must repeat the course and obtain a passing grade before advancing to the next math class. If the student fails the same math class a second time, then they must exit the program and make up the deficiency through Technical General Education or other appropriate methods. The student will then be allowed to repeat the course at the next available program opening.

### Dress Code

Appropriate shop clothing for the Computerized Machining Technology industry must be worn. Safety glasses/shoes are required in the shop. Those students who do not wear the appropriate shop clothing will not be permitted to participate in the shop activities. Students are encouraged to dress appropriately in clean clothing and demonstrate good personal hygiene as you would on a job.

### Internships

While on an internship, Idaho State University Student Handbook guidelines and Student Code of Conduct policies, including the drug and alcohol policies, are in effect. The drug and alcohol policies for the company utilizing the program intern are also enforced.

### Code of Conduct

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

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

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

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

## **Intoxicants Policy**

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

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

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

## **Safety Rules and Regulations**

The following safety instructions have been compiled for the benefit of students receiving instruction in Computerized Machining Technology. Safety rules and precautions must be observed by all students. Habitual carelessness or non-observance of these rules is sufficient cause for dismissal from class.

1. Lab coat must be worn when working in the shop areas.
2. Safety glasses will be worn at all times while in the shop. Remember you may eat with your false teeth and work with a wooden leg, but you can't see with a glass eye.
3. Safety toed shoes or boots will be worn at all times.
4. Do not wear rings, watches, bracelets or other jewelry that could get caught in moving machinery.
5. Do not wear gloves when operating any machine.
6. Do not wear loose clothing; sleeves must be rolled up above elbows when operating machinery.
7. Do not wear short pants.
8. Long hair must be covered with a hair net or a hat.
9. Get first aid immediately for any injury.

10. You are not permitted to work on any machine or equipment until you have received the necessary safety instructions.
11. You are not permitted to work on any machine or equipment before, during or after class unless you have received permission and there is an instructor in the shop.
12. Guards or Safety devices shall not be removed from any machine and must always be used. If for any reason a safety device is removed or if the machine is defective in any way, do not work on the machine until corrections are made by the proper authorities.
13. Machinery must never be oiled, cleaned or adjusted while in motion. Some part of your body, clothes, or equipment may get caught by the machine causing serious personal injury.
14. Only the operator of a machine may stop and start the machine.
15. Only the operating students and the instructor are permitted within the defined safety zone around the machine.
16. If you are engaged in any activity where hazards exist such as flying particles or corrosive substances, you must use suitable eye protection such as shields, helmets and goggles.
17. Become thoroughly familiar with all fire signals, fire drill procedures, location of all fire extinguishers, and fire exits. In case of a fire, walk quietly to the nearest exit.
18. Rags containing oil, gasoline, paint solvents, and combustibles must be put in covered metal containers; otherwise, fire could result from spontaneous combustion.
19. Immediately wipe up any liquid or grease spilled on the floor to eliminate the danger of fire, slips and falls.
20. Do not lift any object heavier than your ability to handle it easily. Squat down when picking up heavy objects. Use the leg muscles and keep the back nearly vertical and the knees straight. This procedure will prevent a rupture or spine injury.
21. Long pieces of material should be handled very carefully so that they will not cause injury to others. Good safety practice requires that long pieces of materials (six feet or more) must be carried with a student at each end. Shorter pieces may be carried by one student providing they maintain control of the front and back ends to avoid striking anyone.
22. Do not place articles on window sills, stepladders or high places as they may fall and injure someone on the street. Never throw anything out of the windows.
23. Safety procedures require the elimination of playing, clowning, running and participation in non-productive activities. Playing and scuffling, sometimes referred to as "horseplay" is extremely dangerous. A playful push may cause a bad cut on the sharp edge of a bench or the corner of a machine or other objects.
24. Call to the attention of the instructor anyone whom you have knowledge of violating a safety rule or good safety practice. Do not consider this as "snitching" as it may prevent serious injury to yourself or your classmates. In addition, report any unsafe equipment or unsafe conditions.

25. In case of accident, however slight, inform your instructor at once. Infection may result from uncared for cuts and scratches.
26. Keep your mind on your work. A lapse of attention may mean a serious accident.

### Machine Shop Practice

27. Secure the permission of the instructor before operating any power machine or equipment.
28. Make sure that all other students are clear of the machines before turning on the power or while the machine is operating. This precaution will eliminate any accidental contact.
29. Start your machine and stay with it until you have turned it off and it has come to a dead stop. This will prevent another student from approaching an unattended machine in operation.
30. Notify the instructor if the steady rests are too far from the grinding wheels.
31. The floor, aisles and passageways should be kept clear of stock, tools and material to prevent slips and injuries.
32. If in doubt about any tool, operation or procedure, check with your instructor.
33. Do not try to stop a machine with your hands.
34. Always see that work and cutting tools are clamped securely before starting.
35. Do not lean on machines.
36. Don't talk to others while they are operating a machine.
37. Never use a rag when removing chips from a milling machine with a revolving cutter. If chips must be removed, use a brush on the going-away side of the cutter.
38. Never attempt to remove chips from a lathe with your hands.
39. Always use a vise or clamp your work to the table when using a drill press.
40. Always wear a cap or tie long hair back when operating a drill press.
41. Always remove chuck key from drill chuck.
42. Never leave chuck wrench in lathe chuck.
43. When assembling or removing the chuck from a lathe, place a board on the ways to prevent damage to machine and possibly to operator in case the chuck falls.
44. DO not take heavy cuts on long slender work. Doing so may cause the job to fly out of the machine.
45. Never try to measure work or feel the edge, or adjust a cutting tool when lathe is running.
46. Do not shift or change gears while lathe is running.
47. Stand erect. This keeps head away from flying chips.
48. When using a pedestal type grinder, make sure the tool rest is only 1/16 of an inch from the face of the wheel. Too much clearance may cause job to jam the wheel and break it.
49. Use clamp or other suitable holding device for grinding short pieces.
50. On surface type grinder, be sure magnetic chuck is thoroughly clean.

- 51. Test holding power of magnetic before starting machine.
- 52. When using a vertical band saw, never push work with hands, use a piece of wood.
- 53. Be sure the work is clamped solidly before operating a power or cut off saw.

## Hand Tools and Bench Work

- 54. Keep the handles of tools free from oil or grease in order that they will not slip from your grasp and possibly strike another student.
- 55. Striking two hardened pieces of metal together, for example, striking two hammers together or a file against a metal vise, may cause chips to fly and strike someone.
- 56. Wrenches with badly worn, chewed and sprung openings should not be used; they may slip causing hand injury.
- 57. All files must be securely fitted with handles. The sharp tang can cause painful hand injury.
- 58. Keep both hands behind the driving edge of a screwdriver or hand scraper to prevent cuts.
- 59. Sharp edged or pointed tools should not be carried in your pockets. Carry such tools in your hand face down and do not carry too many tools at once. Prevent accidents.
- 60. When you are using a knife, cut away from your body or hands, and be sure to stand at a safe distance from others.
- 61. Mushroomed heads on chisels, hammers, punches and similar tools must be ground off before the tools are used. Flying particles loosened by a sudden shock on the ragged edge of a mushroomed tool may cause painful injury.
- 62. To prevent your work from slipping or falling on fingers or feet, keep it securely fastened in the vise or keep it clamped while you are working on it.
- 63. Tools and materials should not be left protruding from a vise or work bench; passing students could be injured.
- 64. Keep tools sharp at all times. Dull tools are dangerous. Do not test the sharpness of tools on your fingers. Don't be the victim of hand lacerations by careless handling of sharpened tools.
- 65. Extend the handle toward a student receiving a sharp tool from you.

## Band Saw

- 66. Obtain permission from instructor before using band saw.
- 67. Plan sawing procedure so there may be a maximum forward feed with a minimum of backing out of cuts.
- 68. When using the vertical band saw, cut only stock with a flat surface.
- 69. Make sure the proper width saw is on the machine for your particular job.
- 70. Check to see that all guards are in place.

71. Make adjustments only when machine is at a dead stop.
72. Set upper saw guide one-quarter inch or less above the stock to be cut (check with instructor if stock is rough or warped).
73. Ask the instructor to approve all special set-ups.
74. Make sure that no one but you is inside the operator's safety zone.
75. Turn on power (after permission is given).
76. Hold material firmly.
77. Keep fingers a safe distance from saw blade.
78. Feed material into machine at a moderate rate of speed.
79. Keep waste from accumulating on the saw table.
80. Keep saw blade from twisting or binding when cutting curves.
81. Allow machine to come to a dead stop before backing saw out of a long cut.

## Drill Press

82. Obtain permission from instructor before using drill press.
83. Shift belt and make other adjustments only when power switch is turned off. (If the drill press was designed to change speeds while running it is permissible.)
84. See that belt guard is in place.
85. Be certain that the table and head of drill press are secure.
86. Select proper drill (be sure it is sharp), add coolant.
87. Remove chuck key immediately after using it.
88. Use drill press vise whenever possible. Clamp vise or work to drill press table.
89. Make sure that no one but you is inside the operator's safety zone.
90. Turn on power (after permission is given).
91. Keep hands away from revolving spindle, chuck, drill and chips.
92. Operate feed handle so that drill cuts evenly into work.
93. Ease up on feed pressure when drill begins to break through work.
94. Back drill out as soon as hole is drilled.
95. Stop the drill press before attempting to remove work, chips, or cuttings.
96. Use a brush to remove chips or shavings.
97. Keep floor clean around drill press.
98. Step away immediately if work comes loose and is seized by drill.
99. Turn off power after using drill press and stand by until the machine has stopped.
100. Clean off drill table and surrounding area. Return cleaned drills, coolants, and clamping devices to designated place.

## Lathe (General Turning Instructions)

101. Obtain permission from instructor before using the lathe.
102. Roll sleeves above elbows and remove or fasten any loose clothing.
103. Make all adjustments only when machine is at a dead stop.

104. Check to see that all guards are in place.
105. Be sure that all parts of the carriage will clear any rotating part during full length of cut.
106. Remove chuck key or wrench immediately after using.
107. Set tool on center of work to be turned.
108. Wear goggles or an eye shield when flying chips present a hazard.
109. Make sure that no one but you is inside the operator's safety zone.
110. Turn on power (after permission is given).
111. Place your hands on the controls or at your sides (except when filing or polishing).
112. Keep hands away from chips.
113. Finish your cuts that are close to chuck or against a shoulder by hand feed.
114. Bring lathe to a complete stop before reversing.
115. Remove tool-post and tool-holder before filing or polishing.
116. Shut off power after using lathe and stand by until the machine has stopped.
117. Clean machine and area.

### Lathe (Between-Centers Turning Instructions)

118. Use safety dog to drive work.
119. Clamp tailstock securely.
120. Adjust and lubricate the tailstock center if live centers are not being used.
121. Regulate depth of cut according to size and type of metal.
122. Use tools that are properly ground for the particular job.
123. Never part off when running between centers.

### Lathe (Chuck and Faceplate Turning Instructions)

124. Place a board under chuck when installing or removing from the spindle. Keep your fingers clear.
125. Secure work firmly in chuck.
126. Remove chuck key or wrench immediately after using it.
127. Counter balance work on the face-plate if it is irregular in shape.
128. Turn chuck or face-plate by hand one complete turn to be sure it clears.
129. Regulate depth of cut according to size and type of metal.
130. Stand to one side of revolving faceplate.
131. Stop power feed before tool reaches jaws of chuck.
132. Quality is a safe machine operator.
133. Obtain permission from instructor before using any power equipment.
134. Check adjustments on machines before turning on the power. (Rotate machine one revolution by hand whenever possible without danger.)



135. Make sure that all other students are clear of the machines before turning on the power.
136. Keep all machine safety guards in correct position.
137. Start your own machine and remain with it until you have turned it off and it has come to a dead stop.
138. Stay clear of machines being operated by others.
139. Notify instructor or shop foreman when a machine does not seem to work properly.
140. Wait for machines to come to a dead stop before oiling, cleaning or adjusting.

## Machine Shop General Information

**Books:** Required texts are available at the ISU Bookstore. A list of the books for each class will be supplied to each student. Since there are regular assignments assigned in the book, it is imperative that each student have their own books.

**Tools:** Each student is expected to own and maintain in the shop the minimum required tools. A list of such tools will be supplied each student, and they will be expected to have them by the end of the first session. The instructor for your class will hold a tool inspection to ascertain if this requirement has been met. Any student not possessing the minimum required tools will be subject to being dropped from the class.

1. Beginning students must have safety glasses, safety shoes, tool bits, and 6" scale for second day of class.
2. All basic tools are required by the end of the first session.
3. All tools (Basic and Advanced) are required before the 2nd semester.

Tools may be purchased from such businesses as:

- ENCO Tools, [www.use-enco.com](http://www.use-enco.com)
- Intermountain Machining Supply, [www.imssupply.com](http://www.imssupply.com)
- MSC Industrial Supply, [www.mscdirect.com](http://www.mscdirect.com)

It is suggested that new students wait until the first day of school before purchasing their tools. At that time, the instructor can give advice on what type to buy.

You may go to the College of Technology Student Services Office to obtain your own Book and Tool List. This will enable you to have the most current update.

## Raw Materials

1. Issued only by instructor.
2. Not cut without approval.
3. Not to leave shop area.
4. Use short pieces when possible.

Maintain GOOD HOUSEKEEPING habits while in the shop and classroom areas. You will be held responsible for the area you are working in and the shop in general. Pick it up and put it away; don't let it lay.

## **Communicable Disease Safety Procedures**

The following guidelines are meant to address program procedures established to reduce the chance of transmitting the Human Immunodeficiency Virus and other communicable diseases from one person to another. Should an incident occur where someone in the program area is bleeding, notify the instructor and/or program coordinator immediately.

1. In case of a bleeding incident, non-sterile disposable gloves shall be worn by any person who may handle the blood when providing care for nosebleeds, bleeding gums, cuts, wounds or secretions from open sores. These gloves are to be provided to all faculty, staff, and students who are serving in a supervisory capacity, i.e., instructors, instructor aides, clerical.
2. Any blood-soiled items such as bandages or clothing that result from a blood spill or bleeding incident will be placed in an autoclavable bag which will be taken to the University Health Center for processing.
3. Any spills resulting from a bleeding incident shall be cleaned up with a solution of 10% chlorine (1-part chlorine to 9-parts water). Rags or towels used in the cleaning will be placed in an autoclavable bag, which will be taken to the University Health Center for processing.
4. Individuals having lesions (such as scratches or abrasions) on exposed extremities should cover their wounds prior to any instructional activity and should be advised not to come in contact with blood or blood products.
5. Kits containing disposable gloves, disposable towels, chlorine solution, and masks will be readily accessible in the instructional area. Kits are available in the program area located in close proximity to first aid kits.
6. These guidelines are posted on the program area bulletin boards.

## **Dismissal Policy**

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

## Disciplinary Procedure

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

## Notification Procedures

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

## Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.
2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in

which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.

3. A Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

### Procedure for an Appeal to Scholastic Appeals Board

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

4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.

## IV. College of Technology Resources and Services

### Services for Students

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

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

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

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

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

### Message from Center for New Directions

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

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

### **Statement on Services**

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

To establish services:

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

[www.isu.edu/ctc](http://www.isu.edu/ctc)

### **Mental Health Services for Out of State ISU Students**

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

### **Accessing My SSP**

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

### **Registration and Fee Collection Policy**

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

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

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

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

## Financing Your Education

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

[studentaid.gov/fafsa](http://studentaid.gov/fafsa)

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

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

[isu.edu/financialaid](http://isu.edu/financialaid)

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

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

[isu.edu/scholarships](http://isu.edu/scholarships)

## Traffic and Parking

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

[isu.edu/parking](http://isu.edu/parking)



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

Cost:

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

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

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

## V. Idaho State University Policies and Procedures

### Student Conduct Rules and Regulations

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

#### A. Alcohol

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

##### 1. Regulations

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

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

#### B. Bullying

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

#### C. Coercion

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

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

D. Dangerous Materials

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

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

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

F. Dishonesty, includes but is not limited to:

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

G. Discrimination

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

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

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

I. Disruptive Behavior During Instruction and Educational Activities

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

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

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

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

K. Drugs

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

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

M. Harassment

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

N. Hazing

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

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

O. Intimidation

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

P. Invasion of Privacy

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

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

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

R. Misuse of Technology

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

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

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

## **Sanctions to Individuals for Violations of the Student Code of Conduct**

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

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

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

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

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

## **Substance Abuse Policy**

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

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

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

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

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

A. Rules and Regulations

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

1. Violations

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

2. Enforcement



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

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

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

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

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

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

## Smoke Free Policy

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

environment in all communities.

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

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

## Academic Integrity and Dishonesty Policy

### Policy Statement

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

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

## Authority and Responsibilities

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

## Definitions

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

Cheating includes, but is not limited to:

1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
5. Fabricating information for any report or other academic exercise.
6. Fabricating or misrepresenting data.
7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken

the test. This includes using smartphones to photograph and transmit restricted test materials.

8. Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
  9. Assisting another student without the instructor's permission.
  10. Deceiving instructors or other university officials about academic work.
  11. Altering grades on one's own or another student's work.
  12. Offering money or other remuneration in exchange for a grade.
- B. PLAGIARISM is defined as presenting or representing another person's words, ideas, data, or work as one's own.

Plagiarism includes, but is not limited to:

1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
2. The acts of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.

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

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

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

## Computer Misuse

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

the College of Technology. Refer to the Student Handbook Student Code of Conduct section, for additional information.

## Idaho State University Student Handbook

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

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

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

[isu.edu/StudentHandbook](https://isu.edu/StudentHandbook)

Additional Idaho State University policies:

1. FERPA
  - [isu.edu/ferpa](https://isu.edu/ferpa)
2. Title IX
  - [isu.edu/titleIX](https://isu.edu/titleIX)
3. Satisfactory Academic Progress
  - [isu.edu/satisfactory-academic-progress](https://isu.edu/satisfactory-academic-progress)

## VI. Idaho State University Resources and Services

### Disability Services

#### Mission Statement

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

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

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

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

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

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

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

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

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

#### Accommodation of Students with Disabilities

##### A. Compliance and Services

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

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

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

## Contact Information

### Disability Services; Division of Student Affairs

Rendezvous Complex, Room 125  
921 South 8<sup>th</sup> Avenue, Stop 8121  
Pocatello, ID 83209-8121  
Phone: 208-282-3599  
Fax: 208-282-4617  
VP for ASL: 208-417-0620  
Email: [disabilityservices@isu.edu](mailto:disabilityservices@isu.edu)

## Office of Equity & Inclusion

### Mission Statement

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

[Our](#) webpage will detail the specifics of each of our areas of service to the 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 8<sup>th</sup> Avenue, Stop 8315  
 Pocatello, ID 83209-8315  
 Phone: 208-282-3964  
 Fax: 208-282-5829

## Additional Resources and Services

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

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

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

6. Parking Services
  - [isu.edu/parking](http://isu.edu/parking)
7. Student Resources
  - [isu.edu/student-resources](http://isu.edu/student-resources)
8. Tutoring
  - [isu.edu/tutoring](http://isu.edu/tutoring)

## VII. Handbook Signature Form & Photography Consent Release



**Idaho State  
University**

**College of  
Technology**

### HANDBOOK SIGNATURE FORM

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

---

PRINTED NAME

---

DATE

---

SIGNATURE

---

BENGAL ID #

---

INSTRUCTOR SIGNATURE

### CONSENT FOR PHOTOGRAPH RELEASE

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

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

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

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

---

PRINTED NAME

---

DATE

---

SIGNATURE

## VIII. Computer Usage Policy



**Idaho State  
University**

**College of  
Technology**

### COMPUTER USAGE POLICY

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

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

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

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

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

---

PRINTED NAME

---

DATE

---

SIGNATURE

---

BENGAL ID #

## IX. Safety Precautions



**Idaho State  
University**

**College of  
Technology**

### COMPUTERIZED MACHINING TECHNOLOGY SAFETY PRECAUTIONS

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 SIGNATURE

\_\_\_\_\_  
DATE

## X. Dismissal Policy



**Idaho State  
University**

**College of  
Technology**

### COMPUTERIZED MACHINING TECHNOLOGY DISMISSAL POLICY

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

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BENGAL ID NUMBER

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
DATE