



Student Hand Book

PLANNER

2016-2017



Real Education • Real Jobs • Real Life



Student Handbook PLANNER 2017–2018

Eastern Idaho Technical College

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Idaho Falls, Idaho 83404-5788
208-524-3000
Fax: 208-525-7026
www.eitc.edu**

EITC Security:	604-4597
IT Help Desk:	680-6874

This planner belongs to:

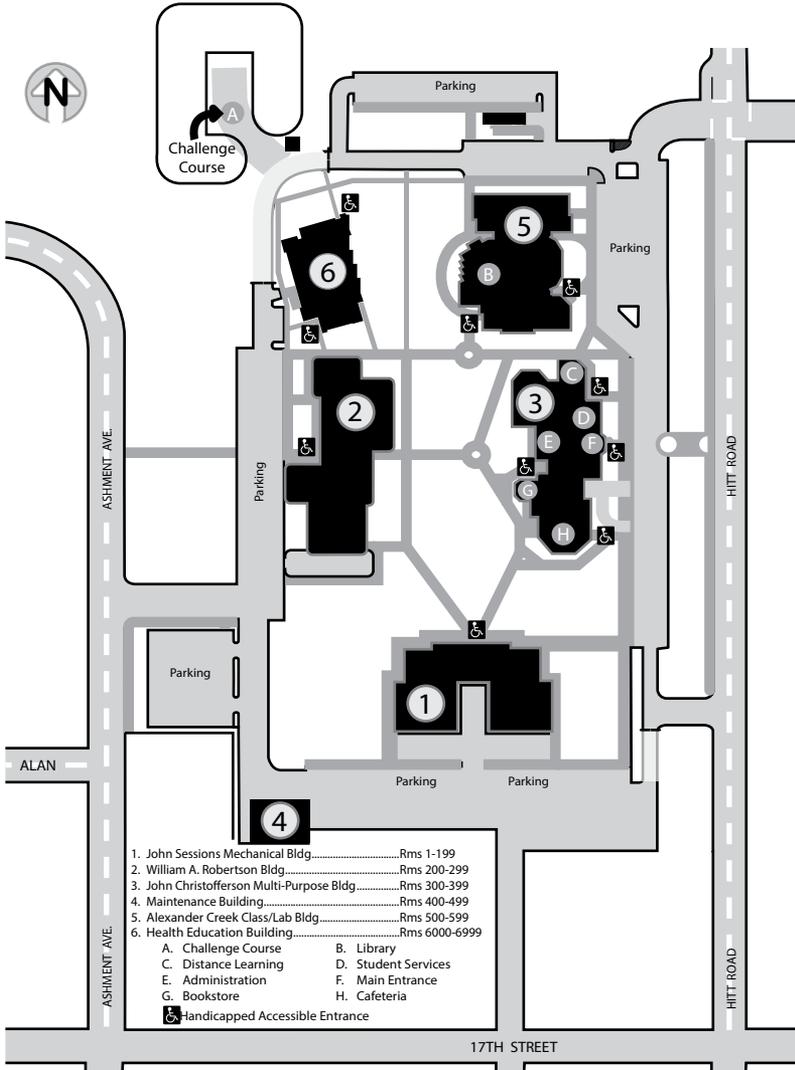
NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

CAMPUS MAP



EASTERN IDAHO TECHNICAL COLLEGE

ACCREDITATION

Eastern Idaho Technical College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.

Northwest Commission on Colleges and Universities
8060 165th Avenue NE, Suite 100
Redmond, Washington 98052-3981
Phone: 425-558-4224

SPECIAL NOTICE

Catalogs, bulletins, and 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 cancel courses and terminate programs; change fee schedules; change the student calendar; change admissions and registration fee requirements; change the regulations and requirements governing instruction in, and graduation from, the institution and its various divisions; and 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 at the time in Eastern Idaho Technical College. 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 Amendment Act of 2008 (ADA) and Section 504 of the Rehabilitation Act of 1973 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. Individuals having questions about accessibility or requesting reasonable accommodations should contact the Disability Resources and Services Office, 535-5468.

EQUAL OPPORTUNITY

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 the programs and courses offered are approved for Veterans Administration Benefits. The Equal Opportunity/Affirmative Action Officer may be contacted at 535-5303.

This information is available in an alternate format upon request.

Our Story

Eastern Idaho Technical College, also known as EITC, provides high quality educational programs that focus on the needs of the community for the 21st century. EITC is accredited by the Northwest Commission on Colleges and Universities. The College is a State supported technical college created in 1969 to serve citizens in its nine county service area by being a minimal cost, open-door institution that champions technical programs, customized industry training, basic skills instruction, workforce and community education, on-line distance education, and student services.

Our Mission

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

Our Vision

Our vision is to be a superior 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.

Core Themes

Learning for Work and Life

EITC is a place of learning where students prepare for careers and effective citizenship. We embrace hands-on learning and provide instruction that is not only academically rigorous, but tailored to the needs of the community. Learning for work and life takes place in all areas of campus through professional-technical education, adult basic education, and workforce education.

Student Centered

EITC faculty and staff throughout the college are committed to students and their success. Well-functioning student support areas are critical to our students' success, help model outstanding workplace behaviors, and provide comprehensive student support from pre-enrollment through employment.

Community Engagement

EITC's value of community is evident in our safe, clean and inviting campus, which fosters communication and professional growth; and our broader, collaborative relationships within the local, regional, and academic communities who are key stakeholders.

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Academic Calendars

2018–2018

FALL SEMESTER (2018)

- August 5: 2017 Fall fee deadline
- August 15-16: Faculty in-service
- August 17-19: Faculty preparation and student advising
- August 22: Fall semester classes begin
- August 26: Last day to add/drop classes
- September 5: Labor Day Holiday****
- October 3: Applications for Fall Graduation Due
- October 10: Columbus Day (classes held)**
- October 14: Mid-term/last day to make up summer incompletes
- October 17: Mid-term credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- October 25: Spring student advising day***
- October 26: Spring semester registration for continuing students begins
- October 31: Last day to withdraw from credit classes without grade penalty
- November 7-25: Fall in-class evaluations
- November 11: Veterans Day (classes held)**
- November 14: Spring semester registration for new degree/certificate seeking students begins
- November 24-25: Thanksgiving Vacation****
- December 2: Spring semester registration for non-degree seeking students begins
- December 9: Last day of instruction
- December 9: 2018 Spring fee deadline
- December 12: Final credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- December 12 - January 8:**
Christmas Vacation (students)*
- December 23 -26: Christmas Holiday****

SPRING SEMESTER (2018)

- January 2: New Year's Holiday****
- January 5-6: Faculty in-service
- January 9: Spring semester classes begin
- January 13: Last day to add/drop classes
- January 16: Martin Luther King Jr./Idaho Human Rights Day****

- February 1: Applications for Spring/Summer Graduation Due
- February 10: Scholarship applications due to the EITC Foundation Office by 5:00 p.m.
- February 20: Presidents Day Holiday****
- March 3: Mid-term/last day to make up Fall incompletes
- March 6: Mid-term credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- March 14: Summer/Fall student advising day***
- March 15: Summer/Fall semester registration for continuing students begins
- March 20-24: Spring Break***
- March 27: Last day to withdraw from credit classes without grade penalty
- March 27: Summer/Fall semester registration for new degree/certificate seeking students begins
- April 10-21: Spring 2018 in-class evaluations
- April 28: Summer semester registration for non-degree seeking students begins
- May 5: Last day of instruction
- May 5: Summer 2018 term fee deadline
- May 8: Final credit grade entry and submission deadline due by 4:00 p.m. in WebAdvisor
- May 9: Commencement*****

SUMMER TERM (2018)

- May 29: Memorial Day Holiday****
- May 30: Summer term classes begin
- June 2: Last day to drop/add classes
- June 16: Mid-term/last day to make up spring incompletes
- June 19: Mid-term credit grade entry and submission deadline due by 4:00 p.m. in WebAdvisor
- July 4: Independence Day Holiday****
- July 5: Last day to withdraw from credit classes without grade penalty
- July 21: Last day of instruction
- July 24: Final credit grade entry and submission deadline due by 4:00 p.m. in WebAdvisor
- July 28: Fall semester registration for non-degree seeking students begins
- August 4: 2018 Fall fee deadline

*** Campus will be open/no classes held**

**** Campus will be closed/no classes held**

***** Subject to change.**

Classes will meet on Columbus Day and Veteran's Day

Campus Directory

FACULTY AND STAFF TELEPHONE NUMBERS

AESCHBACHER, Bryan - Maintenance Craftsman	Cell: 604-4752, 535-5393
ALDRICH, Jill - Office Technologies Instructor	535-5328
AMAN, Rick - Interim President	535-5366
ANDERSON, Julie - Business Technologies Instructor	535-5368
ANDERSON, Sharee - VP of Instruction & Student Affairs	535-5333
BAME, Shirley - Practical Nursing Instructor	535-5399
BARBOZA, Luis - IT Support Technician	Cell: 604-4795
BATES, Maria - CNA Administrative Assistant	535-5301
BEASLEY, Stephen - HelpDesk & Client Administrator	Cell: 604-4796, 535-5307
BERGGREN, Kent - Division Manager/Mechanical Trades Instructor	535-5373
BERNTSEN, Nikki - Fire Service OS II	535-5443
BERRETT, Mariha - Fire Service Records	535-5488
BLACKBURN, Linda - Financial Aid Technical Records Specialist	535-5374
BLAND, Sandy - Student Services Records Clerk	535-5390
BLAKELY, Clay - IT Systems Technician, Senior	535-5380
BODILY, Robert - Media Services Manager	535-5342
BOURNE, Don - Controller	535-5360
BRINKERHOFF, Paul - Custodian (Building 1)	Cell: 604-4692, 535-5499
BROOKOVER, Darryl - Diesel Lab assistant	535-5364
BUCHAN, Kristina - Executive Assistant to President	535-5477
BURCH, Matthew - Academic Support Coordinator	535-5340
BURLING, David - Custodian	Cell: 680-6876, 535-5499
BYBEE, Tera - Practical Nursing Instructor	535-5401
BYINGTON, Joyce - ABE Student Services Coordinator	535-5326
CASE, Tom - Custodian Foreman	535-5460
CASPER, Don - Computer Networking Technologies Instructor	535-5418
CLEGG, Melody - Adult Basic Education Division Manager	535-5403
CLEVERLY, Tiffany - Financial Aid Advisor	535-5311
CUEVAS, Raquel - Assistant Registrar	535-5476
DANIELS, Jody - Custodian	Cell: 360-8002, 535-5460
DOUGLASS, Matthew - LPN Instructor	535-5320
DUERSCH, Josh - Computer Network Technologies Instructor	535-5474
ELLIS, Dean - FST Training Coordinator	535-5442
EMPEY, Amy - Voc Rehab Administrative Assistant	535-5375
ERICKSON, Ken - Workforce Training/Community Education Manager	535-5381
ESPINOZA, Susan - Financial Specialist	535-5352
ESPLIN, Justin - Health Care Admissions Counselor	535-5302
FIFE, Cathy - Fire Service Office Specialist II	535-5441
FLORES, Cecilia - ABE Desk Assistant	535-5386
FOSTER, Karen - Director of Information Technology	Cell: 604-4815, 535-5343
FRANCO, Becca - Non-Healthcare Counselor	535-5379

FREEMAN, Stacey - Instructor- Trades and Industry	535-5365
GARDNER, Christine - Surgical Technician Instructor	535-5427
GARDNER, Jared - Health Professions Division Manager	535-5313
GEORGE, Catherine - Practical Nursing Instructor	535-5369
GODFREY, Christian - VP Finance and Administration	535-5387
GREEN, Peggy - Accounting Technologies Instructor	535-5346
GREEN, Rhett - Senior Buyer	535-5339
GROENEWOLD, Theresa - ABE Faculty Coordinator/Instructor	535-5411
HAACK, Christy - HCT Administrative Assistant	535-5437
HAEBERLE, Jacob - English/Communications Instructor	535-5308
HALKAR, Howard - Custodian (Building 6)	Cell: 604-4379, 535-5460
HANNEMAN, Sarah - Human Resources Specialist	535-5303
HANZLIK, Joan - Admin Assistant to VP of Finance & Administration	535-5485
HARBERT, Traci - Legal Technologies Instructor	535-5408
HAVINS, Shannon - Information Systems Tech, Senior	Cell: 604-4627, 535-5382
HEBAR, Natalie - Foundation Executive Director	Cell: 390-2876, 535-5398
HEILESON, Mahlon - Radiation Safety Instructor	535-5445
HOLLAND, Hailey - CND Counselor	535-5314
HOOD, Joy - Financial Technician	535- 5335
JENKINS, Skylar - Welding Instructor	535-5365
JERNBERG, Leslie - Office Technologies Division Manager	535-5353
JONES, Laura - Assistant Controller	535-5355
JONES, Patrick - Office Technologies Instructor	535-5329
JUDY, Kathleen - Mathematics Instructor	535-5405
KING, Laura - Business Technologies Instructor	535-5348
KUHN, Tyra - Financial Support Technician	535-5352
LARSEN, Jacque - Administrative Assistant	535-5345
LeVAN, Pam - Student Services Administrative Assistant	535-5371
PENN, Jaelyn - Media Services Assistant	535-5304
MACK, Hailey - Career Placement and Recruiting Coordinator	535-5337
MAXFIELD, Brett - Registered Nursing Instructor	535-5421
MARTIN, Don - Diesel Technology Instructor	535-5364
McARTHUR, Lorin - Energy Systems Technology Instructor	535-5450
McCULLOCH, Julie - INL	526-1643
McMURTREY, Julie - Center for New Directions Coordinator	535-5468
McPHERSON, Cherie - Administrative Assistant	535-5419
MILCHUCK, Jacinda - Student Services Administrative Assistant	535-5344
MILLS, Cindy - Medical Assisting Instructor	535-5446
MILLS, Gary - Testing Center Coordinator	535-5438
NELSON, Peggy - General Education Division Manager	535-5370
NETHERY, Sydnee - Administrative Assistant (Part-time)	535-5388
NOE, Hope - Purchasing Assistant	535-5315
OLAVESON, Jeff - Health Professions Instructor	535-5400
OWEN, Bryce - General Education Instructor	535-5310
PARK, Colby - Automotive Technologies Instructor	535-5395

Campus Directory Continued

PARSONS, David - Machine Tool Technology Instructor	535-5384
PATTERSON, Rae Lynn - Registrar	535-5361
PRICE, Amanda - Human Resources Office Assistant (Part-Time)	535-5495
ROBERTS, Raeleen - Dental Assisting Instructor	535-5341
ROGERS, Cathy - Center for New Directions Administrative Assistant	535-5363
ROWBERRY, Ky - INL ES&H Program Instructor	479-8380
SACKETT, Angela - Health Professions Prerequisites Instructor	535-5320
SAKELARIS, Josh - Dir. - I. F. Center, CSI	357-4527 and/or 357-4528
SCOTT, Wilma - Mechanical Trades Assistant.	535-5373
SHARP, Shayna - Director of Financial Aid.	535-5389
SHURTLIFF, Corey - Welding Technologies Instructor.	535-5365
SIEPERT, Gordon - Maintenance Craftsman	Cell: 604-4597, 535-5331
SNYDER, Shari - INL Scheduler	526-0304
STALEY, Lance - Custodian.	Cell: 604-4693, 535-5499
SWENSON, Bill - Automotive Instructor.	535-5356
TAKAHASHI, Sandie - Rexburg Outreach Coordinator	359-4190
TAYLOR, John (JT) - IT Sr Network and Systems Administrator	Cell: 680-6872, 535-5412
TRACY, Dan - Building Facility Foreman	Cell: 604-4753, 535-5331
TRACY, Tonya - Tech Prep Coordinator	535-5330
TRIMBLE, Jodene - Practical Nursing Instructor	535-5347
VECELLIO, Linda - INL ES&H Program Lead/Instructor	535-5323
WALTON, Mike - Custodian (Building 2)	535-5499
WIGHTMAN, Todd - Director of College Relations	535-5440
WINN, Bailey - EITC Foundation Scholarship Coordinator	535-5407
WOODCOCK, Holly - Certified Nursing Assistant (CNA) Coordinator.	535-5410
ZAPADKA, Julia - General Education Instructor.	535-5354
Vacant Position - Institutional Research Analyst	535-5425
Vacant Position - IT Network and Systems Manager	Cell: 604-4816, 535-5423
Vacant Position - Librarian	535-5312
Vacant Position - Voc Rehab Counselor	535-5391

OFFICE EXTENSIONS

ADA/SECTION 504 COMPLIANCE OFFICER	535-5468
ADULT BASIC EDUCATION	535-5386
ADMINISTRATION	535-5332
ADMISSIONS COUNSELOR (Non-Healthcare)	535-5379
FOLLET BOOKSTORE CLERK	535-5367
BUILDING MAINTENANCE	
BUSINESS OFFICE	535-5335
CAFETERIA (Jay & Laraine Pratt)	535-5385
CENTER FOR NEW DIRECTIONS	535-5363
CHEMISTRY LAB	535-5498
COLLEGE RELATIONS	535-5440
COMPUTER SUPPORT SERVICES	535-5472
CONFERENCE ROOM (Administration)	535-5397
EEO/AA OFFICER	535-5303
FOUNDATION	535-5398
HEALTH CARE ADMISSIONS COUNSELOR	535-5302
I.T. HELP DESK	680-6874
LIBRARY	535-5312
MEDIA SERVICES	535-5342
MAINTENANCE HELP DESK	589-2187
PUBLIC RELATIONS	535-5440
PURCHASING & RECEIVING	535-5339
REGISTRAR	535-5361
SECURITY SERVICES (Room 121)	604-4597
STUDENT SENATE (Room 10)	535-5337
STUDENT SERVICES	524-3000
REGION VI TRANSITION COORDINATOR	535-5330
TESTING CENTER (Room 350)	535-5438
TUTORING CENTER (Room 135)	535-5490
VOCATIONAL REHABILITATION (Amy Empey)	535-5375
WORKFORCE TRAINING/COMMUNITY EDUCATION	535-5345

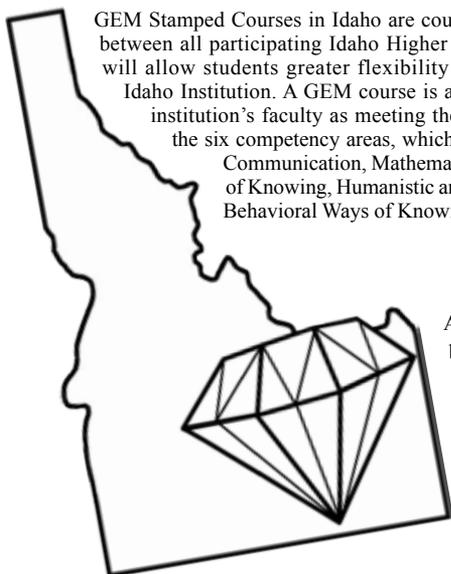
EITC Toll Free. 1-800-662-0261

Office Fax Numbers

ADMINISTRATION	524-3007
BUSINESS OFFICE	524-0429
BUSINESS TECHNOLOGY OFFICE	525-7038
HEALTH CARE EDUCATION	525-7113
HUMAN RESOURCES	525-7303
STUDENT SERVICES	525-7026
T&I / GENERAL EDUCATION Room 146	525-7111

Idaho GEM Courses

IDAHO GEM STAMPING



GEM Stamped Courses in Idaho are courses that are accepted and transferable between all participating Idaho Higher Education Institutions. These courses will allow students greater flexibility should they ever transfer to another Idaho Institution. A GEM course is a course that has been identified by an institution's faculty as meeting the competency requirements for one of the six competency areas, which include Written Communication, Oral Communication, Mathematical Ways of Knowing, Scientific Ways of Knowing, Humanistic and Artistic Ways of Knowing, Social and Behavioral Ways of Knowing.

At EITC, GEM courses are designated by a  in the course Catalog.

Complete list of GEM Courses:

Course Number	Course Name	Credits
BIO 227 /L	Human Anatomy & Physiology I/Lab	4
BIO 228 /L	Human Anatomy & Physiology II/Lab	4
BIO 250 /L	General Microbiology	4
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
ENG 110	Introduction to Literature	3
MAT 123	Mathematics in Modern Society	3
MAT 253	Introduction to Statistics	3
PHY 101	Introduction to Physics	3
POL 101	Introduction to American Government	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Listed classes are subject to change in accordance with the Idaho State Board of Education

Student Information

GENERAL EDUCATION REQUIREMENTS

The Idaho State Board of Education requires that Associate of Applied Science degrees be comprised of 15 GEM-Stamped (transferable) credits in the areas of written communication, oral communication, mathematical ways of knowing, scientific ways of knowing, and humanistic and artistic ways of knowing. Certificates are comprised of nine credits in the competency areas of communication, mathematical ways of knowing, and social and behavioral ways of knowing.

WRITTEN COMMUNICATION		Credits
 ENG 101	Composition	3
<i>Requirement in some BOT programs in addition to ENG 101</i>		
BOT 190	Mechanics of Business Writing	3
ENG 201	Technical Communications	3
ORAL COMMUNICATION		Credits
 COM 101	Fundamentals of Speech	3
<i>Certificate option</i>		
OCR 101	Occupational Relations	3
MATHEMATICAL WAYS OF KNOWING		Credits
 MAT 123	Mathematics in Modern Society	3
 MAT 253	Introduction to Statistics	3
<i>Certificates only</i>		
MAT 104	Welding mathematics	3
MAT 105	Business mathematics	3
MAT 108	Intermediate Algebra	3
MAT 110	Technical Mathematics	3
MAT 112	Mathematics for Health Professions	3
SOCIAL AND BEHAVIORAL WAYS OF KNOWING		Credits
ECO 100	Economic Issues	3
 PSY 101	Introduction to Psychology	3
 POL 101	Introduction to American Government	3
 SOC 101	Introduction to Sociology	3
SCIENTIFIC WAYS OF KNOWING		Credits
 BIO 227	Human Anatomy and Physiology I	4
 BIO 227L	Human Anatomy and Physiology Lab	0
 BIO 228	Human Anatomy and Physiology	4
 BIO 228L	Human Anatomy and Physiology Lab	0
 BIO 250	General Microbiology	3
 BIO 250L	General Microbiology Lab	1
 PHY 101	Introduction to Physics	4
 PHY 101L	Introduction to Physics Lab	0
HUMANISTIC AND ARTISTIC WAYS OF KNOWING		Credits
 ENG 110	Introduction to Literature	3

REGISTRATION

Students will be notified of registration and orientation dates via e-mail or letters. Students are expected to register according to the registration days listed in their letters or e-mail. These dates are also shown on the official EITC calendar.

Please see EITC website for tuition schedule and additional miscellaneous fees.

Miscellaneous Fees

\$15 application fee - Non-Refundable

\$15/semester computer usage fee (See Computer Usage Policy)

\$805 per semester mandatory insurance fee when registered for 12 or more credits or in the professional portion of a Health Care program

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

**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 official 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.

RESIDENCY

When you apply to Eastern Idaho Technical College, the College classifies you as either a resident or non-resident student based on your application and uses this classification to determine your tuition and fees. For further information, please contact the Registrar in Student Services at 535-5361.

ACADEMIC ENROLLMENT STATUS

For enrollment verification to Veteran's Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside EITC, only credits which are required to satisfy graduation requirements of the specific certificate/degree program in which the student is enrolled will be used for enrollment status (or approved substitution). 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	6-8 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

Summer Full Time Status: 6 credits

A student's faculty advisor and the Registrar must approve a summer term credit load above 9 credit hours.

DELINQUENT ACCOUNTS

If your account is delinquent, your registration may be cancelled and your student file put on hold. If you are indebted to the college (i.e. insufficient fund checks, library fines, coverall fees, lab fees, etc), you will not be eligible to receive an official transcript, certificate, degree, affidavits, or verifications. You will not be allowed to register for courses until indebtedness is cleared or arrangements have been made with the Business Office.

DISHONORED/DEMAND PAYMENT POLICY

A charge of \$20 will be assessed and you will be notified in the event a check is returned from the bank due to non-payment. A charge will be entered against your account and a hold placed on all records, and continued attendance prohibited if the check does not clear.

REFUND POLICY

Refund of tuition is based upon the date of notification of withdrawal.

Tuition Refunds will be made as follows:

Withdrawal prior to first day of term - 100%

*Withdrawal during first week of course - 100%**

Withdrawal during the second week of course - 50%

Withdrawal during the third week of course - 25%

No refund after the third week of course

**The 100% refund policy during the first week of the term applies only to single course withdrawals. Total withdrawal from all courses during the first week of the term will result in a 75% refund.*

Module tuition refunds will be made as follows:

Withdrawal prior to first day of module course – 100%

Withdrawal during first week of module course – 50%

No refund after the 1st week of module course

A \$10 administrative fee will be deducted for all refund checks except those issued for cancelled courses. A \$10 administrative fee will be added to any amount left owing to EITC. Some miscellaneous fees are not refundable. These are set by the Division. Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance, and applicable rules and regulations governing financial aid.

The refund policy is not changed for late registrants. If you register late, you 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 bills. You will receive an itemized statement of deductions with the refund check. Fee refunds will first be used to offset any financial aid you may have received. Any balance remaining will be mailed to your home address or address of payee .

OFFICIAL WITHDRAWAL

A student who has received financial aid and who plans on withdrawing from any course(s) will be responsible for the funds that must be returned based on the date of withdrawal.

Dropping/Withdrawing from a Single Course or Courses (NOT a total Withdraw)

1. Dropping prior to the beginning of a term and during the first week of the term: Students dropping from one or more course(s) prior to the beginning of the term may do so through the use of WebAdvisor. Courses dropped before the beginning of the term and during the first week will not appear on the official transcript.

2. Withdrawing from a course or courses after the first week of the term: The deadline to withdraw from one or more course(s) without grade penalty is the last day of the tenth week of the Fall and Spring semesters and the last day of the fifth week of the Summer term. Students must use WebAdvisor to withdraw from the course before the end of the last day to withdraw to receive a “W” grade. These deadlines are published on the EITC website and in the College catalog. A grade of “W” will appear on the official transcript for each course they withdrew from after the first week and prior to the published deadline.
3. Students who fail to complete the official drop process will be considered enrolled and will be graded accordingly.

Total Withdrawal from All Semester/Term Courses

The deadline for Total Withdrawal from college without grade penalty is the last day of the tenth week of the Fall and Spring semesters and last day of the fifth week for Summer term. The Total Withdrawal form is available online and must be submitted to the Registrar before the end of the last day to withdraw to receive a “W” grade. These deadlines are published on the EITC website and in the College catalog. A grade of “W” will appear on the official transcript for each course they withdrew from after the first week and prior to the published deadline. A petition is required if requesting to withdraw without grade penalty after the published deadline. A petition will only be authorized in cases of documented circumstances of hardship, medical issues, (documentation is required from health care provider) or training related employment. Petitions granting late Total Withdrawals are decided by the Student Services Committee.

TRANSFER CREDIT

EITC accepts transfer credit but does not compute grades from other colleges and universities in the EITC institutional GPA. Transfer credit will not be evaluated until you have applied for admission and furnished Student Services with official transcripts. Transfer credit is generally awarded for work completed at a post-secondary institution recognized as a college or university by a regional accrediting association. The Registrar and appropriate faculty will review courses for transfer prior to enrollment at EITC to determine applicability to program graduation requirements. Applicants are encouraged to submit documents well in advance of their anticipated enrollment date in order to facilitate the review process. 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. For a full version of the Academic Honesty policy please refer to the official EITC catalog online at www.my.eitc.edu.

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

COMPUTER USAGE POLICY

Computer Usage Fee

The computer usage fee gives students access to an account on an EITC network server, a personal directory on the network server with an assigned volume limit, an e-mail 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.

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

Students are provided the ability to print 250 pages from the network. Additional printing can be purchased through the Business Office (see EITC Policy 602 for additional information). Students can also make copies in the library by paying directly or purchasing a copy card from the Business Office.

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
- Online 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.

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
AU	Student may audit a course if there is available space in the course and pay the full fee for the course. The student is not required to complete the homework and/or tests.
B+, B, B-	Above satisfactory achievement of the required performance 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. (Instructors must enter the last date of attendance when awarding a final grade of F).
CIP	In progress, for current term courses where the final grade has not been submitted and verified
P	Pass all work completed in a satisfactory manner
S	By Entrance Exam
W	Withdraw. Student withdrew from school prior to last day to withdraw without penalty according to official EITC calendar. No credit awarded.
CH	Challenge courses. You may be granted an opportunity to challenge a course by passing a comprehensive test with a grade of "C" or better. You must fill out the Challenge Exam form and pay the per credit fee. Credit received for the course will apply toward graduation. A "CH" will be recorded on your transcript. A student may not challenge a class in which they are registered or were registered in the same semester as the Challenge Exam is requested.
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 and the Registrar. An Incomplete grade (IC) may be issued and additional time granted for completion of the specified course. 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 (according to the EITC Official Calendar) after the semester you received the IC grade to complete the work. Incompletes are issued on a contractual basis between the student and the instructor. An Incomplete Grade contract must be completed by the instructor issuing the Incomplete (IC) grade and discussed and signed by the student prior to the conclusion of the semester. (This is calculated as "F" until course work is completed which may impact federal financial aid eligibility.) The official copy of the IC contract must be submitted to the Registrar's Office before the grade entry deadline date on the Official EITC calendar.

Grade Point Average - Transfer Credits: Grade point averages for transfer students are based on credits earned only at EITC.

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

<u>Grade</u>	<u>Points</u>	<u>Percentage</u>
A	4.0	95-100%
A-	3.7	90-94.9%
B+	3.3	87-89.9%
B	3.0	85-86.9%
B-	2.7	80-84.9%
C+	2.3	77-79.9%
C	2.0	75-76.9%
C-	1.7	70-74.9%
D+	1.3	67-69.5%
D	1.0	65-66.9%

(except Jan 7, 1998 - Dec 12, 2003 was “0” point)

D-	0.7	60-64.9%
F	0.0	0-59.5%
<i>D</i>	<i>1.0</i>	<i>(8/23/93 - 12/08/97)</i>
<i>D</i>	<i>0.0</i>	<i>(1/07/98 - 12/12/03)</i>
<i>D</i>	<i>1.0</i>	<i>(after 01/01/04)</i>

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. This calculation will give you the grade points for each class. Next, total the grade points of all courses for that semester and divide it by the number of credit hours attempted. The result is your GPA.

Example:

<u>Class</u>	<u>Grade</u>	<u>Points</u>		<u>Credits</u>	=	<u>Total Points</u>
MAT 108	A-	3.7	x	3	=	11.1
ENG 101	C+	2.3	x	3	=	6.9
COM 101	A	4.0	x	3	=	12.0
CIS 101	C-	1.7	x	<u>3</u>	=	<u>5.1</u>
TOTALS				12		35.1

GPA = Total Grade Point divided by the total credits – $35.1 \div 12 = 2.92$ GPA

An “IC” is calculated as an “F” when computing the GPA. The following ARE NOT INCLUDED in the calculation of grade point averages:

- S = By entrance exam
- W = Withdrawn
- P = Pass
- AU = Audit (no credit earned towards certificate/degree completion)
- CH = Challenge Exam
- IC = Incomplete (Calculates as an “F” until course completed)

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. Courses awarded “C-” grades or higher may be repeated. However, the credit for the repeated course 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 course 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.

Financial aid will not be received for repeated courses.

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 her/his 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 Exam Forms are available online. *Challenge exams are not available in all courses.* For petition procedure, contact the Registrar’s Office. A course may be challenged once. Courses in which the student is currently enrolled, regardless of the grade received, may not be challenged except by special permission from the Vice-President of Instruction and Student Affairs.

Upon successful submission of the Challenge Exam Form, payment of the per credit fee, completion of the examination, and signature from the instructor, the course will appear on the student’s transcript as a “CH” grade. Failed challenge exams will not be recorded on a student’s transcript. Credit earned by challenge examination is not counted as “in residence” credit.

REGISTRATION CHANGES

Registration/Schedule changes are the responsibility of the student. The last day to register or add courses is the fifth day of the semester/term. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of “F” in the course. Students should be aware that withdrawal from courses may decrease veterans’ benefits, financial aid, etc. It is solely the responsibility of the student to withdraw from a course or do a total withdrawal. However, a student who does not attend any of their classes during the first 10 class days of a semester will be withdrawn from courses by the Registrar’s office. A student withdrawn for non-attendance at the 10th day will still be responsible for registration fees according to the refund and repayment policy.

After the first 10 class days of the semester neither EITC faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance unless the student is medically

incapacitated. Students who have withdrawn from all courses for a term will not be allowed to register for any subsequent courses in the same term.

A grade of “W” will be entered on the permanent official transcript for each course if dropped prior to the published deadline to drop without grade penalty. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

GRADUATION REQUIREMENTS

The Eastern Idaho Technical College catalog is the principal source for information on academic and technical programs, institutional data, courses, degree requirements, and all other services offered by the College. To determine graduation eligibility, the Registrar follows the requirements defined in a single edition of EITC’s catalog. Students may select any edition of the catalog published and in force while they are continuously enrolled in the program in which they’re graduating. Students must earn a minimum grade of “C-” in all required courses in order to meet graduation requirements, unless otherwise stated in a particular program. In addition, an accumulative grade point average of 2.0 or higher is required for graduation. The College reserves the right to make course substitutions for discontinued courses. If you do not maintain continuous enrollment, you will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment. When students change their program of study, they must submit an Intent to Change or Add Program form. Students are required to graduate under a catalog in effect during their continual enrollment in the program in which they’re graduating.

HONORS RECOGNITION

Information on Honors Recognition

Honor Cord: Students completing all of their course work based on their cumulative GPA at designated date are eligible to wear an honor cord.

This honor designation is based on the December CUM GPA or their last attended semester (if prior to December).

Honor or High Honor designation is also listed on the certificate/degree of completion.

- Silver Cord: Cumulative GPA 3.50 to 3.749
- Gold Cord: Cumulative GPA 3.75 to 4.0

Residence Requirements for Graduation

Students seeking a Postsecondary Technical Certificate, Technical Certificate, Advanced 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.

CERTIFICATES/DEGREES

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

Apply for graduation by paying the fee at the Cashier’s Office and submitting an Application for Graduation Form. A \$15 graduation fee will be assessed for *each* certificate and/or degree received. The fee must be paid before the certificate or degree is issued. Forms are available online. Student records are checked carefully for successful completion of program requirements when the Application for Graduation is submitted to the Registrar’s Office; however, it is your responsibility to verify that the degree audit has been completed and all requirements have been met. Applications for Graduation are due October 1 for Fall or February 1 for Spring and Summer. This allows the Registrar’s Office to complete the degree audit to determine anticipated completion of the student’s program of study.

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

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

INTENT TO CHANGE A PROGRAM

To change a program, a currently enrolled student must complete the Intent to Change or Add Program Form. The petition form is available online. 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.

APPROVED LEAVE

Students may fill out a Petition for Approved Leave (available on the EITC website) including the date they requested the petition, their name, program, student I.D. #, dates they will be missing, and attach supporting documentation. Students will be directed to obtain the signatures of all of their instructors. The Petition will then be routed to the Division Manager of their program and forwarded to the Registrar for final signature. Students will be notified by e-mail that their Petition for Approved Leave has been processed.

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 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, Vice-President of Instruction and Student Affairs, or a Division Manager a written request that identifies 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.*

FERPA AMENDED REGULATIONS

- *The amended regulations regarding directory information took effect January 3, 2012.*
- *Student ID numbers as directory information*
- *The regulations reiterate a prior regulation that an educational agency or institutions, subject to restrictions, may designate as disclosable directory information a student ID number or other unique personal identifier (other than student's social security number) displayed on a student ID card or badge.*

FERPA is administered by:

*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, e-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. Release of student records and information other than directory information can only be accomplished when the student submits a signed written release form, which is available online.

Graduation Rates

Every August, EITC will post on the EITC website 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 at an institution of higher education and have not enrolled previously at any other institution of higher education.

Academic Transcripts and Grades

Semester grade reports will be provided once the grades have been issued and recorded in the Student Services Office, where official transcripts of grades and enrollment are recorded. All inquiries regarding student records should be directed to the Student Services Office.

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the College. Request a transcript using the online link at least 7-10 working days before you need it. Each copy will be \$10.00. 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

NAME CHANGE

In order to change a name on an official student record, a student must provide proof of name change. The following are acceptable proofs of name change:

1. Social Security card, listing legal name AND
2. Driver's License showing the new name or Government issued picture identification card

Present original documentation to the Admissions Clerk in Student Services. Originals will be copied and returned.

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 are 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.

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

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.

Academic Dishonesty includes but is not limited to:

Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.

Fabrication - intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.

Collusion - facilitating academic dishonesty and/or intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism - Plagiarism and cheating are serious offenses and violations of academic honesty. Students found guilty of these offenses can expect serious consequences. Plagiarism, simply stated, is not giving credit where credit is due. It is the act of directly quoting, paraphrasing or copying ideas without citing the source of that quote, paraphrase, or idea. Plagiarism and cheating will not be tolerated. Violations of academic honesty will be documented and may result in failure of the class or disciplinary probation.

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.

Sanctions which may be recommended or imposed for a violation of the Academic Honesty policy are listed here in order of their severity. Please note, the sanctions imposed may not necessarily follow in this order, depending on the severity of the violation.

Written Warning: Official warning issued by the office of the Vice-President of Instruction and Student Affairs with input from the student's instructors.

Disciplinary Probation: Official probationary status that becomes a permanent part of the student's academic record. Probationary length and terms are set by the Instructional Advisory Council and/or the Student Services Administrative Council depending on the severity of the violation.

Disciplinary Suspension: Failure to comply with the terms of probation results in immediate suspension from college for a specific length of time (e.g., semester or academic year) which may include a petition for readmission following the suspension period subject to an additional period of probation. Probationary length and terms are set by the Instructional Advisory Council and/or the Student Services Administrative Council depending on the severity of the violation. A petition for re-admission following the suspension period will be reviewed and approved/denied by the committee.

A Disciplinary Suspension will become part of the student's permanent academic record.

Expulsion: Indefinite removal from college. Any request for re-enrollment must be submitted in writing to the committee in care of the Office of Vice-President of Instruction and Student Affairs.

The sanctions imposed for a violation of the Academic Honesty policy are independent of, and in addition to, any adverse academic evaluation which results from the student's conduct. The course instructor is responsible for academic evaluation of a student's work and shall make that evaluation without regard to any disciplinary action which may or may not be taken against a student who violates the Academic Honesty policy.

Academic Probation: Should your cumulative GPA fall below 2.0 or if you have fallen below the standards consistent with the program's maximum time frame, you will be placed on academic probation for the following semester. You may return to good standing by achieving a cumulative 2.0 GPA and complying with the maximum time frame standards.

If you are on probation and earn a GPA of 2.0 or higher during the next semester after being placed on probation, but if your cumulative GPA is still below 2.0, you will remain on probation; you will be dismissed at the end of any probationary semester in which you obtain a GPA of less than 2.0.

Failure to meet probationary terms will result in suspension for one semester. At the end of one semester, you may submit a formal Petition for Re-admission form to seek re-admittance. Petition forms and instructions are available online. Re-admittance will be granted only if you can demonstrate that the academic impediments have been remediated. All readmissions will be granted on a probationary basis only, based upon space availability.

Any student on academic probation will not be eligible for federal financial aid.

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. Appeal in writing to the appropriate Division Manager and explain any mitigating circumstances that you feel caused your 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. Students will be dropped from all future registered courses. Students must petition for re-enrollment using the form from the Registrar's Office. Students suspended for violation of the Academic Honesty policy will receive an "F" in any class in which the cheating occurred whether or not the cheating takes place prior to mid-semester.

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

Student Services

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.

Adult Basic Education and ESL

The Adult Basic Education (ABE) Division is housed in the Adult Learning Center (ALC) and assists students in achieving their goals through basic skills instruction in mathematics, English and reading. Specialized classes are also available in English as a Second Language (ESL) and General Educational Development (GED) preparation.

Services are free to adults over the age of 16, who are not enrolled in a K-12 program and whose basic skills fall below a high school graduation level.

Advising

Students accepted to Eastern Idaho Technical College will be assigned a faculty advisor within their program of study. This advisor will provide guidance to students concerning program curriculum, course planning, and graduation requirements. It will be the student's responsibility to seek advising when it is needed and to be aware of enrollment deadlines.

Bookstore

The Bookstore is located in the John E. Christofferson Multi-Purpose Complex, Room 352. Entrances are through the cafeteria and from outside the building. 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.

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.

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.

Drug/Alcohol Awareness Support Group

This group meets as needed on campus to provide support to students who want to lessen the harmful effects of substance abuse in their lives. The group experience allows students to share their 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.

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 a.m. to 9:00 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 e-mail. 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 computers available anytime the library is open. Also available are a scanner and a coin operated copy machine.

Placement

EITC maintains a placement office for student support. Workshops are offered on topics such as resume writing, job seeking, and interviewing skills. In addition, the placement officer serves as a liaison with business and industry to promote employment opportunities for EITC graduates. Contact the Placement Officer to take advantage of placement services.

Student Cafeteria

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

Student Identification Card

Matriculated students at Eastern Idaho Technical College may be issued an official student identification card. This card may be used on campus for library services. In the event that a student needs a replacement card, there will be a \$10 fee. Replacement cards are only available to *currently* enrolled students.

Student Health Insurance Plan (SHIP)

EITC does not provide on-campus health care services. Students requiring medical attention must seek assistance from private health care providers in their community. Students who are registered for 12 or more credits, or who are taking courses in the professional portion of a health care program, are required to carry health insurance and will be automatically enrolled in the SHIP plan. You will be billed \$810.00* at the time of registration. Although it is not mandatory, a student who is registered for 6-9 credits is eligible to voluntarily enroll in the SHIP plan as well. Please check with the Registrar's office for cost of voluntary registration. For an additional fee of \$810* per person, a full-time student can add dependents to their insurance plan.

A student who is covered by health insurance from a provider other than SHIP has the option to waive out of the SHIP at EITC. The student is required to fill out a waiver request form online and provide proof of insurance each semester/term. If you fill out an online waiver form and submit the appropriate documentation providing you are covered by a comparable health plan outside of EITC, and your waiver is approved, you will be refunded the amount you were originally billed for EITC Health Insurance.

Insurance waiver request forms, a list of SHIP FAQ's and the voluntary enrollment form can be accessed at www.renstudent.com/eitc.

*Fees subject to change.

The Tutoring Center

Academic Support Coordinator 535-5340

The EITC Tutoring Center is open five days per week. Tutors are available to assist students with math or writing. The Center offers a comfortable environment where students can meet with tutors, read, use computers, or relax. The schedule is posted outside the Center in the John Sessions Mechanical Building One (room 135) and on the EITC Website. The Center can be reached at 208-535-5490.

Tutoring and study groups can also be arranged for program subject areas upon request. Students needing tutorial help outside what is offered in the tutoring center should contact The Academic Support Coordinator at extension 5340 or visit room 129. The Coordinator also occasionally holds in-class lectures for instructors on campus. Selected topics can include paraphrasing, technical writing, paragraph organization and development, and APA formatting, among others.

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. You may reach the Center in room 582, Alexander D. Creek Building (#5), 208-535-5363.

Aptitude 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 her or his vocational goals.

DISABILITY RESOURCES & SERVICES

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, audio-conferences, training opportunities, and community agency referrals) are offered to assist students, their family members, and faculty with disability issues.

Procedure to Request Accommodations

Students having questions about accessibility or wishing to request reasonable accommodations, academic adjustments, and/or auxiliary aids as indicated in the ADA/ADAAA or Section 504 of the Rehabilitation Act, should contact the Disability Resources and Services Office, located in Room 586 of the Alexander Creek Building or at ext.5468.

It is essential students with disabilities self-identify and 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. Accommodations, academic adjustments, and/or auxiliary aids must be requested each semester of enrollment. Students requesting accommodations, academic adjustments, and/or auxiliary aids must follow these procedures:

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 (DRS) Coordinator.
2. An in-take meeting will be scheduled at which time the following will take place:
 - a. The student will be asked to describe their disability, the impact or barrier it has on their educational experience, and their past use of reasonable accommodations.

- b. The student may be asked to provide appropriate third-party documentation which helps to establish the presence of a 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 DRS Coordinator.
 - c. 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 DRS Coordinator will review the intake notes as well as third-party documentation to determine if the student has a disability and a barrier(s) to their academic experience.
4. The DRS Coordinator and the student will meet to discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids and the resulting decision of the DRS Coordinator.
 - a. For approved accommodations, academic adjustments, and/or auxiliary aids the DRS Coordinator will provide an accommodation letter for each of the student's instructors. It is the student's responsibility to deliver this letter to instructor(s) and discuss with them the implementation of accommodations.
5. Should the student disagree with the DRS Coordinator's decision the student should, within five days, submit a written appeal to the Vice-President of Instruction and Student Affairs. See GRIEVANCE PROCEDURE below.

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) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973, 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 Vice President of Finance and Administration. Include the following:

- Name and address of the person filing the complaint (complainant);
- 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 Vice President of Finance and Administration 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 audio recording devices, notetakers, assistive listening devices and interpreters;
- Requests for test modifications such as extended time or tests read aloud.

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 procedure. 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 Vice President of Instruction and Student Affairs. 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 Vice President of Instruction and Student Affairs 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 procedure 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 Vice President of Instruction and Student Affairs. 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 Vice President of Instruction and Student Affairs.

The Vice President of Instruction and Student Affairs 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** in the **Student Handbook**.

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 includes scholarships, grants, loans, and work-study. 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

Spring — November 1

Summer — February 1

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; however registration fees must be paid by fee payment deadlines.

Financial Aid Application Procedure

Follow the steps listed on our website at: www.eitc.edu/financial.cfm.

In order to begin the financial aid process, each student is required to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. By entering EITC school code (011133) on your FAFSA, EITC will receive your FAFSA information. If other documents are required a letter will be sent from the Financial Aid Office. All required forms can be printed from our website and then submitted to the EITC Financial Aid Office.

Awarding Financial Aid

Awards are based on the information a student reported on their Free Application for Federal Student Aid (FAFSA). Eligibility for these awards may change if new information is received, including information EITC may receive with regard to Satisfactory Academic Progress. EITC reserves the right to adjust your awards.

All awards are based upon the assumption of full-time enrollment and acceptance in an eligible program at EITC. Completely withdrawing from all classes at any time during the semester awarded, the award may be subject to repayment of any financial aid received. All sources of non-federal funding are only estimates.

Summer Awards

Summer term financial aid is unique in awarding from fall and spring semesters. Summer awards are limited to a student's remaining eligibility from the current academic year. If a student used their full annual eligibility for Pell Grant and student loans in Fall and Spring, then the student may not have any remaining eligibility for Summer term. To request financial aid for the summer, students must fill out a Summer Financial Aid Application found on the web site.

Pell Grant Duration of Eligibility

There is a limit on the total number of years a student may receive a Pell grant, known as Pell Grant Lifetime Eligibility, to the equivalent of six years. The duration of eligibility to receive a Pell grant has been reduced from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). The calculation of the duration of a student's eligibility will include all years of the student's receipt of Pell grant funding. If a student has received the equivalent of 12 full-time semester of Pell, he/she will no longer be eligible for Pell funding. For more information on Pell Grant Lifetime Eligibility, visit: www.studentaid.ed.gov/pell-limit.

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 \$5,815 per year and amounts are subject to change.

Federal Supplemental Educational Opportunity Grant (FSEOG): The FSEOG is a program designed to assist students who have exceptionally high financial need. The College uses the FAFSA to determine 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.

Work-Study: Federal and Atwell Parry State 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 hours per week.

Federal Direct Student Loan Program (FDSLP): This is a low interest loan to help you pay for educational expenses. The interest rate is fixed and has been set by the federal government. The U.S. Government is the lender. Direct loan eligibility is determined by your year of study, federal limits, financial need, and other types of aid awarded.

Borrowers must do the following to receive their student loans:

- Complete a FAFSA
- Accept loan on Web Advisor
- Complete Entrance Loan Counseling
- Complete Master Promissory Note (MPN)

New borrowers on or after July 1, 2013 can only receive subsidized loans for 150% of the published time of the academic program they are enrolled in. Transfer students' loan eligibility may be affected.

Types of loans: Subsidized (FDSL), Unsubsidized (FDUL), and Parent Plus Loan. Additional unsubsidized loans may be available to students whose parent cannot qualify for Parent Plus Loans or for independent students requesting an additional loan.

Subsidized Loan (FDSL): The government pays the interest while you are in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be enrolled at least half-time (6 credits)
- Demonstrate financial need

Unsubsidized Loan (FDUL): Interest will accrue while you are in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be enrolled at least half-time (6 credits)
- Accept on WebAdvisor

Parent Plus Loan (PLUS): Interest will accrue while student is in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be a dependent student
- Parent must pass credit check

Most students begin repayment six months after leaving college or when they drop below half-time status (6 credits). Under some conditions repayment may be deferred.

How much can I borrow? Depending on your year of study, the federal government limits the amount you can borrow. These amounts are the maximum; your amount may vary depending on financial need and other types of aid awarded.

Subsidized and Unsubsidized Direct Loans for Independent Students

Freshman year up to \$9,500

Sophomore year up to \$10,500

Freshman year

\$9,500 if you're a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

Sophomore year

\$10,500 if you've completed your first year of study and the remainder of your program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

Subsidized and Unsubsidized Direct Loans for Dependent

Students

Freshman year up to \$5,500

Sophomore year up to \$6,500

Freshman year

\$5,500 if you're a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

Sophomore year

\$6,500 if you've completed your first year of study and the remainder of your program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

For dependent students, Direct Loan limits include unsubsidized and subsidized amounts borrowed in the same year. (See Aggregate maximum).

NOTE: Independent students may also qualify for these additional amounts through the Unsubsidized Direct Loan Program. Dependent students may also qualify if their parents cannot obtain a PLUS Loan.

Aggregate Maximum (Effective July 1, 2008)

Undergraduate Dependent Student: \$31,000 (no more than \$23,000 of which can be subsidized).

Undergraduate Independent Student: \$57,500 (no more than \$23,000 of which can be subsidized).

FINANCIAL AID ELIGIBILITY

Standards of Academic Progress (SAP): Students must meet all requirements listed to be in good standing for financial aid.

Maximum Time Frame/Pace of Completion:

Students must progress through their program to ensure that they will graduate within the maximum time frame (150% of program credits) for example:

- 96 credits for an associate degree and
- 48 credits for a one year certificate program

The financial aid office will evaluate students at the end of each semester, to make sure they have not exceeded 150% maximum time frame allowed for each program. Students who change from one program to another without graduating will have their attempted credits and completed credits in the calculation to determine where they stand with the 150% maximum time frame.

Students graduating from one program and beginning a new program will have their 150% maximum time frame restart, for the new program.

Enrollment status for financial aid remains the same fall, spring, and summer:

Full-time 12 or more credits per semester

3/4 time 9-11 credits per semester

1/2 time 6-8 credits per semester

Less than 1/2 time 3 credits per semester

Academic: Students must be accepted into an eligible EITC program. (Note: Workforce Training/Community Ed courses are not eligible for financial aid.) 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, S, I, 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.

<u>Semester Financial Aid Enrollment Status</u>	<u>Required Financial Aid Credit Hour Completion</u>
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	Complete all credits
<u>Semester Financial Aid Enrollment Status</u>	<u>Required Financial Aid Credit Hour Completion</u>
Summer Full-time = 6 (or more) credit hours	5 credit hours
Summer Three-quarter time = 5 credit hours	4 credit hours
Summer Half-time = 3-4 credit hours	3 credit hours
Summer Less than Half-time = 1-2 credit hours	Complete all credits

Withdrawal Policy: Students at EITC who receive federal financial aid and withdraw 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 for withdrawal, they will be referred to the Registrar. Students who withdraw from one or more courses within the first week of school must notify the Financial Aid Office and return over-awarded funds to the Cashier's Office 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 courses 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.

Withdrawal Policy for Module Courses: A module course is a course that does not span the entire 16 week semester. Please be aware there are financial consequences for early withdrawal or failure of a module course that may include payback of financial aid funds received. If a student enrolls in a module course and needs to withdraw from that course for ANY reason, they must do so through the Registrar's Office. Students will not be able to drop a module course through WebAdvisor or by asking their instructors to drop the course for them.

In addition, if a module course is a prerequisite for another module course in the same term, the student must withdraw from the next module course(s) as well. If they are withdrawn from a module course prior to the start date, the refund for that course will be first applied back to their financial aid balance (if receiving financial aid) which they are required to pay back. The financial aid monies received at the beginning of the semester are still the student's responsibility for payback.

If the student is enrolled in another module course that doesn't have a prerequisite they may remain in that module course as long as they fill out the module course Intent to Attend form in the Registrar's Office.

Financial Aid Suspension: Failure to comply with the academic standards or the progress eligibility standards will result in suspension of student aid and the possibility of repayment.

Reinstatement: Students suspended from financial aid eligibility may regain eligibility by: (1) Repaying any funds owed (see Cashier's Office for amount owed); (2) Attending an additional semester without the assistance of financial aid and; (3) Retaking 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 Form 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.

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.

General Appeal: To be used in situations of medical hardship, death in the family, emergencies, and other extreme circumstances that affect Satisfactory Academic Progress. Also to be used by students after they have attended a semester without financial aid.

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 credits 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 a parent, divorce of a parent, divorce of a student, or medical expenses that affect income.

Disbursement of Financial Aid Awards: Financial aid funds are disbursed in equal installments at the first of each semester. If a student only attends one semester, disbursement of loans will be made in two equal disbursements, one at the beginning of the semester and one half way through the 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 Business Office at (208) 535-5335.

WebAdvisor: Students can access WebAdvisor to view information needed for their financial aid file, view award letters, and accept or reject financial aid awards.

Financial aid policies and procedures are subject to change without notice to assure compliance with federal regulations.

Veteran's Benefits:

The Veterans Benefits webpage contains information on how to apply for benefits, what is required, what to do every semester, and provides helpful websites and information.

Applications for benefits should be completed online at <http://www.benefits.va.gov/gibill/>. Veterans are required to provide the "Certificate of Eligibility" once it has been received to the Certifying Official at EITC. EITC does not participate in the Yellow Ribbon Program.

For questions about benefits contact:

Muskogee Regional Office - 1-888-442-4551

<http://www.benefits.va.gov/benefits>

Financial Aid Contact Information: Please direct all questions regarding financial assistance to the EITC Financial Aid Office, 1600 South 25th East, Idaho Falls, Idaho 83404, (208) 524-3000, or toll free 1-800-662-0261, or e-mail us at financial.aid@my.eitc.edu

Campus Information

CAMPUS SECURITY

EITC contracts with a private security firm for 24-hour 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 Campus Security Office 208-604-4597. Individuals are asked to complete an Incident Report Form. The incident is then reviewed by Campus Security. 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 Campus Security, students and employees are

advised to contact appropriate city officials immediately. In most cases, you must dial a “9” from a campus phone to reach an outside line then dial 911 (9-911).

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

EITC Crime Statistics

In compliance with the Clery Act and 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.

EITC will report crimes considered to be a threat to students and employees. Every Fall, EITC will make available an annual report of campus and security policies and crime statistics. The completed report will be available online.

EITC uses an emergency notification service to transmit campus-wide information through e-mail and text message. Student contact information is updated shortly after the start of fall and spring terms.

CAMPUS PARKING

EITC is an open campus and parking permits are not required. However, parking is only allowed for campus functions. If your vehicle is parked in a no parking area or otherwise illegally parked, it will be towed. Students and staff are encouraged but not required to provide information for their vehicles to allow contact if the vehicle needs to be moved.

STUDENT USE OF COLLEGE PHONES

Students are allowed to use college phones for emergency or college-related purposes only. 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 or by cell phone 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.

Clery Act and Title IX

Domestic Violence Policy

Eastern Idaho Technical College has a no tolerance position for domestic violence, dating violence or stalking. Both male and female students should be able to attend college without threats or acts from these types of violence. Eastern Idaho Technical College is committed to maintaining the highest standards for safety and security of every person on campus.

Students who have been victims of domestic violence, dating violence and stalking are encouraged to report the incident to an administrator or other responsible employee on campus. EITC will take immediate and appropriate steps to investigate what occurred. The prompt and effective action will be to:

- Stop the harassment
- Remedy the effects where possible
- Prevent the reoccurrence

In the event that a student does not want to file a formal incident report or report the crime, they will be informed of their options and assistance available to them. This may include changing academic schedules, living arrangements, transportation or working options.

EITC uses the Violence Against Women Act of 1994 to define the following crimes.

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws or the jurisdiction.

Dating Violence means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others
- suffer substantial emotional distress

Contact: Dr. Christian Godfrey at 208-535-5387 or Christian.godfrey@my.eitc.edu

Workforce Training / Community Education

The Workforce Training / Community Education (WFT/CE) Division is committed to providing quality classes and training programs to serve the employment upgrade and educational needs of eastern Idaho. Programs are designed to promote regional economic development by meeting employer needs for trained workers and to assist individuals in acquiring the skills and knowledge needed to secure employment or occupational upgrade. The Division also provides a variety of classes which enable students to pursue job readiness and life enrichment opportunities.

Short-term, specialized training programs and classes are available in the broad areas of apprenticeship, business and office technology, environmental safety and health, trades and industry, and fire service technology. The WFT/CE Division plays an active role in providing skills and customized job training necessary to promote economic development opportunities in eastern Idaho. The College works closely with regional economic development agencies such as Grow Idaho Falls, The Development Company, Regional Development Alliance, and the Greater Idaho Falls Chamber of Commerce. EITC personnel will assist business and industry in pursuing job training funds for employees available through the Idaho Workforce Development Training Fund.

In addition to providing non-credit classes, specialized industry-specific training programs are offered in Professional Truck Driver Training, Wildland Fire Management, and Fire Service Technology.

To assist place bound and rural students throughout eastern Idaho, over 300 online classes are available through the Online Instruction Center. WFT & Community Education Centers are located in Driggs, Rexburg, Salmon, and St. Anthony offering a variety of live instructional classes.

EITC 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 \$10 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.

A request by a student to list an instructor as a reference should be accompanied by a Release of Information Authorization form (located on the web). 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 who will be absent from classes because of an emergency or medical reason must fill out an Approved Leave Form. This form is located on the EITC website and must be signed by the student's instructors.

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 the obligation.

EITC provides the following Student Code of Conduct as a personal and instructional guide book 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:

1. 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.
2. Willful destruction of property will result in restitution of damages and possible sanctions against the student.
3. Theft or unauthorized removal/usage of College equipment, books, materials, or property belonging to instructors or guests of the College is strictly prohibited.
4. Lewd/indecent conduct or the dissemination/display of indecent literature is not tolerated.
5. Alcoholic beverages or controlled substances are not allowed on College owned or controlled property or at functions sponsored by Eastern Idaho Technical College. The State Board of Education has consistently opposed any policy permitting intoxicating beverages on college owned or controlled properties. 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.
6. 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.

7. 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 directions 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."
8. 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.
9. 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 that interferes with the education process, institutional functions, contractual agreements or public peace and tranquility.
10. 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 her/his duties will not be tolerated.
11. Weapons, including firearms, knives, and explosives are not allowed on the College Grounds. The sole exception is firearms and ammunition allowed by holders of licenses described in section 18-3309(2), Idaho Code, and then only under the conditions and limitations set out in that section.

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 that student from courses, 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.

SAFETY POLICY

Eastern Idaho Technical College is committed to the safety and security of all members of the campus community. In times of emergency, EITC will provide appropriate campus-wide response to assure life safety and minimize losses through a variety of means: EITC's emergency alert system, EITC's website, and local media. Faculty should inform students at the beginning of each semester about evacuation procedures and the location of evacuation maps and other immediate safety measures regarding their specific area. It is expected that students will adhere to good safety practices including evacuating buildings when an alarm sounds or are told to do so by a college official, maintaining a safe distance from an emergency event, not obstructing first responders, and observing non-smoking regulations. 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 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 (9-911 if on a campus phone), specify your building, room number, and request that the paramedics be sent to the college.

Remember to A.C.T. in case of an emergency:

- A** –Assess the situation, does serious personal injury or danger exist?
- C** –Call EITC Security Services (208.604.4597) and/or 911 (9-911 on campus phones) and follow any instructions received.
- T** –Take action, provide first aid or seek aid, as required by the situation.

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.

SERVICE ANIMALS GUIDELINES

Trained service animals* are allowed in campus buildings. All service animals must be on a leash and attended at all times unless otherwise approved by College Administration or the Disability Resources and Services Coordinator.

Service Animals:

Department of Justice rules and regulations, which went into effect March 15, 2011, define a "service animal" as a dog [or miniature horse*] which has been individually trained to do work or perform tasks for the benefit of an individual with a disability. According to the rules, the dog must be "individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." The rules state that the work or tasks performed by the service animal must be directly related to the person's disability. Examples of tasks may include but are not limited to guiding an individual who is blind or has a visual impairment, providing stability or balance to individuals with mobility impairments, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, pressing an elevator button, or calming a person with Post Traumatic Stress Disorder.

A service animal on EITC's campus is required to be under the control of its handler at all times. This may be through the use of a harness, leash, or other tether. In the case where the

handler is unable to hold a tether, the handler must control the service animal through some other means.

Under the ADA a service animal is allowed in public facilities and accommodations. The individual with the service animal cannot be asked about the nature or extent of his/her disability. Nor can they be asked to provide documentation or proof that the animal has been certified, trained, or licensed as a service animal. When the service animal's tasks are not evident, EITC staff and faculty are permitted to only ask the following questions

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

EITC faculty and staff may not require that the service animal demonstrate the tasks it has been trained to complete.

Responsibilities of Service Animals and Their Partners/Handlers

- The animal must be on a leash or harness at all times as indicated above.
- The partner/handler shall be in control of the service animal at all times.

If the service animal is not housebroken, is unruly or disruptive and not under control of the handler, or poses a direct threat to the health or safety of others, the College may ask the partner/handler to remove the service animal. Each situation will be considered on a case-by-case basis. If the dispute cannot be settled by the partner/handler and the Disability Resources and Services Coordinator, a grievance may be filed with the Vice-President of Instruction and Student Affairs, following the published Students with Disabilities Grievance Procedure.

* Refer to the Department of Justice rule § 36.302 Modifications in Policies, Practices, or Procedures of the Title III: Final Rule amending 28 CFR Part 36: Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities for information regarding use of a miniature horse as a service animal.

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 innuendos, 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 Vice-President of Instruction and Student Affairs located in the Student Services Office of the JEC Multi-Purpose Complex (Christofferson Building 3). 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. Consideration to protection of the health and welfare of the individual and others in the College and community will be equally important.

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. seq.).

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 health and safety 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 College and the 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 Vice-President of Finance and 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 President's Administrative Council (PAC).

STUDENT APPEAL PROCEDURES

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

Academic Grievances

Academic Standards Committee (grade changes, 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 Board shall constitute the hearing panel and will be chaired by the Vice-President of Instruction and Student Affairs. The members of the board shall include two faculty members, appointed by the Faculty Senate Executive Board, one member from the Student Services office, appointed by the Vice-President of Instruction and Student Affairs, two student representatives selected by the Student Senate and the Vice-President of Instruction and Student Affairs.

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 she/he has a grievance, she/he 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 Vice-President of Instruction and Student Affairs. The Division Manager or Vice-President of Instruction and Student Affairs 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, she/he 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 and the Vice-President of Instruction and Student Affairs, 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 Vice-President of Instruction and Student Affairs, 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, she/he 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

* The decision of the College President is final.

STUDENT LEADERSHIP

Each year students from EITC participate in competitive activities with students from other postsecondary institutions, with a goal of developing leadership and fostering individual growth. Contests of skill and technical knowledge provide a forum in which students can demonstrate their individual educational accomplishments. Clubs such as the Vocational Industrial Clubs of America (VICA), Business Professionals of America (BPA), and Delta Epsilon Chi (DEC) are active on the EITC campus. These clubs provide a way for students to cooperate. Students who are successful in state and local competition may then compete nationally.

EITC also encourages student participation in student government. The Student Senate is comprised of student body officers and representatives from each full-time program. Student Senate is the student's voice in college development and leadership.

STUDENT ORGANIZATION FUND RAISING POLICY

Student fund raising is an accepted activity of student organizations. All fund-raising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fund-raising activities; funds raised must be used for appropriate organization activities. It is recommended that organization officers, their advisors, and the Vice-President of Instruction and Student Affairs meet twice annually to discuss fund-raising efforts. EITC is licensed for student organizations to conduct raffles for fund-raising activity. The Vice-President of Instruction and Student Affairs has final authority regarding student raffles.

REPORTING INJURIES AND ACCIDENTS

If you are injured on campus and need medical attention or evaluation, see your healthcare provider. EITC does not have staffed medical facilities on campus for treatment of injuries. Any injury report or other paperwork is secondary to your health. If you are an employee or student worker and are injured during working hours, you are covered by Worker's Compensation and must advise the physician or hospital that the injury occurred on the job. The health care provider will initiate an industrial insurance form.

Anyone witnessing an accident or involved in an accident including visitors, employees, or students must report the accident to Campus Security who will then complete an Incident Report. Contact Campus Security, 604-4597 to document the situation regardless of theseverity.

Report all safety hazards to the Maintenance Department at 589-2187 or 604-4752.

DISRUPTIVE PERSONS

This section refers to individuals who are disruptive, including intoxicated or impaired individuals, who are not threatening or violent in nature. For individuals who are threatening or violent, call 911.

Disruptive behavior will not be tolerated in the classroom. Instructors, at their discretion, will decide if the learning process is being affected and make the appropriate decision up to and including removal of the disruptive student from the classroom. An Incident Report shall be completed by the instructor.

Campus Security, using non-aggressive behaviors, shall remove the person from the classroom/public area. Those that are non-cooperative or aggressive shall be referred to local authorities.

For those intoxicated or impaired, Campus Security will attempt to determine the level of incapacity and if any care is necessary. They will advise the person not to drive while impaired.

STUDENT SENATE BY-LAWS

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

ARTICLE I

Section 1.1 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 1.2 Student Senators shall be elected by each separate division.

- Division shall be defined as a group of programs.
- Program shall be defined as the ENTIRE course of studies offered in that field.
- 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.
- Student Senate members will only serve for the school year for which they are elected.

Section 1.3 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 1.4 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 1.5 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)

- 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.

Mascot Position: non-voting member. \$200 stipend per semester. Must attend five Student Senate sponsored events and all executive committee meetings. If other campus organizations/departments/clubs are interested in having the mascot represented at an event they will be responsible for submitting a Pedro-Use form at least 2 weeks prior to the event. It is not guaranteed that the mascot will attend requested event. In the event that the mascot cannot be present at a requested event the organization/department/club will be given authorization to use the EITC mascot costume, after submitting the Mascot Usage Form to the Student Senate.

- Section 1.6 All Student Senators must remain in good academic and financial standing at EITC.
- Section 1.7 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 1.8 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 1.9 The Student Senate Vice-President and Secretary-Treasurer will be elected and voted on out of the 10 Senate seats.

STIPEND PAY

ARTICLE II

- Section 2.1 All senate members must meet the requirements of the Student Senate listed in Article I in order to receive stipend pay and must be a student senate member through the entirety of the semester in order to receive pay, otherwise stipend pay is forfeited.
- Section 2.2 Any and all members of the Student Senate, representing their Division, who miss four or more meetings/events per semester (unexcused), 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. These absences will be excused.
- Section 2.3 Stipend pay for senate members will be a maximum of \$250 per semester for each senate member. (Aside from the Student Senate President which will have a maximum pay equal to that of full time registration and fees for that semester) Stipends will be earned based on participation points. Events will be 2 points each while meetings will be 1 point each. The calculation for senate member stipends will be as follows:
 (maximum \$ to earn/Total participation points possible for the semester) x participation points earned = stipend pay
 IE: John Smith, student senator, can earn maximum of \$250 and the total possible participation points is 10. John only attended 1 event and 2 meetings. This gives John a total of 4 points. His calculation would be: (\$250/10) x 4 = \$100 for his stipend pay.
- Section 2.4 All stipend pay will be paid out during the last month of each semester, AFTER the last meeting/event of the semester.

PURPOSE

ARTICLE III

- Section 3.1 The purpose of the Student Senate shall be to function as the representative body for all students and to:
- Section 3.2 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.
- Section 3.3 Provide leadership for all meetings of the Student Body.
- Section 3.4 Enact legislation concerning all student activities.
- Section 3.5 Actively seek new areas of involvement at the College.
- Section 3.6 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.
- Section 3.7 Provide guidelines and support for all Student Senate approved clubs and organizations that may be formed on campus.

PROCEDURES

ARTICLE IV

- Section 4.1 All meetings of Student Senate shall be conducted according to Parliamentary Procedure.
- Section 4.2 A quorum of at least 60% of the current Student Senate members must be present to conduct official business.
- Section 4.3 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.
- The Student Senate President may vote only in the case of a tie.
- Section 4.4 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 4.5 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 4.6 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 4.7 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 V

Section 5.1 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 each year.

Section 5.2 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 5.3 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 5.4 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 5.5 The Executive Committee of Student Senate shall consist of the Student Senate President, Vice-President, Secretary, and Treasurer.

Section 5.6 The Student Senate Executive Committee shall set the agenda for Student Senate meetings and other official functions as outlined in these By-laws.

Section 5.7 The offices of Secretary and Treasurer may be combined into the office of Secretary-Treasurer if so desired by the Student Senate.

FINANCES

ARTICLE VI

Section 6.1 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.

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

- Section 6.2 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.
- A. Any and all appropriations must receive at least a 2/3-majority vote of Student Senate members in attendance.
 - B. All transactions involving Student Senate funds must have prior approval from the Student Senate.
- Section 6.3 A Budget Committee will be formed as soon as practical during the fall semester. The Secretary-Treasurer shall act as Chairperson.
- Section 6.4 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 6.5 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.
- A. In the event that a budget committee is not formed the Student Senate in attendance will act as the budget committee.
 - B. Student Senate requests that at the end of the semester organizations/clubs fill out the "Accounting of Activities" form to be emailed by a member of the organization/club to student senate by the last official day of the semester in which the funding was requested. If the form is not received by the deadline the organization/club will be penalized 20% of the amount requested for the following semester. Penalties will accumulate each semester until the form is received.
- Section 6.6 The Budget Committee shall present a proposed budget to Student Senate to work with during the year.

COMMITTEES

ARTICLE VII

- Section 7.1 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 7.2 Student Senate shall have the following Standing Committees:
- A. Election Committee
 - B. Budget Committee
 - C. Activities Committee
- Section 7.3 The standing committees of the Student Senate shall be effective for one school year, beginning with the first semester of the school year.
- Section 7.4 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 VIII

- Section 8.1 The Election Committee shall oversee and run all elections as outlined in Section 2 through 17 of the Election Article.
- Section 8.2 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.
- A. During Elections and while in office all members of the Student Senate should maintain good standing. (See Article 1. Section 6)
 - B. 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 8.3 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 8.4 The format of the petition shall be decided upon by the Election Committee.
- Section 8.5 Any candidate may withdraw from the election 48 hours prior to that election.
- Section 8.6 Write-in candidates will be permitted.
- Section 8.7 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.
- A. In all regular elections, the candidate who receives the highest number of votes of the eligible voting students, shall be declared elected.
 - B. 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 8.8 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 8.9 The names of the candidates for the offices shall be placed on the ballot in an order decided upon by a candidate draw.
- Section 8.10 All candidates must comply with school requirements provided in these By-laws.
- Section 8.11 Elections will be conducted according to recognized election procedures.
- Section 8.12 The place of voting, time, voter identification, etc. shall be decided upon by the Election Committee with final approval from the Student Senate.
- Section 8.13 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 8.14 Student Senate election for each new academic year will be held and completed by the end of each semester.

- Section 8.15 All elected officials must be sworn in by the Election Committee chairperson or his/her designated representative. (See Article VIII, Oath of Office.)
- Section 8.16 The Student Senate President and 5 senator seats, (2 HCT, 2 BOT, and 1 MT) elected by the 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 of the fall semester.
- A. 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 8.17 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 IX

- Section 9.1 The oath of office shall be administered to all Student Senate Officers. (See Article VII, Section 16.)
- Section 9.2 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 X

- Section 10.1 All members and officers of the Student Senate shall be subject to impeachment.
- Section 10.2 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 10.3 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 10.4 Any member who shall be impeached and found guilty shall have the right of appeal to the full Student Senate.
- Section 10.5 Impeachment may also be instituted by a petition signed by more than 50% of the members of the Student Senate.
- Section 10.6 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 10.7 Defendants shall be guaranteed their right to counsel and a speedy hearing.
- Section 10.8 A 2/3 affirmative vote of the Student Senate members in participation shall constitute a dismissal.
- Section 10.9 All impeachment voting shall be by secret ballot.
- Section 10.10 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 10.11 If any member of the Student Senate is acquitted of impeachment charges, he/she shall not be subject to recall on the same charges.