

## **Accreditation**

Eastern Idaho Technical College is accredited by the Northwest Commission on Colleges and Universities.

## **Veterans**

Programs and courses offered at Eastern Idaho Technical College are approved for Veterans Administration benefits.

## **Access for Physically Disabled**

All Eastern Idaho Technical College facilities are designed to accommodate easy access for individuals with disabilities. Reserved parking for those vehicles displaying valid state disabled parking permits is available.

## **Special Notice**

Handbooks, catalogs, bulletins, course or fee schedules shall not be considered as binding contracts between Eastern Idaho Technical College and students. Eastern Idaho Technical College reserves the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the student calendar; (d) change admissions and registration fee requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the institution and its various divisions; and (f) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine, and shall apply not only to prospective students, but also to those who are matriculated in Eastern Idaho Technical College at the time. When economic and other conditions permit, Eastern Idaho Technical College attempts to provide advance notice of such changes. In particular, when an instructional program is to be terminated, Eastern Idaho Technical College will make every reasonable effort to ensure that students who are currently enrolled and who are making normal progress toward completion of those requirements will have the opportunity to complete the program which is to be terminated.

## **Americans with Disabilities**

Eastern Idaho Technical College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act which states that no qualified person shall, because of their disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Students having questions about accessibility or requesting reasonable accommodations, as indicated in the ADA or Section 504, should contact the Disability Resources and Services office, ext. 3376.

It is the policy of Eastern Idaho Technical College to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, handicap, age, creed, or gender, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act. Eastern Idaho Technical College is an Equal Opportunity/Affirmative Action institution and is VA approved.

*This information is available in alternate format upon request.*

# **EASTERN IDAHO TECHNICAL COLLEGE**

## **MISSION STATEMENT**

Eastern Idaho Technical College provides superior educational services in a positive learning environment that supports student success and regional workforce needs.

## **VISION STATEMENT**

Our vision is to be a superior quality professional technical College. We value a dynamic environment as a foundation for building our College into a nationally recognized technical education role model. We are committed to educating all students through progressive and proven educational philosophies. We will continue to provide high quality education and state-of-the-art facilities and equipment for our students. We seek to achieve a comprehensive curriculum that prepares our students for entering the workforce, articulation to any college, and full participation in society. We acknowledge the nature of change, the need for growth, and the potential of all challenges.

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# ACADEMIC CALENDAR

## STUDENT CALENDAR 2009-2010

### FALL SEMESTER (2009)

Fall semester registration for non-degree seeking students opens.....	July 13
Fall semester registration fee deadline.....	August 7
<b>Faculty in-service days.....</b>	<b>August 17-18</b>
Classes begin.....	August 24
Last day to add class(es).....	August 28
<b>Labor Day Holiday.....</b>	<b>**September 7</b>
Mid-semester/academic warnings due/last day to make up summer incompletes.....	October 9
Last day to withdraw from classes without grade penalty.....	October 30
Spring Semester registration for continuing degree/certificate seeking students opens.....	November 2
Fall in-class evaluations.....	November 9-30
<b>Faculty/student advising day.....</b>	<b>November 10</b>
Application for Graduation forms due.....	November 12
Spring semester registration for new degree/certificate seeking students opens.....	November 16
<b>Thanksgiving vacation.....</b>	<b>**November 26-27</b>
Spring semester registration for non-degree seeking students opens.....	November 30
Last day of instruction.....	December 11
Faculty office days.....	December 14-15
<b>Christmas vacation (students).....</b>	<b>*December 17-January 8</b>
Spring 2010 registration fee deadline.....	December 19
<b>Christmas Holiday.....</b>	<b>**December 24-25</b>
<b>New Year's Holiday.....</b>	<b>**December 31-January 1</b>

### SPRING SEMESTER (2010)

<b>Faculty in-service days.....</b>	<b>January 7-8</b>
Classes begin.....	January 11
Last day to add class(es).....	January 15
<b>Martin Luther King Jr./Idaho Human Rights Day Holiday.....</b>	<b>**January 18</b>
<b>Staff in-service day.....</b>	<b>*February 5</b>
<b>Presidents' Day Holiday.....</b>	<b>**February 15</b>
Mid-semester/academic warnings due/last day to make up fall semester incompletes.....	March 5
<b>Spring break.....</b>	<b>*March 22-26</b>
Last day to withdraw from classes without grade penalty.....	March 29
Summer term and fall semester registration for continuing degree/certificate students.....	April 5
<b>Faculty/student advising day.....</b>	<b>April 13</b>
Spring in-class evaluations.....	April 13-27
Summer term/fall semester registration for new degree/certificate seeking students opens.....	April 19
Notification of any graduating students failing courses.....	April 23
Summer term registration fee deadline.....	April 23
Summer term registration for non-degree seeking students opens.....	May 3
Last day of instruction.....	May 7
Faculty office days.....	May 10-11
<b>Commencement.....</b>	<b>***May 11</b>

### SUMMER TERM (2010)

Classes begin.....	May 24
Last day to add class(es).....	May 28
<b>Memorial Day Holiday.....</b>	<b>**May 31</b>
Mid-term/academic warnings due/last day to make up spring incompletes.....	June 18
Last day to withdraw from classes without grade penalty.....	June 25
<b>Independence Day Holiday.....</b>	<b>**July 5</b>
Last day of instruction.....	July 16
Fall semester registration for non-degree seeking students opens.....	July 19
Faculty office day.....	July 19
Fall 2010 semester registration fee deadline.....	August 2

\*\*\* Subject to change

\* Daytime credit and daytime ABE courses suspended.

\*\* Campus will be closed/No classes

*Classes will meet on Columbus Day and Veterans Day.*

## STUDENT CALENDAR 2010-2011

### FALL SEMESTER (2010)

Fall semester enrollment for non-degree seeking students opens .....	July 19
Fall semester registration fee deadline .....	August 2
<b>Faculty in-service days</b> .....	<b>August 16-17</b>
Faculty preparation and student advising .....	August 18-20
Classes begin .....	August 23
Last day to add class(es) .....	August 27
<b>Labor Day Holiday</b> .....	<b>**September 6</b>
Mid-semester/academic warnings due/last day to make up summer incompletes .....	October 8
Spring semester registration for continuing degree/certificate seeking students opens .....	November 1
Last day to withdraw from classes without grade penalty .....	November 5
Fall in-class evaluations .....	November 8-29
<b>Faculty/student advising day</b> .....	<b>November 9</b>
Application for Graduation forms due .....	November 12
Spring semester registration for non-degree seeking students opens .....	November 15
<b>Thanksgiving vacation</b> .....	<b>**November 25-26</b>
Spring semester registration for non-degree seeking students opens .....	November 30
Last day of instruction .....	December 17
Spring 2011 registration fee deadline .....	December 17
<b>Christmas vacation (students)</b> .....	<b>*December 18-January 9</b>
Faculty office days .....	December 20-21
<b>Christmas Holiday</b> .....	<b>**December 23-25</b>
<b>New Year's Holiday</b> .....	<b>**December 31</b>

### SPRING SEMESTER (2011)

<b>Faculty in-service days</b> .....	<b>January 6-7</b>
Classes begin .....	January 10
Last day to add class(es) .....	January 14
<b>Martin Luther King Jr./Idaho Human Rights Day Holiday</b> .....	<b>**January 17</b>
<b>Staff in-service day</b> .....	<b>*February 4</b>
<b>Presidents' Day Holiday</b> .....	<b>**February 21</b>
Mid-semester/academic warnings due/last day to make up fall semester incompletes .....	March 4
<b>Spring break</b> .....	<b>*March 21-25</b>
Last day to withdraw from classes without grade penalty .....	March 28
Summer term and fall semester registration for continuing degree/certificate students .....	April 4
<b>Faculty/student advising day</b> .....	<b>April 12</b>
Spring in-class evaluations .....	April 11-29
Summer term/fall semester registration for new degree/certificate seeking students opens .....	April 18
Notification of graduating students failing courses .....	April 22
Summer term registration fee deadline .....	April 22
Summer term registration for non-degree seeking students opens .....	May 2
Last day of instruction .....	May 6
Faculty office days .....	May 9-10
<b>Commencement</b> .....	<b>***May 10</b>

### SUMMER TERM (2011)

Classes begin .....	May 23
Last day to add class(es) .....	May 27
<b>Memorial Day Holiday</b> .....	<b>**May 30</b>
Mid-term/academic warnings due/last day to make up spring incompletes .....	June 18
Last day to withdraw from classes without grade penalty .....	June 27
<b>Independence Day Holiday</b> .....	<b>**July 4</b>
Last day of instruction .....	July 15
Faculty office day .....	July 18
Fall semester registration for non-degree seeking students opens .....	July 19
Fall 2011 semester registration fee deadline .....	August 1

\*\*\* Subject to change

\* Daytime credit and daytime ABE courses suspended.

\*\* Campus will be closed/No classes

*Classes will meet on Columbus Day and Veterans Day.*

# CAMPUS DIRECTORY

## Faculty and Staff Telephone Extensions

ALBISTON, Steve-Dean of Students .....	3366
ANDERSON, Sharee-Microbiology Program Coordinator .....	3383
ARMER, Gina-Business Office Technologies Instructor.....	3348
BAIRD, Lois-Cashier.....	3335
BAME, Shirley-Certified Nursing Assistant (CNA) Coordinator.....	3399
BEAN, Melissa-Foundation Executive Director .....	3398
BELKNAP, Rich-Adult Basic Education Division Manager.....	3403
BERGGREN, Kent-Division Manager/Mechanical Trades Instructor .....	3373
BERRETT, Mariha-Workforce Training Assistant .....	3344
BISHOP, Angalynn-Assistant Registrar .....	3476
BLACKBURN, Linda-Financial Aid Clerk.....	3374
BLAND, Sandy-Records Clerk.....	3390
BODILY, Robert-Media Services Manager .....	3342
BOLLAND, Trenna-Bookstore Clerk.....	3367
BOURNE, Don-Assistant Controller .....	3360
BRINKERHOFF, Marlene-Practical Nursing Instructor.....	3401
BROMLEY, Annalea-Human Resources Coordinator & Administrative Assistant .....	3328
BROWN, Hank-Truck Driving Instructor .....	3503
BRYANT, Bill-Maintenance Craftsman.....	3331
BUNNELL, Steve-Maintenance Operations Supervisor .....	3393
BYERS, Melody-Information Technologies Administrative Assistant .....	3425
BYINGTON, Joyce-Adult Learning Center Coordinator.....	3386
CASE, Tom-Lead Custodian.....	3460
CHAPMAN, Becky-Surgical Technician Instructor .....	3427
COFFIN, Mel-Office Technologies Instructor .....	3329
COLLINS, Margaret-Outreach Coordinator.....	3336
CROFT, Laurie-Purchasing Assistant.....	3315
DANIELS, Jody-Custodian.....	3460
DEPRIEST, Doug-Director of Planning and Information Technology .....	3380
DINGMAN, Sandi-Purchasing Agent .....	3339
DUERSCH, Josh-Computer Network Technologies Instructor .....	3474
ERICKSON, Ken-Workforce Training/Community Education Manager .....	3381
FELT, Suzanne-Registrar .....	3361
FOSTER, Karen-Computer Support Services .....	3472
FREGOSO, Jeremy-Distance Learning Technician .....	3423
GLOVER, Devon-Bookstore Operator.....	3394
GODFREY, Christian-Office Technologies Instructor .....	3387
GOMBERT, Sheryl-Registered Nursing Coordinator.....	3410
HALKAR, Howard-Custodian.....	3460
HAMILTON, Scott-Dean of Instruction.....	3382

HARBERT, Traci-Legal Technologies Instructor.....	3408
HOFFMAN, Lorie-Practical Nursing Instructor.....	3400
HOLMAN, Julieann-Special Populations Counselor.....	3318
HOWARD, Tina-Practical Nursing Instructor.....	3501
JARDINE, Richard-Student Services Admissions Counselor.....	3379
JERNBERG, Leslie-Office Occupations Instructor.....	3353
JONES, Irene-Disability Resource & Service Coordinator.....	3376
JUDY, Kathy-General Education Instructor.....	3405
KARSTAD, Karl-Financial Aid Advisor.....	3311
KNIGHT, Bobbie-CNA Administrative Assistant.....	3626
LANGLEY, Eric-Center for New Directions Coordinator.....	3314
LANSFORD, Marion-Adult Learning Center English Instructor.....	3416
LAPIER, Arcilee-Human Resources Specialist.....	3357
LARSEN, Jacque-Administration/Administrative Assistant.....	3332
LEFLER, Roberta-Non Traditional Services Coordinator.....	3462
LEVAN, Pam-Student Services/Administrative Assistant.....	3371
MARTIN, Don-Diesel Technology Instructor.....	3364
MELDRUM, Jason-Career Placement.....	3337
MILLER, Elaine-Practical Nursing Instructor.....	3369
MILLER, Spence-Accounting Instructor.....	3346
MILLS, Cindy-Medical Assisting Instructor.....	3446
MILLS, Gary-Chief GED Examiner.....	3438
NELSON, Kathleen-Health Care Technology Division Manager.....	3340
NELSON, Peggy-General Education Division Manager.....	3370
NUNES, Tonya-Workforce Training Administrative Assistant.....	3345
O'DELL, Chris-Receptionist.....	0
OLAVESON, Kelly-Maintenance.....	3496
PERRY, Carol-Tech Prep Coordinator.....	3362
REESE, Tim-Division Manager/Business Technologies Instructor.....	3368
REID, Ginger-Retention Counselor.....	3468
RICKS, Suzy-Library.....	3312
ROBERTS, Deanne-Business and Office Technologies Assistant.....	3388
ROBERTS, Raeleen-Dental Assisting Coordinator.....	3341
ROGERS, Cathy-Center for New Directions Secretary.....	3363
STEELE, Elaine-Financial Assistant.....	3351
SCHWALBOSKI, Ann-General Education Instructor.....	3299
SCOTT, Wilma-Mechanical Trades Assistant.....	3373
SECURITY SERVICES (Room 220).....	3470
SHARP, Shayna-Director of Financial Aid.....	3389
SHURTLIFF, Cory-Welding Instructor.....	3365
SMART, Bob-Controller, Dean of Administration.....	3355
SORENSEN, Susan-Health Occupations Instructor.....	3322
STALEY, Lance-Custodian.....	3499

STEELE, Elaine-Financial Support Tech .....	3335
STONE, Mel-Computer Networking Technologies Instructor .....	3418
STUDENT SENATE (Room 10).....	3419
SWENSON, Bill-Mechanical Trades Instructor.....	3373
TESTING CENTER (Room 350) .....	3438
TRACY, Dan Tracy-Maintenance .....	3449
TUCKER, Debbie-Tech Prep Assistant .....	3330
VOCATIONAL REHABILITATION.....	3375/3391
VUGRENES, Dave-Math Instructor.....	3334
WAITE, Burton-President.....	3333
WALTON, Mike-Custodian.....	3499
WETZEL, Shelley-Health Professions Administrative Assistant .....	3437
WIA REPRESENTATIVE .....	3443
WIGHTMAN, Todd-Director of College Relations .....	3440
TUTORING CENTER (Room 135) .....	3490
ZAPADKA, Julia-General Education Instructor .....	3354
ZOHNER, Sydney-Health Occupations Instructor.....	3392

### **Office Extensions**

ADULT BASIC EDUCATION .....	3386
ADMINISTRATION .....	3332
BOOKSTORE .....	3367
BUILDING MAINTENANCE .....	3393
BUSINESS OFFICE .....	3335
CAFETERIA .....	3385
CENTER FOR NEW DIRECTIONS.....	3363
COLLEGE RELATIONS .....	3440
COMPUTER SUPPORT SERVICES .....	3472
CONFERENCE ROOM (Administration).....	3397
FOUNDATION.....	3398
INFORMATION TECHNOLOGY .....	3425
LIBRARY.....	3312
MEDIA SERVICES .....	3342
PUBLIC RELATIONS.....	3440
PURCHASING & RECEIVING.....	3339
RECEPTIONIST .....	0
SECURITY SERVICES (Room 200).....	3470
STUDENT SENATE (Room 10).....	3419
STUDENT SERVICES.....	3371
TECH PREP .....	3330
TESTING CENTER (Room 350).....	3438
VOCATIONAL REHABILITATION.....	3375/3391
WORKFORCE TRAINING/COMMUNITY EDUCATION .....	3344/3345
WRITING CENTER (Room 135) .....	3490

# STUDENT INFORMATION

*Students are responsible for all  
Eastern Idaho Technical College publications.*

## GENERAL EDUCATION REQUIREMENTS

The AAS degree requires a minimum of 16 hours of transferrable General Education credits. Students in a certificate program may take a technical math credit (non-transferable) related to their program area. Students in a certificate program may take Occupational Relations (OCR 105) in lieu of COM 101.

Most programs require students to take 12-13 credit hours from among the following classes:

COM 101	Fundamentals of Speech	3 credits
ENG 101	English Composition	3 credits
MAT 123	Mathematics in a Modern Society (requires compass score >45 in algebra)	4 credits**
or		
MAT 143	College Algebra (requires compass score >61 in algebra)	4 credits**
PSY 101	Introduction to Psychology	3 credits*
SOC 101	Introduction to Sociology	3 credits*

Student may petition to take an alternate general education course in lieu of PSY101 or SOC101 only.

\*\* Based on program requirements.

### Other General Education Course Options

ENG 102	Critical Reading and Writing	3 credits
ENG 202	Technical Communication	3 credits
PHL 150	Applied Ethics	3 credits
POL 101	Introduction to American Government	3 credits
PSY 150	Human Life Span and Development	3 credits
ENG 110	Introduction to Literature	3 credits

The General Education requirements for some of the programs may be met by completing other approved courses (or stackable credits). Students should check with program directors for specific information on the difference between AAS degree program requirements and the requirements for certificate programs.

## REGISTRATION

Students will be notified of registration and orientation dates. Students are expected to register according to the registration days listed in their letters.

<b>Fee Schedule Per Semester</b>		
<b>TOTAL CREDITS</b>	<b>RESIDENT FEE</b>	<b>NON-RESIDENT FEE</b>
1 credit	\$ 84	\$ 168
2 credits	\$168	\$ 336
3 credits	\$252	\$ 504
4 credits	\$336	\$ 672
5 credits	\$420	\$ 840
6 credits	\$504	\$1008
7 credits	\$588	\$1176
8 credits	\$672	\$1344
9 credits	\$756	\$1512
10 credits	\$840	\$1680
11 credits	\$861	\$1722
12 or more credits	\$875	\$3207

Credit load above 18 must be petitioned for approval to major instructor and the Registrar.

*Note: Fees are subject to change without notice.*

<b>Summer Term Full-Time Registration Fee</b>	
<b>RESIDENT</b>	<b>NON-RESIDENT</b>
\$438	\$1604

Credit load above 9 must be petitioned for approval to major instructor and the Registrar.

*Note: Fees are subject to change without notice.*

### Miscellaneous Fees

\$10 application fee .....All programs  
 \$53/semester health insurance mandatory fee .....All full-time students  
 \$15/semester computer usage mandatory fee .....All students

Additional fees may be charged based upon enrolled course(s)

*Note: Fees are subject to change without notice.*

**All fees are established by the Idaho State Board of Education  
and are subject to change without notice.**

Individuals who desire to attend Eastern Idaho Technical College are required to pay fees as indicated by the fee schedule in each specific program.

Semester fees are payable in full by the deadline published in the College calendar or date sent with the billing statement.

Payment of the full-time registration fee entitles all students to the services maintained by the College for the benefit of the student. No fee reduction can be made for students who may not desire use of these services.

## ENROLLMENT VERIFICATION

**Students enrolled for 12 credits or more are required to pay full fees but are not considered full-time students.** For the purpose of student enrollment verification to Veterans Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside EITC, the following schedule will be used:

STATUS	CREDITS REQUIRED
Full-time	12 or more credits per semester 6 or more credits per summer term
3/4 time	9-11 credits per semester 4-5 credits per summer term
1/2 time	6 or more credits per semester 3 credits per summer term
Less than 1/2 time	Less than 6 credits per semester Less than 3 credits per summer term

## DELINQUENT ACCOUNTS

Canceling the registration and withholding the course credit of a student with a delinquent account is authorized after the student has been properly notified.

No official transcript, certificate, or degree will be issued to an enrolled or former student who is indebted to the college (i.e. insufficient fund checks, parking fines, coverall fees, etc). Students owing the college will not be allowed to register for classes nor will the college release any information until indebtedness is cleared.

## DISHONORED/DEMAND PAYMENT POLICY

A charge of \$20 will be assessed each time a check is returned from a bank due to nonpayment. After the student has been notified, a charge will be entered against the student's account, a hold placed on all records, and continued attendance prohibited if the check does not clear.

## REFUND POLICY

A student who wishes to withdraw from class during a semester must do so through both the Student Services Office and the Business Office. Refund of registration fees is computed from the date the student submits a drop or withdrawal form.

*Registration fee refunds will be made as follows:*

Withdrawal prior to first day of term	100%
Withdrawal during first week of term	75%
Withdrawal during second week of term	50%
Withdrawal during third week of term	25%

*No refund after the third week of term*

A \$10 administrative fee will be deducted from all refunds with exception of course cancellation.

*Miscellaneous fees are not refundable after the first day of term.*

Students at EITC who receive Federal Financial Aid and withdraw before the 60 percent point in time of the period of enrollment will have refunds calculated according to state, US Department of Education approved accrediting agency, or statutory Pro Rata refund guideline in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student.

All other Federal Financial Aid recipients will have refunds calculated according to state or US Department of Education approved accrediting agency refund policies if they exist. If no state or US Department of Education approved accrediting agency refund policy exists, refunds will be calculated according to Federal or institutional refund guideline in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student.

No special consideration is to be given to late registrants in extending the refund policy. These students will not receive a refund on any portion of the late processing fee. Eastern Idaho Technical College reserves the right to deduct from the refund any outstanding fees. Refunds from fees will first be used to offset financial aid awarded and received by the student requesting the refund. Any balance remaining will be mailed to the home address of the student. Refund checks will not be processed until four (4) weeks after the date of withdrawal.

## GRADING SYSTEM

Grades reflect the ability of each student to meet the performance objectives required to complete the program. Letter grades are given with the following equivalents:

- A, A- .....Excellence in the performance of required objectives
- B+, B, B- .....Above satisfactory achievement of the required objectives
- C+, C, C- .....Satisfactory achievement of the required performance objectives
- D+, D, D- .....Unsatisfactory achievement of the performance objectives
- F .....Failure to meet the minimum performance standards. No credit is awarded.
- P = Pass .....All work completed in a satisfactory manner.
- W = Withdraw .....Student Withdrew from school prior to mid semester plus two weeks deadline. No credit awarded.
- WAV = Waiver .....Student exempt from course because of demonstrated prior college level learning. Petition for waiver may be obtained at the Registrar's Office. No grade will be awarded for waived classes.

CH = Challenge ..... Through petition, you may be granted an opportunity to challenge a course by passing a comprehensive test(s) with a grade of “C” or better. Credit received for the course will apply toward graduation. A “CH” will be recorded on your transcript.

IC=Incomplete ..... When the quality of your work is satisfactory but some essential requirement of the class has not been completed for reasons acceptable to the instructor, an Incomplete (IC) will be issued and additional time granted for completion. An incomplete is not a substitute for a failing grade and may be given only when course work can be completed without further attendance in the classroom and/or lab. If you receive a grade of IC you will have until mid-semester of the EITC Calendar after the semester in which the incomplete was received to complete the work. Incomplete’s are issued on a contractual basis. An Incomplete Grade contract will be completed by the instructor issuing the incomplete and discussed with you prior to the conclusion of a semester. The official copy of the contract must accompany the official grade report submitted to the Registrar’s Office

IW= Instructor ..... Initiated Withdrawal. Instructors may initiate a student withdrawal for excessive absenteeism.

### Figure Your GPA (Grade Point Average)

To calculate grade point average, first multiply the number of credits each class is worth by the point value for the letter grade earned in that class. A=4 points, B=3 points, C=2 points. This calculation will give you the grade points for each class. Next, total the grade points of all classes for that semester and divide it by the number of credit hours attempted. The result is your GPA.

**Example:**

Class	Grade	Points	X	Credits	Total Points
MATH 107	B	3	X	3	= 9
ENG 101	C	2	X	3	= 6
COM 101	A	4	X	3	= 12
CMP 100	B	3	X	<u>1</u>	<u>= 3</u>
<b>TOTALS</b>				<b>10</b>	<b>30</b>

GPA = Total Grade Points (30) divided by the Total Credits (12) = GPA 3.0

### Grade Point Average - Transfer Credits

Grade point averages for transfer students are based on credits earned only at EITC.

### Repeating Courses

Repeating Courses: Course repetition to improve grades is allowed, regardless of the grade received, with the exception of some professional program components. Therefore, it is recommended to visit with your advisor before repeating a course. Those courses awarded “C-” grades or higher will not be included in the calculation for Federal Financial Aid awards. A grade issued by an instructor is the prerogative of the instructor and normally may not be changed except to correct a recording error. Any question about the accuracy of a grade should be referred to the appropriate instructor. When a class has been repeated, the credit used in calculating the GPA is the grade and credit earned the last time the repeated class was taken. The grade for the most recent class will be used for computing semester and/or cumulative GPA. Both grades will appear on the student’s permanent record.

### Grade Appeal

Any grade appeal must be formally submitted to the Registrar’s Office no later than 20 working days after the beginning of the succeeding semester in which the student received his/her grade.

## Auditing Courses

Students may audit courses on a space available basis without credit or grade. Students taking a course for “no credit” need not complete assignments or exams used to determine grades. The intent to audit a course must be stated at the time of registration. The fee for audit is the same as for credit. Audited courses are not counted as part of a student’s enrollment status and students cannot receive financial aid for audited courses. Audited courses will be recorded on transcripts as “AU” and “0” credit.

## Challenge Examinations

Students who feel that their experience or previous knowledge would enable them to successfully challenge a course offered at EITC may petition to take a challenge examination. Challenge examinations may be taken at any time during a semester/term at a cost of \$15 per credit, payable in the Business Office prior to taking the examination. Challenge tests are not available in all courses. For petition procedure, contact the Registrar in the Student Services Office. Credit earned by challenge examinations does not contribute toward enrollment status for financial aid.

A class may be challenged once. Courses in which the student has been enrolled, regardless of the grade received, **may not be challenged**, except by special permission from the Dean of Instruction.

Upon successful completion of the examination, the course will appear on the student’s transcript as a “CH” grade, credit(s) earned. Failed challenge exams will not be recorded on a student’s transcript. Credit earned by challenge examination is not counted as “in residence” credit. (See Residence Requirements for Graduation.)

## Grade Explanation

The following ARE INCLUDED in the calculation of grade point averages (GPA):

A	4 points	C+	2.7 points	D-	0.7 points
A-	3.7 points	C	2 points	D.	1 point (8/23/92-12/08/97)
B+	3.3 points	C-	1.7 points	D	0 points (1/7/1997-12/12/03)
B	3 points	D+	1.3 points	F	0 points
B-	2.7 points	D	1 point (after 1/1/04)	IW	0 points (same as “F”)

## **Credits Completed at EITC for Graduation/Completion**

Students seeking an Advanced Technical Certificate, Technical Certificate or an Associate of Applied Science Degree must complete no less than 25 percent of the credit requirements in residence at the Eastern Idaho Technical College.

Credit earned by challenge examination is not counted as “in residence” credit.

## **CERTIFICATE/DEGREE**

Through authority of the Idaho State Board of Education, Eastern Idaho Technical College awards the Advanced Technical Certificate, Technical Certificate and/or the Associate of Applied Science degree to program graduates.

Students completing the Advanced Technical Certificate, Technical Certificate, Postsecondary Technical Certificate, or an Associate of Applied Science degree requirements must obtain an Application for Graduation from the Registrar in the Student Services office. The Registrar and the primary instructor will review each applicant’s application to see that all program requirements have been successfully met.

All requirements for a certificate or degree must be completed and a record of satisfactory work must be furnished to the Student Services Office prior to issuance of a certificate or degree.

For students receiving the Associate of Applied Science Degree, Advanced Technical Certificate, Postsecondary Technical Certificate, or Technical Certificate, a \$10 graduation fee will be assessed. This fee must be paid by the date stated on the calendar before issuance of a student’s degree/certificate.

A degree or certificate, which is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student record corrected accordingly. The College reserves the right to revoke a previously granted degree/certificate, either for failure to satisfy the degree/certificate requirements (i.e., a mistake in granting the degree/certificate), or for fraud or other academic misconduct on the part of the recipient discovered or acted upon after the degree/certificate has been awarded.

**Certificates or degrees issued by EITC are unique documents. Duplicates will not be issued.**

Students enrolled in two-year programs normally must satisfactorily complete all first year requirements prior to second year enrollment.

## **CHANGE OF PROGRAM**

To change a program, a currently enrolled student must complete the Petition to Change Program or Major form. The petition is available in the Registrar's Office. Once all required signatures are gathered the student must return the petition to the Registrar's Office.

If a student is on probation and changes to another program, the probation status is transferred to the new program. Students entering a new program after academic dismissal enter on academic probation.

## FOLLOW-UP

Following graduation, Eastern Idaho Technical College will periodically attempt to contact each graduate for information concerning employment. There are a number of reasons for this. Follow-up statistics are necessary for maintaining Veteran's accreditation, for implementing/expanding programs in high employment fields, for eliminating programs where employment is not available, and for overall accountability.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the Registrar, Dean of Students, or Division Manager a written request that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- *The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.* Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position, (including law enforcement unit and health staff); a person or company with whom the College has contracted, (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks; or a student serving on an official school committee. A school official has a legitimate educational interest to review an education record in order to fulfill his or her professional responsibility.
- *The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202-4605*

## **Directory Information**

Eastern Idaho Technical College deems the following student records as Directory Information: student name, address, telephone listing, electronic mail address, photograph, date of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. full or part-time), participation in officially recognized activities, degrees, honors and awards received, and most recent education agency or institution attended. Directory information is treated as public information unless students request its omission in writing. A Request to Prevent Disclosure of Directory Information form may be obtained in the Student Services Office. The completed form must be filed each semester/term in the Office of Academic Records within the first two weeks of each semester/term.

Release of student records and information (other than directory information) can only be accomplished when a signed written release is submitted by the student or as required by the Family Education Rights and Privacy Act. See Student Policies for additional information.

## **Transcripts and Grades**

Semester grade reports will be provided to students once the grades have been issued and recorded in the Student Services Office.

Official transcripts of the students' grades and enrollment status are recorded in the Student Services Office. All inquiries regarding student records should be directed to the Assistant Registrar.

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the college. Requests must be made in writing at least 7-10 days in advance of the time when the transcript is needed. Each copy will be \$5.

*Transcripts on file from other institutions were obtained for Eastern Idaho Technical College's use and will not be released to the student or other institutions.*

## **Drop/Adds**

Classes may be added to a registration form prior to the beginning date of a semester or summer term. Beginning the first day of the semester, classes may be added with an official Schedule Change Drop/Add card with instructor's written permission. No classes may be added after the first week of the semester or the first week of the summer term. The same process is to be followed for dropping a class. The Schedule Change Drop/Add cards are available in the Registrar's office.

# **STANDARDS OF PROGRESS**

## **Academic Standards**

To maintain good academic standing, you are expected to make continued progress toward the completion of your selected program of study. Academic Standards is evaluated using two measurements.

You are expected to maintain a cumulative grade point average (GPA) of 2.0 or higher.

You are expected to complete your selected program of study before attempting 150% of the credit hours required for program completion.

Example: Robert, a Practical Nursing student pursuing an Advanced Technical Certificate is expected to complete 62 credit hours to earn his educational credential. Robert may attempt no more than 81 credit hours ( $62 \times 1.5 = 93$ ) before completing the program requirements to maintain Satisfactory Academic Progress.

Each student's progress is evaluated after each semester by the registrar's office. Failure to progress toward program completion at a rate consistent with the standards of progress will result in academic probation.

When calculating a GPA for standards of progress, a "P" will have the same value as a "C". However, a "P" will not be factored into the final GPA. An "IC" is factored as an "F" when computing the GPA.

### **Academic Probation**

Should a student's cumulative GPA fall below 2.0 or should it be determined that the student has fallen below the standards consistent with the program's maximum time frame, the student will be placed on academic probation for the following semester. The student may return to good standing by achieving a cumulative 2.0 GPA and complying with the maximum time frame standards.

Students on probation who attain a GPA of 2.0 or higher during the next semester after being placed on probation but whose cumulative GPA is still below 2.0 will remain on probation. A student will be dismissed at the end of any probationary semester in which he/she obtains a semester GPA of less than 2.0.

Failure to meet probationary terms will result in suspension for one semester. At the end of one semester, the suspended student may submit a formal Petition for readmission. Petition forms and instructions are available from the Registrar. Readmission will be granted only if the petitioner can demonstrate that the academic impediments have been remedied. All readmission will be granted on a probationary basis only, based upon space availability.

### **Academic Suspension**

A student who has been suspended due to unsatisfactory progress may appeal the decision within five working days from the time of the action. The appeal must be in writing to the appropriate Division Manager and must explain any mitigating circumstances that the student feels caused the inability to meet the minimum standards.

- The Division Manager will review and respond to the appeal within five working days of the receipt of the appeal.
- Academic suspension will be effective for a minimum of one semester, at which time a student must petition for reenrollment.
- Students suspended for violation of the Academic Honesty Policy will receive an "F" in any class the cheating occurred whether or not the suspension takes place prior to mid-semester.

### **Official Withdrawal**

Students are responsible for completed drop/add or withdrawal forms to drop or withdraw from classes they are not attending nor intending to complete in the current registration period. Students may drop classes through the first week of a semester or summer term and the withdrawal will not show on the transcript.

Students may withdraw from classes after the first week and through the mid-semesters/term plus two weeks. The following exception will apply: the midpoint date of any class that does not span a full semester will be the last day to withdraw without grade penalty. If a student withdraws on or before the mid-semester deadline, a (W) will be recorded on the student's transcript. After the mid-semester deadline, a withdrawal "W" will only be authorized in cases of documented circumstances of hardship, medical, or training-related employment.

Students who elect to withdraw after the last date to withdraw without penalty deadline and do not meet one of the above criteria will be issued an "F" for all course work not completed. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

### **Instructor-Initiated Withdrawal (IW)**

This will be issued if a student fails to officially drop a class prior to mid-semester and will be calculated as a failing grade in the GPA.

## **TRANSFER CREDIT**

Transfer credit will not be evaluated until the student has applied for admission and furnished Student Services with official transcripts.

Courses successfully completed prior to enrollment at EITC will be reviewed by the Registrar and appropriate faculty for transferability. Transfer credit will not be granted for any course in which a student received less than a "C".

## **ACADEMIC HONESTY**

Academic honesty mandates the use of one's own thoughts and materials in writing papers, taking tests, and in other classroom, or shop/lab related activities. Students who aid others in any infraction of academic honesty are considered equally guilty.

Unauthorized use of another individual's notes or materials, plagiarism, copying during tests, or unauthorized prior knowledge of tests, quizzes, or taking other unfair advantage shall be considered a violation of the Academic Honesty Policy.

When students are asked to submit individual work, they are expected to do so. When students are assigned to work together on a project, it is not considered a breach of academic honesty for them to gain from each other's experience and to share ideas.

The concept of academic honesty is designed to assure a uniform standard against which to evaluate all students and to prevent cheating. Students are expected to report infractions to their instructors.

*Violation of this policy may lead to suspension from the college.*

# STUDENT SERVICES

Eastern Idaho Technical College endeavors to be helpful toward every student. Being a small college allows time for the personal touch.

## **Counseling**

Counselors are available to assist applicants with vocational choices, financial aid, veteran's benefits, admissions procedures, and other matters pertaining to their educational programs. Once admitted, students are advised primarily by program faculty with support from counselors from the Student Services Office or the Center for New Direction.

## **Admissions and Registrar**

All matters relating to admissions and transfer credit will be handled by the Student Services Office and the Registrar. This office is also responsible for maintaining student records.

## **Testing**

The Center for New Directions offers group and individual testing for the purpose of providing information that will aid in counseling about an individual's specific interests. Arrangements for these tests can be made through the Center for New Directions. The results will be used by the student and counselor. It is strongly recommended that any individual taking a test have a consultation with a counselor to review the results and work toward setting his or her vocational goals.

## **Tutoring**

Tutoring is available to students currently enrolled in an EITC program who may need help in a particular aspect of their chosen vocational program. Referral is made through the program instructor and/or the retention counselor from the Center for New Directions.

## **Tutoring Center**

The Tutoring Center, located in Room 135 of the John Session Building offers tutoring in writing, English, and math in a non-classroom environment. Tutoring is on a walk-in basis; although, appointments may be made upon request. Computers are available for student use. Information about program area tutoring and information on student success workshops is available by calling extension 3396.

## **Placement**

EITC maintains a Placement Office, located in Room 304 of the John Christofferson Building, serves as a liaison with business and industry to promote employment opportunities for graduates. In addition, workshops are offered in interviewing skills, resume writing, job seeking skills, and career development. Students are welcome to walk-in or call 524-3000 extension 3337 for an appointment.

## **Drug/Alcohol Awareness Support Group**

This group meets weekly, or as needed, on campus to provide support to students who want to lessen the harmful effects of substance abuse in their lives. These harmful experiences can happen as a result of personal use or as a result of another's use. The group experience allows a student to share his or her thoughts and feelings as well as to learn more effective solutions to life's challenges.

Student Services also provides crisis intervention and referrals to community resources for students in need of additional assistance.

## **Student Insurance**

All registered students taking 10 or more credits at Eastern Idaho Technical College are automatically enrolled on the Student Accident Insurance Policy. Additionally, any student enrolled in one or more professional course(s) within the Health Care Technology Division will be assessed the student insurance fee. The student is insured at home, at school, or while traveling, twenty-four hours per day during the policy period. Descriptive brochures are available in the Student Services Office. Information on filing an insurance claim is also available in the Student Services Office. Family coverage is available for an additional fee. There is no provision to opt out of the student insurance.

## **Children on Campus Policy**

In order to preserve the best learning environment for all students and for reasons of safety, no children will be allowed in the classroom or left unattended in any college facility or on the campus grounds. It is the responsibility of the parent to provide appropriate child care while they are engaged in classes, lab/clinical activities or other activities related to courses in which they are enrolled, including study or research in the library.

## **Special Instruction**

EITC also provides assistance to students in the area of basic reading, writing and math skills through the Regional Adult Learning Center. The Center provides pre-vocational preparation, tutoring and GED preparation.

## **Student Cafeteria**

The student cafeteria is supplied with snacks, meals, and beverages. Please clear your table as you prepare to leave. In addition to the student cafeteria, break areas are set aside in the other campus buildings. Students are asked to cooperate with maintenance in the cafeteria and break areas.

## **Student Identification Card**

Matriculated students at Eastern Idaho Technical College will be issued an official student identification card. This card may be used on campus for library services and access to the weight room. In the event that a student needs a replacement card there will be a \$20 fee. Replacement cards are only available to currently enrolled matriculated students.

## **Library**

The Richard and Lila J. Jordan Library is located in Room 551 of the Alexander Creek Building. When College is in session hours are: Monday through Thursday 7:30 am to 10:00 p.m.; Friday 7:30 a.m. to 4:30 p.m.; and Saturdays 10:00 a.m. to 2:00 p.m. During summer term, the library is only open until 7:00 p.m. and is closed Saturdays. The library is open when classes are not held and maintains regular College hours (7:30 a.m. to 4:30 p.m., Monday through Friday).

The library collects information in all sorts of media to enhance the learning experience of the student. In addition to the traditional items such as books and magazines, there are CDs, videos, audiotapes, and ebooks. This information, as well as online databases which provide additional access to journals and other sources, are available through the library website. If you have any questions about how to use these resources, please ask. You will soon become an expert.

Most library materials circulate for 3 weeks, but can be renewed if there is no demand for the item. Reference or reserve items do not circulate without permission of the librarian. Periodicals check out for 3 days. Fines (\$0.25 a day) are charged for late or lost materials. Patrons are reminded about library material through email. All fines and charges must be cleared before a student may register, graduate or receive a transcript.

The library is also the open computer lab for the college. There are 35 of the newest computers on campus available anytime the library is open. Also available are a scanner and a coin operated copy machine.

### **Bookstore**

The Bookstore is located in the John E. Christofferson Multi-Purpose Complex, Room 352. Hours are 8 a.m. to 5 p.m. Monday through Friday, except holidays. Summer Hours are 7:30 a.m. to 4 p.m.

Books are returnable the first two weeks of class. Refunds will not be issued without a receipt. Returns will not be accepted after two weeks. There will be a used-book buy back at the end of fall, spring, and summer terms.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

The Disability Resources and Services Office is available to assist any student or prospective student who has a documented disability and believes they may benefit from reasonable accommodations which are provided on a case-by-case basis. In addition, resources (i.e., reading materials, teleconferences, audioconferences, training opportunities, and community agency referrals) are offered to assist students, their family members, and faculty.

### **Procedure to Request Accommodations**

Students with disabilities must self-identify to the Disability Resources and Services Office and must submit written requests for accommodations, academic adjustments, and/or auxiliary aids within a timely manner. Whenever possible, this request should be made prior to the start of the semester and must be accompanied by written documentation (on official letterhead) from a licensed or credentialed professional who is qualified to assess and diagnose the disability. Documentation should include identification of the disability, a list of test instruments and test scores used to identify the disability, and the implications of the disability on the student in an academic setting. The documentation should also include suggestions regarding reasonable accommodations, academic adjustments, and/or auxiliary aids, where appropriate.

Accommodations, academic adjustments, and/or auxiliary aids are determined on an individual basis and must be requested each semester of enrollment. The following procedures can be found in Policy 122 Americans with Disabilities Act of the Eastern Idaho Technical College Policies and Procedures Manual:

1. Students requesting accommodations, academic adjustments, and/or auxiliary aids must have a documented disability and must self-identify to the Disability Resources and Services Office.
2. An in-take meeting will be scheduled at which time the following will take place:
  - a. The student will provide proper documentation regarding his/her disability. Should documentation not be available, it is the student's responsibility to obtain this documentation at his/her own expense and provide it to the Disability Resources and Services Office.
  - b. The student will provide a written request of reasonable accommodations, academic adjustments, and/or auxiliary aids being requested as well as a current class schedule.
3. The Disability Resources and Services Coordinator will review the documentation and requested accommodations, academic adjustments, and/or auxiliary aids.

4. The Disability Resources and Services Coordinator and the student will meet to discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids and the resulting decision. For approved accommodations, academic adjustments, and/or auxiliary aids, the Disability Resources and Services Coordinator will provide an accommodation letter for each of the student's instructors. It is the student's responsibility to deliver this letter to his/her instructor(s) and to discuss the contents of the letter with the instructor. No instructor is required to provide accommodations without receipt of the letter.
5. Should the student disagree with the Disability Resources and Services Coordinator's decision, the student should, within ten (10) working days, submit a written appeal to the Dean of Students. Refer to the Student Appeal Procedures in the Student Handbook. In the case of academic related disability issues all written appeals should be submitted to the Dean of Students.

## **Grievance Procedure**

Eastern Idaho Technical College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA), the ADA Amendment Act of 2009, and Section 504 of the Rehabilitation Act, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." If a student with a disability believes he/she has been discriminated against he/she has the right to file a grievance as follows:

### **Complaints Related to Non-Academic Programs, Activities, and Services**

This procedure shall apply to non-academic programs, activities, and services.

Examples are:

- Concerns related to building or grounds accessibility;
- Participation in College-sponsored events;
- Requests for accommodations related to parking.

All requests for accommodations or assistance should first be filed with the Disability Resources and Services Coordinator. If the student believes the Disability Resources and Services Coordinator's decision is discriminatory on the basis of disability, the student should first meet with the Disability Resources and Services Coordinator to review the decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows:

Within ten (10) working days of the decision, send a letter requesting a review to the College's ADA/Section 504 Compliance Officer, Annalea Bromley. Include the following:

- Name and address of the person filing the complaint;
- Date of original accommodation or assistance request;
- The accommodation or service requested;
- The reason for the request;
- The reason the Disability Resources and Services Coordinator's decision is not deemed to be appropriate, reasonable, or effective.

The ADA/Section 504 Compliance Officer will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the **Student Appeal Procedures** as published in the **Student Handbook**.

## Complaints Related to Academic Programs

This procedure shall apply to academic programs. Examples are:

- Requests for classroom accommodations such as tape recorders, notetakers, assistive devices and interpreters;
- Requests for test modifications such as extended time;
- Requests for changes in curriculum requirements.

Eastern Idaho Technical College's Disability Resources and Services Coordinator has been given the responsibility of determining a student's need for accommodations, academic adjustments, and/or auxiliary aids. All requests for accommodations or assistance should first be filed with the Disability Resources and Services Coordinator, following the College's published accommodations request policy. If the student believes the Disability Resources and Services Coordinator's decision is discriminatory on the basis of disability, the student should first meet with the Disability Resources and Services Coordinator to review the decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows.

Within ten (10) working days of the decision, send a letter requesting a review to the Dean of Students. Include the following:

- Name and address of the person filing the complaint;
- Date of original accommodation or assistance request;
- Accommodation or service requested;
- Reason for the request;
- Reason the Disability Resources and Services Coordinator's decision is not deemed to be appropriate, reasonable, or effective.

The Dean of Students will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the **Student Appeal Procedures** as published in the **Student Handbook**.

**If a complaint is brought by a student regarding denial or modification of an accommodation, academic adjustment, and/or auxiliary aid request, the decision of the Disability Resources and Services Coordinator to provide or deny said accommodation shall be implemented until such time as a formal resolution of the grievance process is achieved.**

If a faculty member shall refuse to provide an accommodation, academic adjustment, and/or auxiliary aid in accordance with the Disability Resources and Services Coordinator's written notice, the student should first request the Disability Resources and Services Coordinator's assistance in resolving the dispute. The request should be made in writing within ten (10) working days after the faculty member's refusal to provide the accommodation, academic adjustment, and/or auxiliary aid. The Disability Resources and Services Coordinator will meet with the faculty member, the division manager, and other faculty and administration officials as appropriate in order to attempt to resolve the complaint.

In the event the Disability Resources and Services Coordinator is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the Dean of Instruction. It is the Disability Resource and Services Coordinator's responsibility to notify the student of such action and to provide all pertinent information to the Dean of Instruction.

The Dean of Instruction will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the **Student Appeal Procedures** as published in the **Student Handbook**.

## **GREATER OPPORTUNITIES TO ACHIEVE LIFE SKILLS (GOALS)**

Eastern Idaho Technical College offers several special programs for students with disabilities. The GOALS Program is for students ages 16-22 who are currently enrolled in or have exited Firth School District #59 and Idaho Falls School District #91. Services focus on transition from high school to adult life, academic assistance at EITC, and community supports available to persons with disabilities. The GOALS Office is located in Room 339 or may be contacted by calling 208-524-3000, ext. 3376.

The Idaho Division of Vocational Rehabilitation (IDVR) operates a sub-regional school-to-work transition office on EITC's campus. This office is located in Student Services or may be contacted by calling 524-3000, extension 3375. The counselor provides vocational assistance and counseling to students with disabilities from those same school districts served by the GOALS Program as well as Bonneville School District #93 and Ririe School District #51. Other students with disabilities requiring IDVR assistance may contact the regional office at 208-525-7149.

## **CENTER FOR NEW DIRECTIONS**

The Center for New Directions is designed to assist individuals in transition, displaced homemakers, and single parents who find themselves caught in the middle of a crisis. Those individuals who are displaced as a result of a divorce, separation, death of a spouse, or job loss will be able to discover new career opportunities at the Center for New Directions. Those entering the workforce, changing occupations, or needing to upgrade skills can find assistance through Center services. This program can help individuals regain self confidence, self esteem, and provide information on choosing careers and job training. Professional counseling, classes, and seminars are available at the Center for New Directions to help make the transition to financial independence. A mentoring program is also available to EITC students.

## **FINANCIAL AID**

Financial aid can make an EITC education a reality for many students. Many of our students qualify for some type of financial assistance. Financial assistance could include scholarships, grants, loans, and work-study. Financial aid can help bridge the gap between the cost of your education and the amount your family is able to pay. To begin the financial aid process, complete a Free Application for Federal Student Aid (FAFSA). Applicants must be U.S. citizens or eligible non-citizens, degree/certificate seeking students, and in good standing.

## Application Priority Deadlines

Fall = June 1 <sup>st</sup>	Spring = October 1 <sup>st</sup>	Summer = February 1 <sup>st</sup>
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In order to meet the priority deadlines all information must be turned in correct, complete, and ready to award by the priority date for the semester you wish to be awarded. Applications may still be submitted after the deadline, but registration fees must be paid by fee payment deadlines. Students may receive their financial aid checks no sooner than the first day of class.

### Financial Aid Application Procedure

Follow the steps listed on “Apply” on our website at: [www.eitc.edu/ss/faapply.cfm](http://www.eitc.edu/ss/faapply.cfm) In order to begin the financial aid process, each student is required to complete the *Free Application for Federal Student Aid (FAFSA)*. After completing the *FAFSA*, the student must wait for the *Student Aid Report (SAR)* to see if other documents are required. All required forms can be printed from our website and submitted to the EITC Financial Aid Office.

### Types of Financial Aid

**Federal Pell Grants:** Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. Grants range in size from \$400 to a maximum of \$4,800 per year and amounts are subject to change. To apply, see our website: [www.eitc.edu/ss/faapply.cfm](http://www.eitc.edu/ss/faapply.cfm)

**Academic Competiveness Grant (ACG):** Grants awarded to students who have completed a rigorous secondary school program and are eligible for Pell Grant. Students eligible for the ACG will receive \$750 for the first academic year of study and \$1,300 for the second academic year of study.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** The FSEOG is a program designed to assist students who have exceptionally high financial need. The college determines who is eligible and how much each grant will be. Students with Pell Grant eligibility and low Estimated Family Contribution (EFC) will be given priority. The FAFSA is used to determine eligibility.

**Leveraging Educational Assistance Partnership Program (LEAPP):** LEAPP is funded jointly by the Idaho State Board of Education and the Federal Government. LEAPP is a grant that is awarded to students who demonstrate exceptional financial need. Awards vary depending on availability of funding and your demonstrated financial need. The FAFSA is used to determine eligibility. The student must be an Idaho resident.

**Work-Study:** Federal and Atwell Parry Work-Study are awarded to students who demonstrate financial need and want to work while attending college. The work-study program provides on-campus jobs for students and allows you to earn up to a specific dollar award. You will earn at least federal minimum wage and be paid by the hour. You may work up to 20 clock hours per week.

**Federal Family Education Loan Program (FFELP):** The Stafford Student Loan Program (SSL) provides students with long-term, low-interest loans for post-secondary education expenses. Loan funds are provided by participating private lending institutions such as banks, credit unions, savings and loan associations, and some other private organizations. Stafford Student Loans currently bear a variable interest rate. The rate will never be more than 8.25 percent on the unpaid balance. Repayment, at a minimum of \$50 per month, begins after the student leaves school and exhausts the six month grace period. Depending upon the total amount borrowed, repayment may be extended over a ten-year period. Freshmen can borrow up to \$3,500 and sophomores can borrow up to \$4,500 be borrowed per year. The FFELP provides for two types of student loans: (1) Subsidized and (2) Unsubsidized. To be eligible for a subsidized loan, you must demonstrate financial need and be enrolled at least half-time (6 or more credits). The Federal Government currently pays the interest on the subsidized loan until you are required to begin repayment six months after you graduate or drop below half-time enrollment. The maximum interest rate for the subsidized loan is 8.25 percent, and is adjusted each year on July 1st.

You do not have to demonstrate financial need to receive an unsubsidized loan, but you must complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), be enrolled at least half-time (6 or more credits), and complete a Request for Additional Loan. The Federal Government will not pay the interest on an unsubsidized loan, and interest will be charged until the loan is fully repaid.

The maximum interest rate for the unsubsidized loan is 8.25 percent, and is adjusted each year on July 1st. However, you do have the option of capitalizing the interest and not paying anything until six months after you graduate or drop below half-time enrollment. If you choose this option, the interest will be added to the principal balance for your loan.

## Financial Aid Eligibility

**Admission and Enrollment:** Applications for financial assistance will be considered upon receipt. Financial aid **will only be disbursed** if you are enrolled as a degree/certificate seeking student. Only courses required for your program will be eligible for financial aid. Financial aid will be disbursed based on the following schedule:

STATUS	CREDITS REQUIRED
Full-time	12 or more credits per semester
¾ time	9-11 credits per semester
½ time	6 -8 credits per semester
Less than ½ time	1-5 credits per semester

**Academic:** Students must maintain at least a cumulative GPA of 2.00 and meet the academic standards of the institution.

**Progress Eligibility:** In addition to maintaining academic standards, all students receiving Federal Financial Aid will be required to satisfactorily complete (receive grades other than D+, D, D-, F, AU, CH, IC, IW, S, or W) a specified number of credits within their program of study per semester based on the number of credits enrolled during that semester. For the purpose of financial aid, credit hour completion is classified according to the following schedule.

Semester Enrollment Status	Required Credit Hour Completion
Full-time = 12 (or more) credit hours	9 credit hours
Three-quarter time = 9-11 credit hours	6 credit hours
Half-time = 6-8 credit hours	6 credit hours
Less than half-time = 1-5 credit hours	Must Complete all credits registered for.
Summer Term Enrollment Status	Required Credit Hour Completion
Summer Full-time = 6 (or more) credit hours	5 credit hours
Summer Three-quarter time = 5 credit hour	4 credit hours
Summer Half-time = 3-4 credit hours	3 credit hours
Summer Less than half-time = 1-2 credit hours	Must Complete all credits registered for.

**Withdrawal Policy:** Students at EITC who receive Federal Financial Aid and withdraw before the 60 percent point of the semester will have refunds calculated according to federal guidelines. This will help determine the largest refund to the Federal Student Financial Aid Programs or to the student. All other Federal Financial Aid recipients will have refunds calculated according to state or US Department of Education approved accrediting agency refund policies if they exist. If no state or US Department of Education approved accrediting agency refund policy exists, refunds will be calculated according to Federal or institutional refund guidelines in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student.

If a student contacts the EITC Financial Aid Office they will be referred to the Registrar. The Financial Aid Office will document the conversation and will initiate a notice of withdrawal. Students who withdraw from one or more classes **within the first week** of school must notify the Financial Aid Office and return over awarded funds at the time of the withdrawal. No adjustments to financial aid will be made after the first week of each semester. Students who totally withdraw from their classes **after the first week** of each semester are subject to the return policy of the Federal Government and may be required to return a portion of their awards. Students who receive financial award disbursements and do not attend classes are not eligible for funds and must return to the institution any award money received.

**Financial Aid Disqualification:** Failure to comply with the academic standards or the progress eligibility standards will result in ineligibility for student aid.

**Reinstatement:** Students disqualified from Financial Aid eligibility may regain eligibility by: (1) Attending an additional semester without the assistance of Financial Aid and; (2) Retake the failed or incomplete credits (See Financial Aid Progress eligibility chart.) required to meet Satisfactory Academic Progress (SAP). Courses retaken must be from the approved list of required courses from the student's program of study. The student must also meet academic standards as well as Financial Aid standards to be reinstated. After meeting requirements students must submit a *Financial Aid General Appeal* to the EITC Financial Aid Office explaining that they have completed requirements and would like to be reinstated for Financial Aid.

**Financial Aid Appeals Procedures:** Appeal in writing to the Financial Aid Committee and explain any mitigating circumstances that you feel caused the inability to meet minimum standards. An appeal form can be printed from our website: [www.eitc.edu/ss/faapply.cfm](http://www.eitc.edu/ss/faapply.cfm) Students may request one appeal per lifetime at Eastern Idaho Technical College.

**Request for Adjustment:** A student has the option of requesting an adjustment to their financial aid award. The request must be made to the EITC Financial Aid Office by the student if changes are needed. Changes could include requesting or cancelling grants, work-study, and loans. No adjustment can be made to the award due to change in enrollment status after the first week of each semester. Request for Adjustment forms can be printed from our website: [www.eitc.edu/ss/faapply.cfm](http://www.eitc.edu/ss/faapply.cfm)

**Request for Additional Loan:** To be used when a student is requesting an additional loan that is above the amount awarded to students who have already received base loan amounts.

**General Appeal:** To be used in situations of medical hardship, death in the family, emergencies, and other extreme circumstances that effect Satisfactory Academic Progress. Also, to be used by students who correct Financial Aid eligibility by attending a semester without Financial Aid assistance and reestablish Satisfactory Academic Progress and want to resume assistance.

**Maximum Credit Appeal:** To be used when a student reaches the maximum time frame allowed by Satisfactory Academic Progress. Maximum time frame for an associate's degree is 96 credits and 48 credit for a one-year certificate program. If the student does not successfully complete the conditions of the appeal the student may be denied further financial assistance.

**Special Circumstances Appeals:** To be used by students or parents of dependent students who have had loss of income. These situations could include loss of employment, death of parent, divorce of parent or students, or medical expenses that affect income.

**Disbursement of Financial Aid Awards:** Financial Aid funds are disbursed in equal installments on the first day of class each semester. Funds may be credited to a student's account to pay registration fees with the balance being disbursed in the form of a check. Checks are disbursed by the Cashier in the Business Office. Questions concerning check disbursement should be referred to the cashier at 524-3000 ext. 3355. Financial Aid policies and procedures are subject to change without notice to assure compliance with federal regulations.

**Special Considerations-State Aid:** Children of any Idaho citizen who is a resident of the state of Idaho on or after June 1, 1972 and who have been determined by the Federal Government to be a prisoner of war or missing in action in southeast Asia, including Korea, or who shall become so hereafter, in any area of armed conflict in which the United States is a party, shall be admitted to attend any public institution of higher education or public professional-technical college within the state of Idaho without the necessity of paying tuition and fees, and shall be provided \$100 for books, supplies, and equipment. Such benefits shall be provided for a period not to exceed 36 months. Documentation of eligibility of the applicant must be submitted to the Financial Aid Office.

## Scholarship Application and Information

For more information visit the Foundation website: [www.eitcfoundation.org/eitc\\_scholarships.html](http://www.eitcfoundation.org/eitc_scholarships.html)

## Financial Aid Contact Information

Please direct all questions regarding financial assistance to the EITC Financial Aid Office: 1600 South 25<sup>th</sup> East, Idaho Falls, ID 83404; (208) 524-3000, or toll free 1-800-662-0261, or email us at [financial.aid@my.eitc.edu](mailto:financial.aid@my.eitc.edu)

## **CAMPUS INFORMATION**

### **CAMPUS SECURITY**

EITC contracts with a private security firm for 24 hours per day, 7 days per week, intermittent patrol of the grounds and facilities. Students, employees and visitors to campus are advised to report any criminal actions or emergencies to the Administration Office on campus. At this time, these individuals are to complete an Incident Report Form. The incident is then reviewed by Administration. Administrative response to each incident is based upon the nature of the crime and/or emergency and will involve handling the matter or reporting the incident to the appropriate local authorities, often the city police department. In cases of emergencies, which do not allow time to contact administration, students and employees are advised to contact appropriate city officials immediately. All campus phones have the ability to dial directly to 911.

Red emergency phones are available in each building.

A review of campus security policies, issues, and crime reports is presented during the New Student Orientation. In addition, written Campus Crime Reports are available in the Student Services Office.

### **STUDENT RIGHT-TO-KNOW**

In compliance with the Student Right-to-Know and Campus Security Act, as amended, EITC collects information on campus criminal statistics, campus security policies, and institutional program completion or graduation rates.

Crimes considered to be a threat to students or employees which have been reported to campus security or local police agencies will be shared in a timely manner with the campus community.

Every October, EITC will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Secretary of Education upon request.

Every October, EITC will publish and make available by request an annual report disclosing the completion or graduation rates of students. The federal requirement for calculation of a completion or graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first time and have not enrolled previously at any other institution of higher education.

### **CAMPUS PARKING AND TRAFFIC REGULATIONS**

These regulations have been formulated to best serve the needs of EITC students, faculty, staff and visitors. Compliance is required at all times to make certain safety and security is enforced. The operation of a motor vehicle or bicycle on EITC property is a privilege and can be revoked for cause at any time.

- No motor vehicle or bicycle shall be operated, parked or otherwise used on the campus except in strict conformity with these regulations. The term “campus,” as used in these regulations, shall be construed to include all property under the control and supervision of Eastern Idaho Technical College.
- No vehicle shall be operated in a careless or reckless manner on EITC property.
- Bicycle operators must comply with all traffic and parking regulations and bicycles must be ridden with due regard for pedestrians. Bicycles must be parked in provided racks and under no exceptions can be parked so as to interfere with pedestrian access routes to buildings, on sidewalks, or inside buildings.
- Student parking is allowed only in unrestricted areas of each Campus parking lot. Parking designated as faculty, employee, loading zone, visitor, no parking, or otherwise not intended for vehicle parking is not for student use. Student parking in any fenced compound is expressly prohibited. Vehicles are not to be left overnight in any EITC parking lot.
- Handicapped spaces are reserved for automobiles displaying the State of Idaho handicapped designation and only for handicapped drivers or passengers.
- All student used vehicles will display EITC parking permits in the lower left hand corner of the front or rear window, permanently affixed to window, or temporary permits when authorized.

## Violation Sanctions

Failure to comply with campus parking policies will result in the following:

- \$5 or \$10 fine if paid within 7 days, doubles after 10 days. Non-issuance of certificates, degrees, transcripts, other records, and future reenrollment will be denied until payment is received.
- Second violation during any 12 consecutive months, double the first offense fines. Non-issuance of certificates, degrees, transcripts, other records, and future reenrollment will be denied until payment is received.
- Third violation during any 12 consecutive months results in enrollment suspension.
- Handicapped parking violations are controlled by the City of Idaho Falls. However, repeat violations will result in enrollment suspension.

## Process

- EITC parking permits are available through Student Services.
- Payment of fines is to be mailed to: Secure Solutions, 1600 S. 25th E., Idaho Falls, Idaho 83404  
Payment may also be made to the Security Officers on campus.

## STUDENT USE OF COLLEGE PHONES

Students are allowed to use college phones for emergency or college-related purposes only. Students should use pay phones located in each building for making all personal calls.

The switchboard operator will not put incoming calls through to students unless it is an emergency. Students should ask their families and friends to call the College only in case of emergency. Medical offices should call students at home to confirm appointments.

Students using shop phones to order parts, etc., must leave an extension number. If an instructor grants a student permission to use an office phone, the instructor is responsible for instructing the student on proper use of the phone.

# EITC POLICIES

## STUDENT POLICIES

### Student Records

In compliance with requirements of the Family Educational Rights and Privacy Act, Eastern Idaho Technical College has enacted the following statements concerning student's records: Admission documents, general correspondence, grades, transcripts and agency information are kept in a cumulative file in the Student Services Office. Only students who are officially enrolled or who have been officially enrolled at EITC have access to the information in their files. Students wishing to peruse their cumulative file should make their written request to the Registrar in the Student Services Office.

The following information may be given to any inquirer unless students specifically request the Registrar to withhold such information:

- Directory Information (i.e. name, address, telephone number).
- Whether or not a student is or has been admitted and/or enrolled at Eastern Idaho Technical College. Beginning and ending dates may be given.
- Program in which a student is or has been enrolled.
- Degree or certificate awarded/not awarded.

A request to prevent disclosure of directory information form may be obtained in the student services office. The completed form must be filed each semester/term in the Office of Academic Records within the first two weeks of each semester/term.

Other information which is a part of the student's record will not be released to anyone outside the College without prior written consent from the student except as noted here:

- Information requested under a court order or subpoena as required by the Family Educational Rights and Privacy Act (FERPA).
- Certain federal and state authorities as noted in the Family Educational Rights and Privacy Act of 1974 (including the Secretary of the Department of Education, the Comptroller General of the United States and certain other state education authorities.)
- Parent(s) or legal guardian(s) of a student provided the parent or guardian can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

Students wishing to have information or transcripts sent to another educational institution, agency, or potential employer must submit a written request. This written permission is retained in the student's file. There is a \$5 fee for each transcript.

*Transcripts on file from other institutions were obtained for Eastern Idaho Technical College's use and will not be released to the student or other institutions. EITC will only fax transcripts to known secure fax numbers at other institutions.*

A request by a student to list an instructor as a reference should be accompanied by a Release of Information Authorization form. This form specifies the types of information the student authorizes for release. Students should be aware that it is advisable to personally contact the instructor before giving his/her name as a reference.

Student financial aid from external sources to the College such as Workforce Investment Act (WIA), Vocational Rehabilitation, Veterans Administration, etc. is often conditional upon release of information regarding student progress reports, grade reports, attendance, and enrollment status. Student acceptance of such aid will be considered an authorization by the student for release of pertinent data to the sponsoring agency.

### **Attendance**

Each program has its own policy concerning attendance. Students should refer to their instructor(s) if they are not aware of their attendance policy. Attendance is considered extremely important.

All work and assignments missed must be made up at the discretion of the instructor(s). No absence is excused in the sense that it relieves the student of an obligation to complete all assigned work.

A student will be recommended for probation or suspension when excessive absences and/or tardiness hinder satisfactory work performance in class, laboratory/shop, or if he/she fails to demonstrate the work habits generally acceptable to industry standards.

### **Code of Conduct**

As a student at Eastern Idaho Technical College, you must recognize the importance of cooperative participation within an environment where all involved participate in the advancement of learning. A college community offers an opportunity to improve knowledge and skills and to enhance earning potential. Students are encouraged to recognize personal obligations to act in a responsible manner, both academically and behaviorally, and to be considerate of others while accepting this obligation.

EITC provides the following Student Code of Conduct as a personal and instructional *guide* in order to guide personal behavior and to establish the process of intervention when behaviors become unacceptable. The following activities will not be tolerated while students are participating in instructional activities, student activities or special events:

- Disorderly conduct will not be allowed on campus, in the classroom, on field trips or tours, at any college-related activity, or in the cafeteria. Disorderly conduct is defined as behavior by an individual or group that infringes upon the rights or well being of another individual or group.
- Willful destruction of property will result in restitution of damages and possible sanctions against the student.
- Theft or unauthorized removal/usage of college equipment, books, materials, or property belonging to instructors or guests of the College is strictly prohibited.
- Lewd/indecent conduct or the dissemination/display of indecent literature is not tolerated.
- Alcoholic beverages or controlled substances are not allowed on college owned or controlled property or at functions sponsored by Eastern Idaho Technical College. Storage, sale, manufacturing, distribution, possession or use of any illicit drugs or alcohol is prohibited. Prescribed medications are to be used only at the direction of a licensed physician. Violation of this policy can lead to suspension or probation.
- Gambling and games of chance involving money are prohibited. Card playing is allowable in the student cafeteria or break areas provided betting or exchange of money does not occur.

- By the Governor's Executive Order: "All state-owned or state-leased buildings, facilities, or areas occupied by state employees shall henceforth be designated as "non-smoking" except for custodial care and full-time residential facilities. The policy governing custodial care for full-time residential facilities may be determined by the directors of such facilities. Further, I hereby encourage all employees in the State of Idaho to promote a non-smoking policy in all buildings occupied by state employees."
- Fire and shop safety rules are to be observed at all times. Misuse or tampering with safety equipment is forbidden. Every three months, Eastern Idaho Technical College is required to hold an evacuation of the buildings to comply with the Fire Marshall's regulations. When the fire alarm sounds, all faculty, staff and students are to proceed in an orderly and quiet manner out of the building in accordance to prearranged paths. Do not use elevators. When outside, continue proceeding away from the buildings. Remain there until an all clear signal is given to return. Instructors are to arrange for a check of students to be certain that all are out of the building.
- Disciplinary measures will be exercised for insubordination or conduct detrimental to good order and discipline within the College including conduct that is harmful, obstructive, disruptive or interferes with the education process, institutional functions, contractual agreements or public peace and tranquility.
- Use of an automobile on college property is a privilege. Students wishing to park a vehicle on campus must obtain a parking sticker from Student Services upon registration. The sticker is to be displayed in the lower left-hand corner of the rear window. (Please refer to campus parking.)
- Disrespect or physical/verbal abuse of a faculty/staff member or failure to comply with directions given by a faculty/staff member in the performance of his/her duties will not be tolerated.
- Weapons, including firearms, knives, and explosives are not allowed on the College grounds.

### **Sanctions**

Violation of attendance policies, the Code of Conduct or other college policies may result in one or more of the following sanctions. These are listed in order of least to most severe. This is not to imply that sanctions will be given in this order. Severity of the sanction is at the discretion of college officials.

1. **Warning:** A notice to the student verbally, or in writing, from a college official stating that a policy has been violated and that continued violation may result in more severe sanctions.
2. **Censure:** A written reprimand warning the individual or group that repeated infractions will result in official sanctions. Restrictions on minor privileges may be imposed.
3. **Restitution:** The replacement, repair or other form of compensation for damages, physical loss or injury to property or persons.
4. **Probation:** Formal notification indicating a policy has been violated and identifies terms for continued enrollment. Probationary status equates to "not in good standing."
5. **Suspension:** A decision that excludes the student from classes, activities, and/or presence on college properties for at least one semester. A student who has been suspended may request readmission after his/her terms of suspension have been met. The student shall submit a written petition requesting readmission. Readmission may be granted, denied, or postponed subject to fulfillment of conditions established by the College. If readmission is granted, enrollment will be probationary for one semester. Readmission will be granted on a space-available basis only. Petitions are available in the Registrar's Office.
6. **Expulsion:** An administrative decision that terminates the student from the College for an indefinite period of time.

## **DISCIPLINARY/ATTENDANCE PROBATION POLICIES**

Probation can be imposed for attendance or behavioral reasons. Attendance probation is instituted when a student is in violation of the attendance policy of the program in which he/she is enrolled. The program instructor(s) initiates the probation by providing the Student Services Office with details of the violation and requesting the preparation of a formal letter of probation. The student will then be requested to meet with his/her counselor to discuss the probation letter. The probation letter will contain the following:

- Reasons for probation
- Terms of probation
- Duration of probation

The student will be asked to sign the letter indicating that he/she has read and understands the items contained in the letter. A copy of the probationary letter will be given to the student. The instructor and the Financial Aid Officer will be given notification of the probation. The original signed letter will be placed in the student's permanent file in the Student Services Office.

If a student violates the terms of probation, the instructor gives written notification to the Student Services Office. A formal letter of suspension is sent from the Registrar's Office to the student's home address by certified mail or whenever possible given directly to the student by the Registrar.

Students who comply with the probationary terms throughout the duration of the probation (no less than one semester) will reestablish good standing status. If a second probation is issued during a student's enrollment, it will be in effect throughout the remainder of the student's enrollment.

A course instructor may withdraw a student from class for non-attendance.

Disciplinary probation will remain in effect through the remainder of the student's enrollment. Violation of the disciplinary probation may result in suspension.

## **COMPUTER USAGE POLICY**

### **Computer Usage Fee**

The computer usage fee gives students access to an account on a EITC network server, an email account, and access to campus printers.

### **Acceptable Use of Computing Resources**

EITC students are authorized to use computer/network resources for course related work and other educational purposes only. Use of EITC resources for other than educational purposes, especially for commercial or contract purposes, will result in the possible suspension or removal of the student's user account.

As an authorized user, you are responsible for the security and use of your computer account. You accept full responsibility for your account and all activity performed on college computing resources.

The full text of EITC computer policies can be found in the EITC Policy & Procedures Manual online. Referenced documents include the Governors Executive Order 2005-22, Policy 307 Computer Usage, Policy 308 Software Policy, and Policy 309 Computer and Network Security Policy.

## Misuse of Resources

EITC reserves the right to inspect all information stored on EITC computers, including programs, data, and mail. EITC reserves the right to limit or deny access to anyone using EITC Resources when privileges are abused. *Examples of system misuse include, but are not limited to:*

- Unauthorized copying or distribution of EITC-provided system and applications software
- Use of another individual's account, or sharing of accounts
- Attempting to inspect or copy another user's programs or directory without permission
- Playing online games, MUD's/MUCK's, or interactive chatting (ICQ, MSN, etc.)
- Deliberately trying to damage system software or hardware
- Failure to cooperate with EITC staff
- Any attempt to create or import a program which circumvents system security or compromises data integrity
- Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, or federal law
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials

## Printing

Printing multiple copies is not permitted from the network. You may make copies at Media Services or the library. *Examples of unauthorized printing include, but are not limited to:*

- Personal letters, signs, and/or advertisements
- Documents related to one's own business
- Personal legal documents
- On-line manuals

## Monitoring and Disciplinary Action

The Information Technology Division monitors the use of computer systems and will contact individuals discovered to be hindering normal operations. It is not appropriate to use any resources in ways that are detrimental to the normal operation of any computer system(s) or its users.

Violation of any part of the Computer Usage Policy will result in disciplinary action in accordance with the *EITC Student Handbook* and/or applicable federal, state, or local laws, regulations, or policies.

## **SAFETY POLICY**

Good safety practices, including the observance of nonsmoking regulations, are to be adhered to at all times. Flagrant or continued violations will lead to suspension or other disciplinary action.

## **EMERGENCY PROCEDURES**

Should an emergency arise while in school, notify your instructor or some other school official (i.e. counselor, Division Manager) as to the nature of the emergency. If the emergency involves a life-threatening injury or serious illness, dial 911 and request that the paramedics be sent to the college.

## **DRUG AND ALCOHOL PREVENTION POLICY**

Prevention of on-campus alcohol and drug abuse is and will continue to be an integral responsibility of EITC. The unlawful manufacturing, distribution, dispersing, possession, or use of a controlled substance is prohibited.

Post-secondary educational institutions are well positioned to ameliorate drug and alcohol abuses through education. EITC is committed to the proposition of a drug-free society. Drug and alcohol education and prevention activities and services shall be made available to all students.

## SEXUAL HARASSMENT POLICY

Eastern Idaho Technical College does not condone any form of sexual harassment on campus whether against a student or an employee, male or female. It is specifically prohibited by college policy and is a violation of both federal and state laws.

Sexual harassment harms the learning and working environment for all concerned. EITC is committed to providing a college climate of mutual respect among students and employees.

Sexual harassment is as follows:

- Verbal sexual innuendoes, sometimes in the guise of humor.
- Subtle pressure for sexual activity.
- Remarks about a person's body, clothing or sexual activities.
- Unnecessary or unwelcome touching, staring, phone calls, or letters.
- A demand for sexual favors accompanied by implied or overt threats concerning one's class grade, recommendation letters, or job promotion.

Victims of sexual harassment have occasionally been males; however, the vast majority of victims are females. While this information is primarily addressed to women, the laws prohibiting sexual harassment apply to both sexes.

*"Because of a long history of silence on the subject, many women feel uncomfortable, embarrassed or ashamed when they talk about personal incidents of harassment. They are afraid that it will reflect badly on their character, or that they will be seen as somehow inviting the Propositions ..."* (From the American Association of Colleges "Project on the Status and Education of Women.")

*Many women feel they can't say "no" because instructors and/or supervisors have power over them – power to fire them, to give poor recommendations, or to lower their grades. When someone has power over your future and controls needed resources, it is difficult to reject the advances.* (From Women Organized Against Sexual Harassment.)

You can tell the harasser that you do not want the comments, touching, requests, etc. to continue. You should write down details about specific incidents including dates, times, places and names of any witnesses. This documentation is important.

You can discuss the problem confidentially with the Dean of Students located in the Student Services Office of the JEC Multi-Purpose Complex. The information you share will be confidential. You will be informed of the options available to you. The decision to act upon any of those options is entirely yours.

Due to damage that could result to the career and reputation of any person falsely or in poor faith accused of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications.

In determining whether alleged conduct constitutes sexual harassment, the designated authority will look at the record as a whole and at the totality of the circumstance, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts on a case-by-case basis. You can be assured that EITC will not tolerate any retaliation against a victim of sexual harassment that may result due to reporting.

If there appears to be no foundation to the allegation other than the complaint:

- No record shall be made of the allegation in either the accused or accuser's record.
- A reiteration of the policy against sexual harassment may be appropriate.
- Bad faith allegations or use of this policy for unintended purposes may result in disciplinary action against the accuser.

If a foundation for the allegation exists, disciplinary action against the offending employee/student will follow. The disciplinary action will be commensurate with the scope and severity of the occurrence, and may include but is not limited to, demotion, suspension, dismissal, warnings or reprimands.

## **HIV/AIDS POLICY**

Any Eastern Idaho Technical College student with a positive antibody test for HIV/AIDS or any other communicable disease, or with the disease itself, will not be discriminated against or denied access to the school or its services because of evidence of the disease or the disease process. Each related incident will be handled on a case-by-case basis in consultation with the appropriate health care authorities with respect to the individual's right to privacy, and with consideration to protection of the health and welfare of the individual and others in the school and community. Persons having AIDS, AIDS-related diseases, positive antibody test for AIDS or other serious communicable diseases shall be treated as any other student or employee on campus, with guidance from the Idaho Code Regulations on communicable diseases (i.c. 39-601 et. Seg.). EITC shall provide reasonable accommodations to students with AIDS and/or other serious communicable diseases in a manner consistent with accommodations afforded persons with other medical problems or disabilities.

Information regarding an individual's diagnosis as having AIDS, AIDS-related diseases or other serious communicable diseases shall be maintained in the strictest confidence possible. No person, group, agency, insurer, employer, institution faculty, or administrator should be provided any medical information regarding these diagnoses without the specific written consent of the affected individual. This duty of confidentiality is superseded only by the necessity to protect others in life-threatening circumstances and only upon consultation/recommendation of appropriate health care authorities. Individuals who are infected, or have reasonable basis for believing that they are infected, are expected to seek professional advice concerning their medical condition. Further, these individuals are responsible to be aware of their ethical and legal obligations relative to their condition in protecting themselves and other members of the school and community.

All faculty, staff and others treating people with open wounds or who are involved in handling blood, blood products or body fluid shall be provided the opportunity for training in proper procedures following Center for Disease Control (CDC) guidelines. These procedures should be employed in all instances, regardless of whether or not the presence of the AIDS virus is suspected.

It is recommended that the Dean of Administration be informed of any existing communicable disease by the affected individual. Each reported incident will be handled on a case-by-case basis with respect for the individual's right to privacy, and with consideration for protecting the safety and welfare of the individual as well as other members of the campus and community.

Students with questions or concerns about AIDS or other communicable diseases will be directed to appropriate local health care professionals who can be responsive to these concerns.

This policy and related procedures will be reviewed and revised on a regular basis according to new information available on these diseases and acceptable related protocols. Responsibility for revision will be assumed by EITC Executive Council.

# STUDENT APPEAL PROCEDURES

Every student has the right to appeal any action or policy deemed to be unfairly or improperly imposed.

## ACADEMIC GRIEVANCES

For grade appeals, withdrawal, etc.

## DISCRIMINATION GRIEVANCES

File through the EEO office

## GENERAL STUDENT GRIEVANCES

For violations of the student code of conduct and rights/responsibilities

The Campus Appeals Committee will be chaired by either the Dean of Instruction or the Dean of Students, depending on the nature of the appeal. The members of the board shall include two faculty, appointed by the Faculty Senate Executive Board, one member from the Student Services office, appointed by the Dean of Students, two student representatives selected by the Student Senate, the Dean of Students, or the Dean of Instruction.

*Step 1.* It is recommended that the student seek out the individual with whom the student has a grievance, to discuss the issue and reach a mutually acceptable solution.

*Step 2.* In the event the complainant cannot reach a suitable conclusion with the individual with whom he/she has a grievance, he/she should submit a written appeal to the appropriate Division Manager. The written appeal must be presented to the appropriate Division Manager within ten working days of the grievable occurrence. In the event the grievance involves the Division Manager, the appeal may be submitted to the Dean of Instruction. The Division Manager or Dean reviews the information and meets separately with the student and others as needed and then renders a decision within five working days. Written notice of the decision will be sent to the complainant.

*Step 3.* If the complainant is not satisfied in Step 2, he/she may request a review by the Campus Appeals Committee. The complainant must submit a written request for a hearing by the Campus Appeals Committee. The request must be submitted to the chairperson of the Campus Appeals Committee (the Dean of Students or Dean of Instruction) within five days after receiving the decision from Step 2. The Chairperson of the Appeals Committee will arrange for a hearing within ten days of receipt of the request. Within five days of the conclusion of the hearing the Chairperson will set forth a written document addressing the decision. A copy of the document will be sent to the complainant, the Division Manager, the Dean of Students or Dean of Instruction, and the College President.

*Step 4.* If the complainant is not satisfied with the outcome of the hearing with the Appeals Committee in Step 3, he/she may request a review by the College President. The complainant must submit a written request to the College President within five days of the conclusion of Step 3. The College President shall review the issues and render a decision.

Administrative decision may result in one of the following:

1. Upheld decision of Appeals Committee
2. Administrative disposal

## **STUDENT ORGANIZATIONS**

Student organizations are an integral part of student life. The Student Senate will function as the representative body for all students. The Student Senate will have access to two advisors, one from the faculty and one from the Student Services Office. These advisors will attend Student Senate meetings to advise and assist in interpreting Student Senate and College policy when necessary. (Please refer to the Student Senate By-Laws for further information.)

Social and training related organizations are a valuable part of a student's learning process and should be made available at a time when most students would be able to participate.

Releasing students for meetings is the prerogative of the program instructor(s), but all instructors are urged to work in cooperation with student groups as much as possible without defeating the primary purposes of the training program.

The formation of other clubs and organizations on campus must have the approval of Student Senate and the President's Advisory Council.

## **STUDENT FUND RAISING**

### **Policy**

Student fund raising is an accepted activity of student organizations.

### **Procedures**

All fund raising activities are restricted to chartered and approved organizations. Fund raising activities must be approved by the governing body of the student organization and its faculty/staff advisor. It is recommended that organization officers, their advisors, and the Dean of Students meet twice annually to discuss fund raising efforts.

Raffles are an accepted form of fund raising. EITC is licensed for student organizations to conduct this activity. The Dean of Students has final authority regarding student raffles.

Questions regarding fund raising are to be directed to the Dean of Students.

Funds generated by this activity are to be utilized for appropriate organization activities.

## **STUDENT SENATE BY-LAWS**

This document shall be known as the EASTERN IDAHO TECHNICAL COLLEGE'S Student Senate By-Laws.

### **ARTICLE I**

Section 1      The Student Senate at EASTERN IDAHO TECHNICAL COLLEGE is primarily responsible for all extracurricular activities of the student body. It is the responsibility of the Student Senate to discuss and implement those activities requested by the student body and approved by the Senate. The formation of other clubs and organizations on campus must have the approval of the Student Senate and campus administration. Student Senate endorses approved clubs and organizations, but does not assume responsibility for their activities.

- Section 2 Student Senators shall be elected by each separate division.
- Clause 1. Division shall be defined as a group of programs.
- Clause 2. Program shall be defined as the ENTIRE course of studies offered in that field.
- Clause 3. Class shall be defined as a group of students who meet together for training in the particular program who have a common course of study for their training goal.
- Clause 4. Student Senate members will only serve for the school year for which they are elected.
- Section 3 Every Student Senator shall be entitled to ONE vote. In the absence of the elected Student Senator, the Student Senate President shall be entitled to vote in the place of the Senator.
- Section 4 Any and all members of the Student Senate, representing their Division, who miss four or more meetings per semester will lose their stipend pay. Senators who miss meetings due to classroom commitment or personal conflicts need to notify the President or any other officer of such activities. Senators who miss meetings due to classroom commitments need to notify the President of such activities. These absences will be excused.
- Section 5 Senators of the Student Senate shall be the students elected in a general election by the student body. They will be:
- Student Senate President  
10 senators (4 from Business Office Technologies, 3 from Health Care Technologies, 1 from Adult Basic Education or 1 At-Large, and 2 from Mechanical Trades)
- Clause 1. If in the event that a division is not represented after the applications deadline the Student Senate may appoint a student from any division to run in the student senate elections.
- Section 6 All Student Senators must remain in good academic and financial standing at EITC.
- Section 7 All meetings of the Student Senate shall be presided over by the Student Senate President, except in those meetings prior to the election of the Student Senate officers and senators, wherein the meetings shall be chaired by a Student Senate Advisor.
- Section 8 In the event that the Student Senate President is unable to service his/her full term, the Vice President shall assume the office of President. If any other office of the Student Senate shall become vacant during the year, the Student Senate shall elect a replacement from the membership of the Student Senate.
- Section 9 The Student Senate Vice President and Secretary-Treasurer will be elected and voted on out of the 10 Senate seats.

## **PURPOSE**

### **ARTICLE II**

- Section 1 The purpose of the Student Senate shall be to function as the representative body for all students and to:
- Clause 1. Make recommendations concerning student welfare to those persons responsible for administration of school policies. This will be accomplished by having membership to the Instructional Council, the Student Services Advisory Committee, and by participating in hearings when requested.

- Clause 2. Provide leadership for all meetings of the Student Body.
- Clause 3. Enact legislation concerning all student activities.
- Clause 4. Actively seek new areas of involvement at the College.
- Clause 5. Perform functions as follows:
  - A. Promote desirable college-public relations.
  - B. Encourage acceptable student citizenship.
  - C. Develop institutional morale.
  - D. Encourage cooperation between students, faculty, staff and administration.
  - E. Make studies of student life and recommend methods of improvement when desirable.
  - F. Welcome and assist campus visitors.
  - G. Assist with any and all school activities.
- Clause 6. Provide guidelines and support for all Student Senate approved clubs and organizations that may be formed on campus.

## **PROCEDURES**

### **ARTICLE III**

- Section 1 All meetings of Student Senate shall be conducted according to Parliamentary Procedure.
- Section 2 A quorum of at least 60% of the current Student Senate members must be present to conduct official business.
- Section 3 Any action of the Senate must receive simple majority vote of the quorum in order to be official, unless otherwise outlined in these by-laws. Clause 1. The Student Senate President may vote only in the case of a tie.
- Section 4 Meeting of the Student Senate shall be called at least twice a month or more often as business increases, unless otherwise directed by the Student Senate President.
- Section 5 The privilege of the floor at meetings of the Student Senate shall be granted to any faculty member, administrator, school organization representative, member of the associated student body, or visitors to the school upon the prior approval of the Student Senate Executive Committee.
- Section 6 The Student Senate President shall have the power to call a special meeting of the Student Senators at any time. Quorum regulations will be in effect.
- Section 7 All questions formally submitted in writing concerning the intent and interpretation of these by-laws, shall be decided upon by the Student Senate.

### **DUTIES OF STUDENT SENATE OFFICERS**

### **ARTICLE IV**

- Section 1 The Student Body-Student Senate President shall preside over all meetings of the Student Senate. He/she shall be a pro tem member of the Student Senate
  - AND**
  - A. Represent the school at all functions when called upon to do so.
  - B. Hold power to appoint and dissolve special committees and meetings of the Student Senate.
  - C. Act as a spokesperson for the College at any and all official functions.
  - D. Is a pro tem member of any and all committees.
  - E. Will appoint members of the Election Committee by April 1<sup>st</sup> each year.

Section 2 The Student Senate Vice President shall preside over meetings of the Student Senate in the absence of the President. The Vice President shall be a pro tem member of the Student Senate.

**AND**

- A. Preside over all appeals related to Student Senate business.
- B. Organize and chair the Activities Committee.
- C. Hold a voting seat on the Instructional Advisory Council as a representative of the student body.
- D. Act as Secretary-Treasurer in the absence of the Secretary-Treasurer.
- E. Organize the Student of the Semester Activities.

Section 3 The Secretary shall take and report minutes of all meetings of the Student Senate, is in charge of all correspondence of Student Senate, and is in charge of all public relations and keep record of all public relations articles and events.

Section 4 The Treasurer shall keep record of the finances of the Student Senate and report monthly to the Student Senate when called upon by a Student Senate Officer.

**AND**

- A. Organize and chair the Budget Committee.
- B. Submit an itemized financial report to the Student Senate members within two weeks after the start of a new semester.

Section 5 The Executive Committee of Student Senate shall consist of the Student Senate President, Vice President, Secretary, and Treasurer.

Section 6 The Student Senate Executive Committee shall set the agenda for Student Senate meetings and other official functions as outlined in these by-laws.

Section 7 The offices of Secretary and Treasurer may be combined into the office of Secretary-Treasurer if so desired by the Student Senate.

**FINANCES**

**ARTICLE V**

Section 1 All funds allocated to the Student Body-Student Senate shall be under the jurisdiction of the Student Senate. All receipts and expenditures of any funds must be channeled through the school financial system, i.e. requisitions, purchase orders.

- Clause 1. Within the first month of official business, the Student Senate will arrange a meeting with the Purchasing Agent to discuss purchasing procedures.

Section 2 Funds are received from the students at Eastern Idaho Technical College from the fee that is paid at registration. Each semester, the Business Office will provide, in a timely manner, a financial statement of this account to the Student Senate Advisor. This report will reflect the account status at the end of the second week of each semester. Reports subsequent to fall semester will include a report of all expenditures as well as all enrollments that occurred during the intervening period. Revenues for this account through means other than student fees shall be reported to the Business Office by the Student Senate Advisor or the Student Senate Treasurer, and will be credited. At the end of each semester, the Business Office will provide a final account to the Student Senate Advisor.

Section 3 Clause 1. Any and all appropriations must receive at least a 2/3-majority vote of Student Senate members in attendance.

Clause 2. All transactions involving Student Senate funds must have prior approval from the Student Senate.

Section 4 A Budget Committee will be formed as soon as practical during the fall semester. The Secretary-Treasurer shall act as Chairperson.

Section 5 The Budget Committee will be an internal committee with its members selected from Student Senators. Committee members must be in regular attendance at Student Senate.

Section 6 Any Student Organization may request for funding from the Student Senate budget committee. After which a request has been made and the organization/club has attended one Student Senate meeting and submitted a calendar of events for that semester, the Student Senate will vote to approve or deny that request.

Clause 1. In the event that a budget committee is not formed the Student Senate in attendance will act as the budget committee.

Section 7 The Budget Committee shall present a proposed budget to Student Senate to work with during the year.

## **COMMITTEES**

### **ARTICLE VI**

Section 1 Chairpersons of all associated Student Senate committees shall be appointed by the Student Senate President and ratified by the membership of Student Senate. All chairpersons are to submit a list of their committee members to the Student Senate membership for acceptance.

Section 2 Student Senate shall have the following Standing Committees:  
A. Election Committee  
B. Budget Committee  
C. Activities Committee

Section 3 The standing committees of the Student Senate shall be effective for one school year, beginning with the first semester of the school year.

Section 4 The Student Senate President shall have the power to appoint other persons to head committees that he/she shall find necessary to establish during the school year. The Student Senate shall have the power to enact ordinances governing the separate committees.

## **ELECTIONS**

### **ARTICLE VII**

Section 1 The Election Committee shall oversee and run all elections as outlined in Section 2 through 17 of the Election Article.

Section 2 Any student enrolled and in good standing at Eastern Idaho Technical College may be a candidate for a Student Senate office. Any student running for student senate or already elected to student senate may not be on or actively pursue a leadership position in any on-campus organization. If student senate requires additional members for the senate they may actively seek out and appoint club officers or members from any campus organization as a student senate member.

- Clause 1. During Elections and while in office all members of the Student Senate should maintain good standing. (See Article 1. Section 6)
- Clause 2. Any student elected to a Student Senate Office may not run for an office of another club on campus due to a conflict of interest. If he/she chooses to do so, that student will be asked to remove themselves from their choice of office.
- Section 3 Each student who desires to become a candidate for Student Senate must return the official candidate petition no later than the desired date specified by the student senate each semester. The student receiving the most votes will be awarded the seat for which he/she is running, as long as they are in good academic standing as outlined in Article 1, section 6.
- Section 4 The format of the petition shall be decided upon by the Election Committee.
- Section 5 Any candidate may withdraw from the election 48 hours prior to that election.
- Section 6 Write-in candidates will be permitted.
- Section 7 The Election Committee will preside over all matters concerning the election. The Election Committee will be an internal committee with its members being selected from the Student Senate. Any grievances will be presented to Student Senate.
- Clause 1. In all regular elections, the candidate who receives the highest number of votes of the eligible voting students, shall be declared elected.
- Clause 2. In any other special election, with the exception of a constitutional amendment, the Election Committee will decide what constitutes a majority, with final approval of the Student Senate.
- Section 8 Votes shall be counted within 24 hours after the close of the polls. Before votes are counted, the Election Committee shall designate who may be present and who shall count the votes. The Student Senate Advisor or designated administrator must be present. All election returns must be posted within 24 hours of the closing of the polls and shall be posted in a central location in the school.
- Section 9 The names of the candidates for the offices shall be placed on the ballot in an order decided upon by a candidate draw.
- Section 10 All candidates must comply with school requirements provided in these by-laws.
- Section 11 Elections will be conducted according to recognized election procedures.
- Section 12 The place of voting, time, voter identification, etc. shall be decided upon by the Election Committee with final approval from the Student Senate.
- Section 13 An eligible voting student shall be defined as any student who; is a registered student and is not on school probation for any reason.
- Section 14 Student Senate election for each new academic year will be held and completed by the end of each semester.
- Section 15 All elected officials must be sworn in by the Election Committee chairperson or his/her designated representative. (See Article VIII, Oath of Office.)
- Section 16 The Student Senate President and 5 senator seats, (2 HCT, 2 BOT, and 1MT) elected by then end of the spring semester. The last 5 remaining senator seats (1 HCT, 2 BOT, 1 ABE or at-large, 1 MT) will be voted on by October 1<sup>st</sup> of the fall semester.
- Clause 1. In the event of an unfilled senate seat(s) during elections, the senate may allow students to run from any given division to fill the needed seats.

- Section 17 If the President resigns from his/her seat, the vice President shall assume the Presidency and the Vice-President will be elected from the membership of the Student Senate.

## **OATH OF OFFICE**

### **ARTICLE VIII**

- Section 1 The oath of office shall be administered to all Student Senate Officers. (See Article VII, Section 16.)
- Section 2 I, \_\_\_\_\_, Swear to uphold the by-laws of the Student Senate of Eastern Idaho Technical College, to represent the best interests of the students, and to execute my office to the best of my abilities. I will carry myself in a respectable manner that is befitting a senator of the Student Senate and a representative of the College.

## **RECALL AND REPLACEMENT**

### **ARTICLE IX**

- Section 1 All members and officers of the Student Senate shall be subject to impeachment.
- Section 2 Members of the Student Senate may be removed from office by impeachment and conviction by the Student Senate for bribery, dereliction of duties, malfeasance, and/or other misdemeanors.
- Section 3 The Student Senate shall order a recall election for any member of the Student Senate or Student Senate Officer after receiving a petition with 50 valid signatures calling for such action.
- Section 4 Any member who shall be impeached and found guilty shall have the right of appeal to the full Student Senate.
- Section 5 Impeachment may also be instituted by a petition signed by more that 50% of the members of the Student Senate.
- Section 6 All hearings involving impeachment shall be open to the student body. The Student Senate shall try cases of impeachment. The President shall preside over impeachment proceedings, unless the President is being impeached, in which case the Vice-President shall preside.
- Section 7 Defendants shall be guaranteed their right to counsel and a speedy hearing.
- Section 8 A 2/3 affirmative vote of the Student Senate members in participation shall constitute a dismissal.
- Section 9 All impeachment voting shall be by secret ballot.
- Section 10 If a member of the Student Senate is convicted of impeachment charges, there shall be a right of appeal to an alternate Student Senate, made up of 7 members of the student body.
- Section 11 If any member of the Student Senate is acquitted of impeachment charges, he/she shall not be subject to recall on the same charges.

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# NOTES

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