

# P L A N N E R

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REAL EDUCATION · REAL JOBS · REAL LIFE





# PLANNER 2012-2013

## Eastern Idaho Technical College

1600 S 25<sup>th</sup> E  
Idaho Falls, Idaho 83404-5788  
208-524-3000  
800-662-0261  
Fax: 208-524-3007  
[www.eitc.edu](http://www.eitc.edu)

*This planner belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

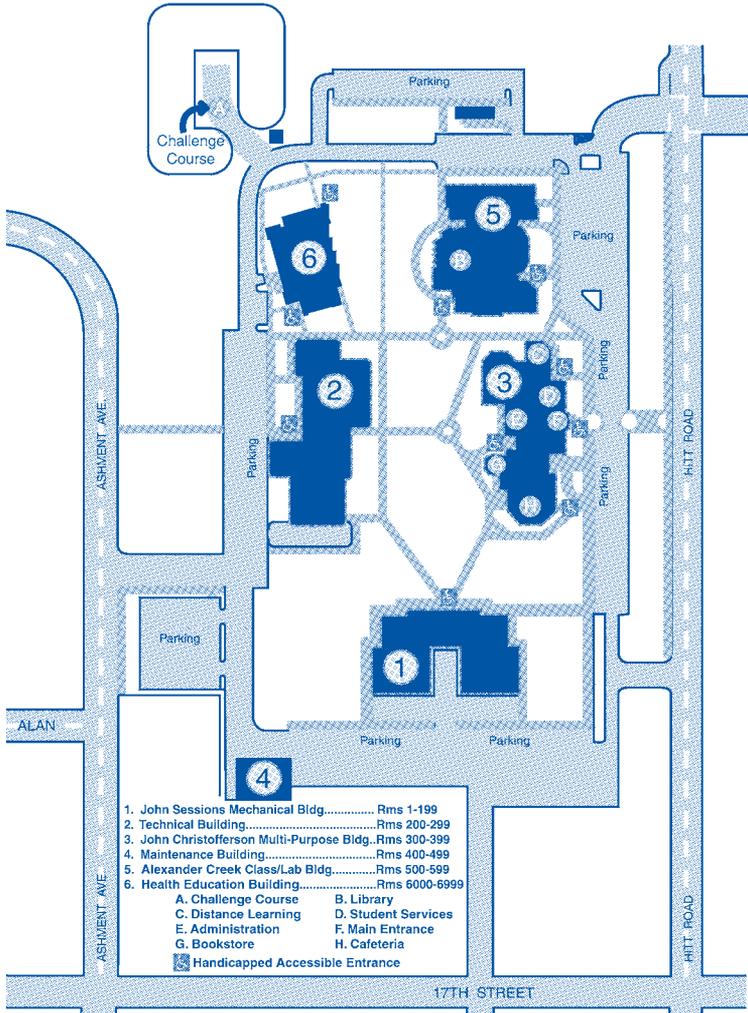
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# EASTERN IDAHO TECHNICAL COLLEGE

## ACCREDITATION

Eastern Idaho Technical College is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue NE Suite 100, Redmond, Washington 98052-3981, 425-558-4224.

## VETERANS

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

## ACCESS FOR PHYSICALLY DISABLED

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

## SPECIAL NOTICE

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

## AMERICANS WITH DISABILITIES

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

## 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 524-3000 ext. 3382.

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

## MISSION STATEMENT

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

## VISION STATEMENT

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.

## STUDENT RIGHT-TO-KNOW

### **Eastern Idaho Technical College Crime Statistics**

In compliance with the Student Right-to-Know and Campus Security Act, as amended, EITC collects specified 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 October, EITC will make available an annual report of campus and security policies and crime statistics. The completed report will be available online

### **GRADUATION RATES**

An annual report will be posted in the EITC website 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.

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# ACADEMIC CALENDARS

2012–2013

## FALL SEMESTER (2012)

July 16: Fall semester open enrollment for non-degree seeking students  
August 3: Fall semester registration fee deadline  
August 13–14: Faculty in-service  
August 15–17: Faculty preparation and student advising  
August 20: Fall Classes begin  
August 24: Last day to drop/add class(es)  
September 3: Labor Day Holiday\*\*  
October 1: Application for graduation for Fall forms due  
October 8: Columbus Day (classes held)  
October 12: Mid-term/Last day to make up Summer Term incompletes  
October 15: Mid-term grades due  
November 2: Last day to withdrawal from credit classes without grade penalty  
November 5–23: Fall in-class evaluations  
November 6: Student Advising Day\*\*\*  
November 7: Spring registration for continuing students begins  
November 12: Veterans Day Holiday (classes held)  
November 13: Spring semester registration for New Degree Seeking Students opens  
November 22–23: Thanksgiving Vacation\*\*  
December 7: Spring semester open enrollment for non-degree seeking students opens  
December 7: Last day of instruction  
December 10–11: Faculty Office Days  
December 10: Grades Due  
December 14: Spring Registration fee deadline  
December 8–January 6: Christmas Vacation (students)  
December 24–25: Christmas Holiday\*\*  
January 1: New Year's Holiday

## SPRING SEMESTER (2013)

January 3–4: Faculty in-service  
January 7: Spring Classes begin  
January 11: Last day to drop/add class(es)  
January 21: Martin Luther King Jr./Idaho Human Rights Day\*\*  
February 1: Applications for graduation for Spring and Summer due  
February 15: Scholarship applications due to the Foundation Office by 5:00 p.m.  
February 18: Presidents' Day Holiday\*\*  
March 1: Mid-term/last day to make up Fall semester incompletes  
March 4: Mid-term grades due  
March 18–22: Spring Break  
March 25: Last day to withdrawal from credit classes without grade penalty  
April 2: Student Advising Day\*\*\*

April 3: Summer/Fall Registration for continuing students begins  
April 15: Summer/Fall Registration for New Students begins  
April 8–April 26: Spring in-class evaluations  
April 26: Summer term open enrollment for non-degree seeking students opens  
May 3: Last day of instruction  
May 3: Summer Fee Payment Deadline  
May 6: Grades due  
May 6–7: Faculty Office Days  
May 7: Commencement\*\*\*

### **SUMMER TERM (2013)**

May 20: Classes begin  
May 24: Last day to add class(es)  
May 27: Memorial Day Holiday\*\*  
June 14: Mid-term/last day to make up spring semester incompletes  
June 17: Mid-term grades due  
June 24: Last day to withdrawal from credit classes without grade penalty  
July 4: Independence Day Holiday \*\*  
July 12: Last day of instruction  
July 15: Grades due/Faculty Office Day  
July 26: Fall term open-enrollment for non-degree seeking students opens  
August 2: Fall 2013 semester registration fee deadline  
\*\*\* subject to change  
\*\* Campus will be closed/ no classes  
Classes will meet on Columbus Day and Veteran's Day

### **2013–2014**

### **FALL SEMESTER (2013)**

July 26: Fall semester registration for non-degree seeking students begins  
August 2: Fall semester registration fee deadline  
August 19–20 Faculty in-service  
August 22–23: Faculty preparation and student advising  
August 26: Fall semester classes begin  
August 30: Last day to drop/ add class(es)  
September 2: Labor Day Holiday\*\*  
October 1: Application for Graduation for Fall Due  
October 18: Mid-term/last day to make up summer incompletes  
October 21: Mid-term credit grade entry and submission deadline due by 5:00 p.m.in WebAdvisor  
November 1: Last day to withdrawal from credit classes without grade penalty  
November 5: Spring student advising day\*\*\*  
November 6: Spring registration for continuing students begins  
November 11–29: Fall in-class evaluations  
November 11: Veterans Day (Classes held)  
November 11: Spring semester registration for new degree/certificate seeking students

November 28–29: Thanksgiving Vacation\*\*  
December 6: Spring semester open enrollment for non-degree seeking students opens .....  
December 13: Last day of instruction  
December 16: Grades due, 5:00 p.m. final credit grade entry and submission in WebAdvisor deadline  
December 16–January 12: Christmas Vacation (students)\*  
December 13: 2014 Spring Fee Deadline  
December 25: Christmas Holiday\*\*  
January 1: New Year’s Holiday\*\*

## **SPRING SEMESTER (2014)**

January 9–10: Faculty in-service days/Campus  
January 13: Spring semester classes begin  
January 17: Last day to drop/add class(es).  
January 20: Martin Luther King Jr. /Idaho Human Rights Day\*\*  
February 3: Application for Graduation for Spring/Summer Due  
February 14: Scholarship applications due to the Foundation Office by 5:00 p.m.  
February 17: Presidents’ Day Holiday\*\*  
March 7: Mid-term/last day to make up fall semester incompletes  
March 10: Mid-term credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor  
March 24–28: Spring Break\*  
March 31: Last day to withdrawal from credit classes without grade penalty  
April 1: Summer/Fall Student advising day\*\*\*  
April 2: Summer term and fall semester registration for continuing students begins  
April 14–25: Spring 2014 in-class evaluations  
April 14: Summer term and fall semester registration for new degree/certificate seeking students  
May 2: Summer term open enrollment for non-degree seeking students opens  
May 9: Summer Fee Deadline  
May 9: Last day of instruction  
May 12: Grades due, 5:00 p.m. final credit grade entry and submission in WebAdvisor deadline  
May 13: Commencement\*\*\*

## **SUMMER TERM (2014)**

May 26: Memorial Day Holiday\*\*  
May 27: Summer term classes begin  
May 30: Last day to drop/add class(es)  
June 20: Mid-term/ last day to make up spring semester incompletes  
June 23: Mid-term grades due  
July 1: Last day to withdraw from credit classes without grade penalty  
July 4: Independence Day Holiday\*\*  
July 18: Last day of instruction  
July 21: Grades Due 4:00 p.m. Mid-term credit grade entry and submission deadline in WebAdvisor

August 1: Fall term open enrollment for non-degree seeking students begins

August 8: Fall 2014 semester registration fee deadline

\*\* Campus will be closed/no classes.

\*\*\* Subject to change.

Classes will meet on Columbus Day and Veteran's Day.

## CAMPUS DIRECTORY

### FACULTY AND STAFF TELEPHONE EXTENSIONS

ALBISTON, Steve-President.....	3366
ALVAREZ, Soncia-Student Services.....	3344
ANDERSON, Sharee-HCT Division Manager.....	3383
ARMER, Gina-Business Office Technologies Instructor.....	3348
EVERY, Anna Lea-Dir of Admissions/Career Placement.....	3337
BAIRD, Lois-Technical Records Specialist.....	3336
BAME, Shirley-Certified Nursing Assistant (CNA) Coordinator.....	3399
BECKSTEAD, Jordan-Finance Support Tech.....	3352
BERGGREN, Kent-Division Manager/Mechanical Trades Instructor.....	3373
BERRETT, Mariha-Fire Service TRS.....	3488
BLACKBURN, Linda-Financial Aid Records Specialist.....	3374
BLAND, Sandy-Admissions Clerk.....	3390
BODILY, Robert-Media Services Manager.....	3342
BOLLAND, Trena-Bookstore Clerk.....	3367
BORRENPOHL, Teresa - Scholarship Coordinator.....	3407
BOURNE, Don-Controller.....	3360
BOWMAN, Gerald - Radiation Safety Instructor.....	3416
BRINKERHOFF, Marlene-PN Instructor.....	3607
BRINKERHOFF, Paul-Custodian.....	3499
BROWN, Hank-Truck Driving Instructor.....	3503
BRYANT, Bill-Maintenance Supervisor.....	3331
BURLING, David-Custodian.....	3460
BYBEE, Tara - Practical Nursing Instructor.....	3401
BYINGTON, Joyce-Adult Learning Center Assistant.....	3326
CAFETERIA (Jay and Laraine Pratt).....	3385
CASE, Tom-Lead Custodian.....	3460
CHAPMAN, Becky-Surgical Technician Instructor.....	3427
CLEGG, Melody-Adult Basic Education Division Manager.....	3403
COFFIN, Mel-Office Technologies Instructor.....	3329
CROFT, Laurie-Cashier.....	3335
CUEVAS, Raquel - Financial Aid Advisor.....	3311
DANIELS, Jody-Custodian.....	3460
DEPRIEST, Doug-Director of Planning and Information Management.....	3380
DIXON, Jessica - Bridges for Success.....	3384

DUERSCH, Josh-Computer Network Technologies Instructor.....	3474
DURTSCHI, Lynn-Microbiology Instructor.....	3600
EAMAN, Teresa - Business Tech Assistant	
ERICKSON, Ken-Workforce Training/Community Education Manager.....	3381
FELT, Suzanne-Registrar.....	3361
FLORES, Cecilia - ALC Assistant.....	3626
FOSTER, Karen-Colleague Administrator.....	3625
FREGOSO, Jeremy-Distance Learning Technician.....	3423
GARDNER, Jared - Health Care Programs Counselor.....	3200
GARDNER, Lindsay-Academic Support Coordinator/Tutor Coordinator.....	3621
GEORGE, Cathy - Practical Nursing Instructor.....	3369
GLOVER, Devon-Bookstore Operator.....	3394
GODFREY, Christian-Web Development Instructor.....	3387
GREEN, Rhett - Senior Buyer.....	3339
GROENEWOLD, Theresa - ABE Coordinator Inst.....	3411
GUTIERREZ, Isela-Human Resources Associate.....	3404
HAACK, Christy - C.N.A. Office Clerk.....	3606
HAEBERLE, Jacob-General Education Instructor.....	3299
HALKAR, Howard-Custodian.....	3460
HARBERT, Traci-Legal Technologies Instructor.....	3408
HOWARD, Tina-Practical Nursing Instructor.....	3501
HUMAN RESOURCES CLERK.....	3812
JANNY, Paul - Computer Support.....	3382
JARDINE, Richard-Student Services Counselor.....	3379
JERNBERG, Leslie-Office Technologies Instructor.....	3353
JONES, Irene-Disability Resource & Service Coordinator.....	3376
JUDY, Kathy-General Education Instructor.....	3405
KNIGHT, Bobbie-Administrative Assistant.....	3477
LANGLEY, Eric-Center for New Directions Coordinator.....	3314
LA PIER, Arcilee-Human Resources Specialist/Payroll.....	3357
LARSEN, Jacque-Administrative Assistant.....	3332
LEFLER, Roberta-Non-Traditional Services Coordinator.....	3462
LeVAN, Pam-Student Services Administrative Assistant.....	3371
LOVELAND, Gordon-Media Services.....	3202
LUNDQUIST, Susan-Clinical Lab Instructor.....	3615
MARTIN, Don-Diesel Technology Instructor.....	3364
McARTHUR, Lorin-ESTEC Instructor.....	3450
MEIER, Marina - Institutional Research Analyst.....	3425
MILLER, Elaine-Practical Nursing Instructor.....	3421
MILLER, Spence-Accounting Instructor.....	3346
MILLS, Cindy-Medical Assisting Instructor.....	3446
MILLS, Gary-Testing Center Coordinator.....	3438
MUNNS, Chance - High School Hort & Landscape.....	3396

NELSON, Peggy-General Education Division Manager.....	3370
NUNES, Tonya-Health Care Technologies Administrative Assistant.....	3437
O'DELL, Chris-Receptionist.....	0
OLAVESON, Kelly-Maintenance.....	3496
OLIVIA, Raquel-Financial Aid Advisor.....	3311
PARK, Colby-High School Auto Instructor.....	3395
PARKER, Gage-Computer Support.....	3472
PATTERSON, Rae Lynn-Workforce Training Assistant.....	3345
PAYNTER, Shane-Network Administrator.....	3412
PEREZ, Yvonne - Career Pioneer.....	3609
PERRY, Carol-Tech Prep Coordinator.....	3362
PETERSEN, Trevor-Assistant Controller.....	3355
PRESTWICH, Suzanne - Anatomy & Physiology Instructor.....	3410
REID, Ginger-Retention Counselor.....	3468
RICKS, Suzy-Library.....	3312
ROBERTS, Raeleen-Dental Assisting Instructor.....	3341
ROGERS, Cathy-Center for New Directions Assistant.....	3363
RUANO, Jason - Maintenance.....	3393
SCOTT, Wilma-Mechanical Trades Assistant.....	3373
SHARP, Shayna-Director of Financial Aid.....	3389
SHURTLIFF, Corey-Welding Instructor.....	3365
SKINNER, Julieann-Special Populations Counselor.....	3318
STALEY, Lance-Custodian.....	3499
STARR, Kim-Medical Surgery Instructor.....	3400
STONE, Mel-Computer Networking Technologies Instructor.....	3418
STRATTON, Jim-VP Finance & Administration.....	3328
STUDENT SENATE (Room 10-Mech Bldg).....	3419
SWENSON, Bill-Mechanical Trades Instructor.....	3356
TESTING CENTER (Room 350).....	3438
THOMPSON, Chelsea-Assistant Registrar.....	3476
TRACY, Dan-Maintenance.....	3449
TUCKER, Debbie-Tech Prep Assistant.....	3330
TUTORING CENTER (RM 135).....	3490
VOCATIONAL REHABILITATION (Amy Empey/Toni Ziegler).....	3375/3391
VOGEL, Joanne-Finance Technician.....	3351
WALTON, Mike-Custodian.....	3499
WESTACOTT, David -ABE Data Mgr.....	3443
WIGHTMAN, Todd-Director of College Relations.....	3440
ZAPADKA, Julia-General Education Instructor.....	3354
ZIEL, Michelle-Foundation Executive Director.....	3398

## OFFICE EXTENSIONS

ADA/SECTION 504 COMPLIANCE OFFICER.....	3404
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ADULT BASIC EDUCATION.....	3386
ADMINISTRATION .....	3332
BOOKSTORE.....	3367
BUILDING MAINTENANCE.....	3331
BUSINESS OFFICE.....	3335
CAFETERIA (Jay & Laraine Pratt).....	3385
CENTER FOR NEW DIRECTIONS.....	3363
COLLEGE RELATIONS.....	3440
COMPUTER SUPPORT SERVICES.....	3472
CONFERENCE ROOM (Administration).....	3397
FOUNDATION.....	3398
INFORMATION TECHNOLOGY HELP DESK.....	680-6874
LIBRARY .....	3312
MEDIA SERVICES.....	3342
PUBLIC RELATIONS.....	3440
PURCHASING & RECEIVING .....	3339
RECEPTIONIST.....	0
SECURITY SERVICES (Room 121).....	221-6350 or 604-4597
STUDENT SENATE (Room 10).....	3419
STUDENT SERVICES.....	3371
TECH PREP.....	3330
TESTING CENTER (Room 350).....	3438
TUTORING CENTER (Room 135).....	3490
VOCATIONAL REHABILITATION.....	3375/3391
WORKFORCE TRAINING/COMMUNITY EDUCATION.....	3345

## STUDENT INFORMATION

### GENERAL EDUCATION REQUIREMENTS

The AAS degree requires a minimum of 15 hours of transferable General Education credits. Students in a certificate program may take a technical math credit (non-transferable) related to their program area. Students in a certificate program may take Occupational Relations (OCR 105) in lieu of COM 101.

COM 101	Fundamentals of Speech	3 credits
ENG 101	English Composition	3 credits
MAT 123	Mathematics in a Modern Society (requires compass score >45 in algebra )	3 credits**
MAT 253	Elementary Statistics (requires compass score >61 in algebra)	3 credits**
PSY 101	Introduction to Psychology	3 credits**
SOC 101	Introduction to Sociology	3 credits**

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

\*\* Based on program requirements.

### OTHER GENERAL EDUCATION COURSE OPTIONS

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

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

## REGISTRATION

Students will be notified of registration and orientation dates via email, letters or refer to the official EITC calendar. Students are expected to register according to the registration days listed in their letters, email or official EITC Calendar.

<b>Fee Schedule Per Semester 2011–2012</b>		
<b>Registration fees for the year 2012–13 will be set by the end of April 2012</b>		
<b>TOTAL CREDITS</b>	<b>RESIDENT FEE</b>	<b>NON-RESIDENT FEE</b>
1 credit	\$ 90	\$ 180
2 credits	\$180	\$ 360
3 credits	\$270	\$ 540
4 credits	\$360	\$ 720
5 credits	\$450	\$900
6 credits	\$540	\$1080
7 credits	\$630	\$1260
8 credits	\$720	\$1440
9 credits	\$810	\$1620
10 credits	\$900	\$1800
11 credits	\$965	\$1930
12 credits	\$966	\$3539

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

<b>Summer Term</b>	
<b>Full-Time Registration Fee</b>	
<b>RESIDENT</b>	<b>NON-RESIDENT</b>
\$483	\$1770

Please discuss with your advisor before taking more than 9 credits.

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

## MISCELLANEOUS FEES

\$10 application fee ..... All programs\*  
 \$84/semester health insurance mandatory for 10 credits or more and all students in the Professional Portion of the Health Care Programs. Waivers may be granted to qualified students.

\$15/semester computer usage mandatory fee ..... All students\*

Additional fees may be charged based upon enrolled course(s) *Note: \*Fees are subject to change without notice.*

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

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

Semester fees are payable in full by the deadline published in the 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.

## ENROLLMENT STATUS

Student enrolled in 12 credits or more are required to pay full-time fees for the purpose of student enrollment verification to Veterans Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside EITC, the following schedule will be used:

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

## DELINQUENT ACCOUNTS

If your account is delinquent, your registration may be cancelled and your student file frozen. If you are indebted to the college (i.e. insufficient fund checks, library or parking 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 each time a check is returned from a bank due to nonpayment. After the student has been notified, a charge will be entered against the student's account, a hold placed on all records, and continued attendance prohibited if the check does not clear.

## REFUND POLICY

A student who wishes to do a total withdraw from a credit course may go to WebAdvisor to withdraw (unless it is their last enrolled course during a semester/term). If you wish to withdraw from the last enrolled credit course you must submit, to the Registrar, a Total Withdrawal Form (available on the web). Refund of registration fees is computed from the verified last day of attendance.

*Registration fee refunds for a will be made as follows:*

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

*No refund after the third week of term*

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

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

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

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

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

## COMPUTER USAGE POLICY

### Computer usage fee

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

## ACCEPTABLE USE OF COMPUTING RESOURCES

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

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

## 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 is strictly prohibited

## PRINTING

Students are allowed to print a maximum of 250 pages per semester to network printers (see Student Printing Policy). Additional pages may be printed at a cost to the student of 10 cents per page. Credits for additional pages may be purchased in the business office in increments of \$5. Any remainder of free printing at the end of each term will be forfeit and not transferred to subsequent terms. For printing credit purchased through the business office, remaining credit will be transferred forward if the student enrolls in the immediate subsequent term (e.g. Fall to Spring). However, if the student does not enroll in the subsequent term, all credits are forfeit as property of the college. Photocopies may be made in the library.

*Examples of unauthorized printing include, but are not limited to:*

- Personal letters, signs, and/or advertisements
- Documents related to one's own business
- Personal legal documents
- 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  
B+, B, B-.....Above satisfactory achievement of the required objectives  
C+, C, C-.....Satisfactory achievement of the required performance objectives  
D+, D, D- .....Unsatisfactory achievement of the performance objectives  
F .....Failure to meet the minimum performance standards. No credit is awarded.  
CIP .....Course in Progress  
S .....By Entrance Exam  
P .....Pass all work completed in a satisfactory manner.  
W .....Withdraw. Student Withdrew from school prior to mid semester plus two weeks deadline. No credit awarded.  
CH.....Challenge is through petition, you may be granted an opportunity to challenge a course by passing a comprehensive test(s) with a grade of “C” or better. Credit received for the course will apply toward graduation. A “CH” will be recorded on your transcript.  
IC.....Incomplete is 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. Incomplete’s 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 a 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. *An “IC” is calculated as an “F” when computing the GPA.*

### REPEATING COURSES

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

### GRADE APPEAL

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

## AUDITING COURSES

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

## ADDING AND DROPPING CREDIT COURSES

Prior to the beginning of a semester and through the first week of the semester, students may add program required courses with the approval of their Advisor. Students must first access WebAdvisor and add the course in the Course Planning Wizard, then send an e-mail to their Advisor for approval to register. Once their Advisor has approved the course, the student may register pending space availability and prerequisite completion.

During the first week of a semester/term students taking credit courses and wishing to drop a course must submit a completed Course Drop/Add form to the Registrar’s Office. Drop/Add forms are available online. Dropping courses must be completed prior to the close of business on the fifth day of the semester/term.

## 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 exams are not available in all courses.* For petition procedure, contact the Registrar in the Student Services Office. Credit earned by challenge examinations does not contribute toward enrollment status for financial aid.

A class may be challenged once. Courses in which the student has been enrolled, regardless of the grade received, may not be challenged, except by special permission from the Vice President of Instruction and Student Affairs.

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

## GRADE POINT AVERAGE - TRANSFER CREDITS

Grade point averages for transfer students are based on credits earned only at EITC. Grades for transfer courses are not entered on the EITC transcript.

### GRADE EXPLANATION

Grade	Points	Percentage
A	4.0	95%
A-	3.7	90%
B+	3.3	87%
B	3.0	85%
B-	2.7	80%
C+	2.3	77%
C	2.0	75%
C-	1.7	70%
D+	1.3	67%
D	1.0	65%
D-	0.7	60%
D = 1 (8/23/93-12/08/97)		
D = 0 (1/07/97 – 12/12/03)		
D = 1 (after 01/01/04)		

- CIP .....Current In Progress (CIP) for current term courses
- P .....Pass
- S .....By Entrance Exam
- W .....Withdrew from school prior to last day to withdraw without penalty according to official EITC calendar. No credit awarded.
- CH .....Challenge may be granted as an opportunity to challenge a course by passing a comprehensive test(s) 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
- IC .....Incomplete grade

### FIGURE YOUR GPA (GRADE POINT AVERAGE)

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

Example:					
Class	Grade	Points	X	Credits	Total Points
MATH 108	B	3	X	3	= 9
ENG 101	C	2	X	3	= 6
COM 101	A	4	X	3	= 12
CIS 101	B	3	X	<u>1</u>	<u>= 3</u>
<b>TOTALS</b>				<b>10</b>	<b>30</b>

GPA = Total Grade Points (30) divided by the Total Credits (10) = GPA 3.0

### CREDITS COMPLETED AT EITC FOR GRADUATION/COMPLETION

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

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

## CERTIFICATE/DEGREE

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

Apply for graduation by paying the fee and filing an Application for Graduation Form by the deadline on the EITC calendar. A \$10 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.

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.

## FOLLOW-UP

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

## STUDENT RECORDS

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

- *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the Registrar, 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.* The name and address of the Office that administers FERPA is:

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

## **DIRECTORY INFORMATION**

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

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

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

## **TRANSCRIPTS AND GRADES**

Semester grade reports will be available online through WebAdvisor once the grades have been verified by the Registrar.

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

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

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

## **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.

Example: Robert, a Practical Nursing student pursuing an Advanced Technical Certificate is expected to complete 58 credit hours to earn his educational credential. Robert may attempt no more than 87 credit hours ( $54 \times 1.5 = 81$ ) before completing the program requirements to maintain Satisfactory Academic Progress.

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

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

## **ACADEMIC PROBATION**

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

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

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

## **ACADEMIC SUSPENSION**

A student who has been suspended due to unsatisfactory progress may appeal the decision within five working days from the time of the action. The appeal should be submitted 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.

## **OFFICIAL WITHDRAWAL**

If a student intends to do a total withdrawal, they are responsible for completing the Total Withdrawal form; the form is available online. Students are responsible to submit the appropriate form if they are not attending nor intending to complete in the current registration period. Students may drop classes through the first week of a semester or summer term and the withdrawal will not show on the transcript.

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

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

## TRANSFER CREDIT

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

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

## ACADEMIC HONESTY

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

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

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

The concept of academic honesty is designed to assure a uniform standard against which to evaluate all students and to prevent cheating. Students are expected to report infractions to their instructors. For a full version of the Academic Honesty policy please refer to the official EITC catalog online at [www.my.eitc.edu](http://www.my.eitc.edu).

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

## STUDENT SERVICES

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

### COUNSELING

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

### ADMISSIONS AND REGISTRAR

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

### TESTING

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

## **TUTORING**

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

## **TUTORING CENTER**

Lindsay H. Gardner, Academic Support Coordinator  
524-3000, ext. 3621

The 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 (room 135) and on the EITC web site. The Center can be reached at 524-3000 ext. 3490.

Tutoring and study groups can also be arranged for program subject areas upon request. Students who need tutoring in subjects outside what is offered in the tutoring center should contact Lindsay Gardner at extension 3621 or visit room 129. Each week, the Tutoring Center sponsors Academic Success Workshops. Selected topics help students identify and develop skills needed to succeed in college and careers. Check your official EITC e-mail account for workshop schedule updates or visit the Tutoring Center to pick up a schedule.

## **PLACEMENT**

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

## **DRUG/ALCOHOL AWARENESS SUPPORT GROUP**

This group meets as needed on campus to provide support to students who want to lessen the harmful effects of substance abuse in their lives. These harmful experiences can happen as a result of personal use or as a result of another's use. The group experience allows a student to share his or her thoughts and feelings as well as to learn more effective solutions to life's challenges. Student Services also provides crisis intervention and referrals to community resources for students in need of additional assistance.

## **STUDENT HEALTH INSURANCE PLAN (SHIP)**

All registered students taking 10 or more credits at Eastern Idaho Technical College are automatically enrolled on the Student Health Insurance Plan (SHIP). Additionally, any student enrolled in one or more professional course(s) within the Health Care Technology Division will be assessed the student insurance fee. The student is insured at home, at school, or while traveling, twenty-four hours per day during the policy period. Descriptive brochures are available in the Student Services Office or at [www.renstudent.com/eitc](http://www.renstudent.com/eitc). Family coverage is available for an additional fee.

## **CHILDREN ON CAMPUS POLICY**

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

## **SPECIAL INSTRUCTION**

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

## STUDENT CAFETERIA

The student cafeteria is supplied with snacks, meals, and beverages. Please clear your table as you prepare to leave. 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 \$5 fee. Replacement cards are only available to *currently* enrolled matriculated (program) students.

## LIBRARY

The Richard and Lila J. Jordan Library is located in Room 551 of the Alexander Creek Building. When College is in session, hours are: Monday through Thursday 7:30 a.m. to 10:00 p.m.; Friday 7:30 a.m. to 4:30 p.m.; and Saturdays 10:00 a.m. to 2:00 p.m. During summer term, the library is only open until 7:00 p.m. and is closed Saturdays. The library is open when classes are not held and maintains regular College hours (7:30 a.m. to 4:30 p.m., Monday through Friday). The library collects information in all sorts of media to enhance the learning experience of the student. In addition to the traditional items such as books and magazines, there are CDs, videos, audiotapes, and ebooks. This information, as well as online databases which provide additional access to journals and other sources, are available through the library website. If you have any questions about how to use these resources, please ask; you will soon become an expert. Most library materials circulate for 3 weeks, but can be renewed if there is no demand for the item. Reference or reserve items do not circulate without permission of the librarian. Periodicals check out for 3 days. Fines (\$0.25 a day) are charged for late or lost materials. Patrons are reminded about library material through email. All fines and charges must be cleared before a student may register, graduate or receive a transcript.

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

## BOOKSTORE

The Bookstore is located in the John E. Christofferson Multi-Purpose Complex, Room 352. Hours are 8 a.m. to 5 p.m. Monday through Friday, except holidays. Summer Hours are 7:30 a.m. to 4 p.m. Books are returnable the first two weeks of class. Refunds will not be issued without a receipt. Returns will not be accepted after two weeks. There will be a used-book buy back at the end of fall, spring, and summer terms.

## SERVICES FOR STUDENTS WITH DISABILITIES

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

## PROCEDURE TO REQUEST ACCOMMODATIONS

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

the disability on the student in an academic setting. The documentation should also include suggestions regarding reasonable accommodations, academic adjustments, and/or auxiliary aids, where appropriate. Accommodations, academic adjustments, and/or auxiliary aids are determined on an individual basis and must be requested each semester of enrollment. The following procedures can be found in Policy 122 Americans with Disabilities Act of the Eastern Idaho Technical College Policies and Procedures Manual:

1. Students requesting accommodations, academic adjustments, and/or auxiliary aids must have a documented disability and must self-identify to the Disability Resources and Services Office.
2. An in-take meeting will be scheduled at which time the following will take place:
  - a. The student will provide proper documentation regarding his/her disability. Should documentation not be available, it is the student's responsibility to obtain this documentation at his/her own expense and provide it to the Disability Resources and Services Office.
  - b. The student will provide a written request of reasonable accommodations, academic adjustments, and/or auxiliary aids being requested as well as a current class schedule.
3. The Disability Resources and Services Coordinator will review the documentation and requested accommodations, academic adjustments, and/or auxiliary aids.
4. The Disability Resources and Services Coordinator and the student will meet to discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids and the resulting decision. For approved accommodations, academic adjustments, and/or auxiliary aids, the Disability Resources and Services Coordinator will provide an accommodation letter for each of the student's instructors. It is the student's responsibility to deliver this letter to his/her instructor(s) and to discuss the contents of the letter with the instructor. No instructor is required to provide accommodations without receipt of the letter.
5. Should the student disagree with the Disability Resources and Services Coordinator's decision, the student should, within ten (10) working days, submit a written appeal to the Vice-President of Instruction and Student Affairs. Refer to the Student Appeal Procedures Step 3 and Step 4 in the Student Handbook. In the case of academic related disability issues, all written appeals should be submitted to the Vice-President of Instruction and Student Affairs.

## **GRIEVANCE PROCEDURE**

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

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

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

Examples are:

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

All requests for accommodations or assistance should first be filed with the Disability Resources and Services Coordinator. If the student believes the Disability Resources and Services Coordinator's decision is discriminatory on the basis of disability, the student should first meet with the Disability Resources and Services Coordinator to review the

decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows:

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

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

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

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

## **COMPLAINTS RELATED TO ACADEMIC PROGRAMS**

This procedure shall apply to academic programs. Examples are:

- Requests for classroom accommodations such as tape recorders, note takers, assistive devices and interpreters;
- Requests for test modifications such as extended time.

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

Within ten (10) working days of the decision, send a letter requesting a review to the 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 process is achieved.**

If a faculty member shall refuse to provide an accommodation, academic adjustment, and/or auxiliary aid in accordance with the Disability Resources and Services Coordina-

tor'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** as published in the **Student Handbook**.

## GREATER OPPORTUNITIES TO ACHIEVE LIFE SKILLS (GOALS)

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

The Idaho Division of Vocational Rehabilitation (IDVR) operates a sub-regional school-to-work transition office on EITC's campus. This office is located in room 375 and room 376 or may be contacted by calling 524-3000, extension 3375. The counselor provides vocational assistance and counseling to students with disabilities from those same school districts served by the GOALS Program as well as Bonneville School District #93, Firth School District #91, and Ririe School District #51. Other students with disabilities requiring IDVR assistance may contact the regional office at 208-525-7149.

## CENTER FOR NEW DIRECTIONS

The Center for New Directions is designed to assist individuals in transition, displaced homemakers, and single parents who find themselves caught in the middle of a crisis. Those individuals who are displaced as a result of a divorce, separation, death of a spouse, or job loss will be able to discover new career opportunities at the Center for New Directions. Those entering the workforce, changing occupations, or needing to upgrade skills can find assistance through Center services. This program can help individuals regain self confidence, self esteem, and provide information on choosing careers and job training. Professional counseling, classes, and seminars are available at the Center for New Directions to help make the transition to financial independence. A mentoring program is also available to EITC students. You may reach the Center in room 582, Alexander D. Creek Building (#5), 208-524-3000 extension 3363.

## 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
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In order to meet the priority deadlines, all information must be turned in correct, complete, and ready to award by the priority date for the semester you wish to be awarded. Applications may still be submitted after the deadline; 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](http://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)*. By entering EITC school code (011133) on your FAFSA, EITC will receive your application. 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 submitted to the EITC Financial Aid Office.

## TYPES OF FINANCIAL AID

**Federal Pell Grants:** Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. Grants range in size from \$400 to a maximum of \$5,550 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 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 (FDSL):** 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.

Types of loans: Subsidized (FDSL) and Unsubsidized (FDUL)

Additional Unsubsidized Loan may be available to students whose parent cannot qualify for Parent Plus Loan 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 a 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 a FAFSA
- Be enrolled at least half-time (6 credits)

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**

*Freshman year* Up to \$5,500

*Sophomore year* Up to \$6,500

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.

**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).

**Aggregate Maximum (Effective July 1, 2008)**

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

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

**FINANCIAL AID ELIGIBILITY**

**Academic:** Students must be accepted into an eligible EITC program. (Note: Workforce Training/Community Ed courses excluding Radiation Safety are not eligible for financial aid.) Students must maintain a cumulative GPA of at least a 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, or W) a specified number of credits within their program of study per semester based on the number of credits enrolled during that semester. For the purpose of financial aid, credit hour completion is classified according to the following schedule.

Semester	Required Credit
<b>Enrollment Status</b>	<b>Hour Completion</b>
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
<b>Summer Term</b>	<b>Required Credit</b>
<b>Enrollment Status</b>	<b>Hour Completion</b>
Summer Full-time = 6 (or more) credit hours	5 credit hours
Summer Three-quarter time = 5 credit hour	4 credit hours
Summer Half-time = 3–4 credit hours	3 credit hours
Summer Less than half-time = 1–2 credit hours	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 regarding withdrawal, they will be referred to the Registrar. The Financial Aid Office will document the conversation and will initiate a notice of withdrawal. Students who withdraw from one or more classes **within the first week** of school must notify the Financial Aid Office and return over awarded funds at the time of the withdrawal. No adjustments to financial aid will be made after the first week of each semester. Students who totally withdraw from their classes **after the first week** of each semester are subject to the return policy of the Federal Government and may be required to return a portion of their awards. Students who receive financial award disbursements and do not attend classes are not eligible for funds and must return to the institution any award money received.

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

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

**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 effect 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 parent, divorce of parent, divorce of 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 regis-

tration fees with the balance being disbursed in the form of a check. Checks are disbursed by the Cashier in the Business Office. Questions concerning check disbursement should be referred to the cashier at 524-3000 extension 3335.

**WebAdvisor:** Students may 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.*

## **FINANCIAL AID CONTACT INFORMATION**

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

## **SCHOLARSHIP APPLICATION AND INFORMATION**

For more information, visit the Foundation website: [www.eitcfoundation.org](http://www.eitcfoundation.org)

# 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 Administration Office on campus. At this time, these individuals are to complete an Incident Report Form. The incident is then reviewed by Administration. Administrative response to each incident is based upon the nature of the crime and/or emergency and will involve handling the matter or reporting the incident to the appropriate local authorities, often the city police department. In cases of emergencies, which do not allow time to contact administration, students and employees are advised to contact appropriate city officials immediately. All campus phones have the ability to dial directly to 911.

Red emergency phones are available in each building.

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

## STUDENT RIGHT-TO-KNOW

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

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

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

## CAMPUS PARKING AND TRAFFIC REGULATIONS

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

All vehicles on College property will comply with campus parking regulations.

### Procedures

All visitors, employees, and students using College parking are required to properly display EITC parking permits. Parking permits are available from the the student services office located in building 3.

All vehicles will be properly parked in appropriately designated areas.

Student parking allowed only in unrestricted areas of each Campus parking lot. Parking spaces designated as faculty, employee, loading zone, visitor, no parking, or otherwise not intended for vehicle parking are not for student use. Student parking in any fenced compound is expressly prohibited. Vehicles are not to be left overnight in any EITC parking lot. Drivers are required to observe traffic direction markers, stay on the roadway and not use sidewalks or landscaped areas to avoid temporary or permanent obstructions.

Handicapped spaces are reserved for automobiles displaying the state of Idaho handicapped designation and only for handicapped drivers or passengers.

### VIOLATION SANCTIONS

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

- \$10 or \$20 fine if paid within 7 days, doubles after 10 days.
- Second violation during any 12 consecutive months, double the first offense fines.
- Third violation during any 12 consecutive months results in enrollment suspension.
- Certificates, degrees, transcripts, other records, and future re-enrollment will not be issued until payment is received.
- Handicapped parking violations are controlled by the city of Idaho Falls. However, repeat violations will result in enrollment suspension.

### Payment Process

- Fines are to be mailed to Security Services of Idaho, Inc., c/o EITC, 1600 S 25th E, Idaho Falls, Idaho 83404.

## STUDENT USE OF COLLEGE PHONES

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

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

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

# WORKFORCE TRAINING & COMMUNITY EDUCATION DIVISION

The Workforce Training & Community Education (WFT/CE) Division is committed to providing quality classes and training programs to serve the 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 endeavors to provide a variety of classes which enable students to pursue hobbies and nonvocational interests. Short-term, specialized training programs are available in the broad areas of apprenticeship, business and office technology, environmental safety and health, trades, foreign language, arts and crafts, and health and wellness.

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, Radiation Safety, 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. Community Education Outreach Centers are located in Driggs, Salmon, and St. Anthony.

## EITC POLICIES

### STUDENT POLICIES

#### Student Records

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

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

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

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

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

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

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

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

A request by a student to list an instructor as a reference should be accompanied by a Release of Information Authorization form (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 this obligation.

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

- Disorderly conduct will not be allowed on campus, in the classroom, on field trips or tours, at any college-related activity, or in the cafeteria. Disorderly conduct is defined as behavior by an individual or group that infringes upon the rights or well being of another individual or group.
- Willful destruction of property will result in restitution of damages and possible sanctions against the student.
- Theft or unauthorized removal/usage of college equipment, books, materials, or property belonging to instructors or guests of the College is strictly prohibited.
- Lewd/indecent conduct or the dissemination/display of indecent literature is not tolerated.
- Alcoholic beverages or controlled substances are not allowed on college owned or controlled property or at functions sponsored by Eastern Idaho Technical College. Storage, sale, manufacturing, distribution, possession or use of any illicit drugs or alcohol is prohibited. Prescribed medications are to be used only at the direction of a licensed physician. Violation of this policy can lead to suspension or probation.
- Gambling and games of chance involving money are prohibited. Card playing is allowable in the student cafeteria or break areas provided betting or exchange of money does not occur.
- By the Governor’s Executive Order: “All state-owned or state-leased buildings, facilities, or areas occupied by state employees shall henceforth be designated as “non-smoking” except for custodial care and full-time residential facilities. The policy governing custodial care for full-time residential facilities may be determined by the directors of such facilities. Further, I hereby encourage all employees in the state of Idaho to promote a non-smoking policy in all buildings occupied by state employees.”
- Fire and shop safety rules are to be observed at all times. Misuse or tampering with safety equipment is forbidden. Every three months, Eastern Idaho Technical College is required to hold an evacuation of the buildings to comply with the Fire Marshall’s regulations. When the fire alarm sounds, all faculty, staff and students are to proceed in an orderly and quiet manner out of the building in accordance to prearranged paths. Do not use elevators. When outside, continue proceeding away from the buildings. Remain there until an all clear signal is given to return. Instructors are to arrange for a check of students to be certain that all are out of the building.
- Disciplinary measures will be exercised for insubordination or conduct detrimental to good order and discipline within the College including conduct that is harmful, obstructive, disruptive or interferes with the education process, institutional functions, contractual agreements or public peace and tranquility.
- Use of an automobile on college property is a privilege. Students wishing to park a vehicle on campus must obtain a parking permit from Student Services upon registration.
- Disrespect or physical/verbal abuse of a faculty/staff member or failure to comply with directions given by a faculty/staff member in the performance of his/her duties will not be tolerated.
- Weapons, including firearms, knives, and explosives are not allowed on the College grounds.

## SANCTIONS

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

1. **Warning:** A notice to the student verbally, or in writing, from a college official stating that a policy has been violated and that continued violation may result in more severe sanctions.
2. **Censure:** A written reprimand warning the individual or group that repeated infractions will result in official sanctions. Restrictions on minor privileges may be imposed.
3. **Restitution:** The replacement, repair or other form of compensation for damages, physical loss or injury to property or persons.

4. **Probation:** Formal notification indicating a policy has been violated and identifies terms for continued enrollment. Probationary status equates to “not in good standing.”
5. **Suspension:** A decision that excludes the student from classes, activities, and/or presence on college properties for at least one semester. A student who has been suspended may request readmission after his/her terms of suspension have been met. The student shall submit a written petition requesting readmission. Readmission may be granted, denied, or postponed subject to fulfillment of conditions established by the College. If readmission is granted, enrollment will be probationary for one semester. Readmission will be granted on a space-available basis only. Petitions are available in the Registrar’s Office.
6. **Expulsion:** An administrative decision that terminates the student from the College for an indefinite period of time.

## DISCIPLINE/ATTENDANCE PROBATION POLICIES

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

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

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

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

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

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

## SAFETY POLICY

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

## EMERGENCY PROCEDURES

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

## DRUG AND ALCOHOL PREVENTION POLICY

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

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

## SEXUAL HARASSMENT POLICY

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

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

Sexual harassment is as follows:

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

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

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

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

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

You can discuss the problem confidentially with the Vice-President of Instruction and Student Affairs located in the Administration Office of the JEC Multi-Purpose Complex (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, and with consideration to protection of the health and welfare of the individual and others in the school and community. Persons having AIDS, AIDS-related diseases, positive antibody test for AIDS or other serious communicable diseases shall be treated as any other student or employee on campus, with guidance from the Idaho Code Regulations on communicable diseases (i.e. 39-601 et. Seg.). EITC shall provide reasonable accommodations to students with AIDS and/or other serious communicable diseases in a manner consistent with accommodations afforded persons with other medical problems or disabilities.

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

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

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

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

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

## STUDENT APPEAL PROCEDURES

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

### ACADEMIC GRIEVANCES

For grade appeals, withdrawal, etc.

### DISCRIMINATION GRIEVANCES

File through the EEO office

### GENERAL STUDENT GRIEVANCES

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

The Campus Appeals Committee will be chaired by 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 he/she has a grievance, he/she should submit a written appeal to the appropriate Division Manager. The written appeal must be presented to the appropriate Division Manager within ten working days of the grievable occurrence. In the event the grievance involves the Division Manager, the appeal may be submitted to the Vice-President of Instruction and Student Affairs. The Division Manager or Vice-President reviews the information and meets separately with the student and others as needed and then renders a decision within five working days. Written notice of the decision will be sent to the complainant.

*Step 3.* If the complainant is not satisfied in Step 2, he/she may request a review by the Campus Appeals Committee. The complainant must submit a written request for a hearing by the Campus Appeals Committee. The request must be submitted to the chairperson of the Campus Appeals Committee (the 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, he/she may request a review by the College President. The complainant must submit a written request to the College President within five days of the conclusion of Step 3. The College President shall review the issues and render a decision.

Administrative decision may result in one of the following:

1. Upheld decision of Appeals Committee
2. Administrative disposal

## STUDENT ORGANIZATIONS

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

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

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

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

## STUDENT FUND RAISING

### POLICY

Student fund raising is an accepted activity of student organizations.

### PROCEDURES

All fund-raising activities are restricted to chartered and approved organizations and must be done in partnership with Student Senate, other student organizations, and the EITC Foundation. The governing body of the student organization, its faculty/staff advisor, and the Vice President for Instruction and Student Affairs must approve all fund-raising activities; funds raised must be used for appropriate organization activities. Organization officers, their advisors, the Executive Director of the EITC Foundation, and the Vice President of Instruction and Student Affairs meet twice annually to discuss and coordinate fund-raising efforts. It is recommended that this meeting occur prior to the 10th instructional day during fall and spring semesters. 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. All funds raised that are designated for the purpose of supporting the College must go through the EITC Foundation. Please contact the EITC Foundation for details.

## 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 or 221-6350 to document the situation regardless of the severity.

Report all safety hazards to the Maintenance Department at 604-4751 or 604-4752.

## DISRUPTIVE PERSONS

This section refers to individuals who are disruptive, including intoxicated or impaired individuals. If a person causes a disruption call Campus Security at 604-4597 or 221-6350. Campus Security will report the name(s) of disruptive students to the Vice-President of Instruction and Student Affairs and the name of disruptive employees to Human Resources. Non-student and non-employee cases will be handled through Campus Security.

### **EASTERN IDAHO TECHNICAL COLLEGE (EITC) EMERGENCY RESPONSE PLAN** *(revised 5 Jan 2009).*

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. The Student Senate at EASTERN IDAHO TECHNICAL COLLEGE is primarily responsible for all extracurricular activities of the student body. It is the responsibility of the Student Senate to discuss and implement those activities requested by the student body and approved by the Senate. The formation of other clubs and organizations on campus must have the approval of the Student Senate and campus administration. Student Senate endorses approved clubs and organizations, but does not assume responsibility for their activities.
- Section 2. Student Senators shall be elected by each separate division.
- Clause 1. Division shall be defined as a group of programs.
- Clause 2. Program shall be defined as the ENTIRE course of studies offered in that field.
- Clause 3. Class shall be defined as a group of students who meet together for training in the particular program who have a common course of study for their training goal.
- Clause 4. Student Senate members will only serve for the school year for which they are elected.
- Section 3. Every Student Senator shall be entitled to ONE vote. In the absence of the elected Student Senator, the Student Senate President shall be entitled to vote in the place of the Senator.
- Section 4. Any and all members of the Student Senate, representing their Division, who miss four or more meetings per semester will lose their stipend pay. Senators who miss meetings due to classroom commitment or personal conflicts need to notify the President or any other officer of such activities. Senators who miss meetings due to classroom commitments need to notify the President of such activities. These absences will be excused.

- Section 5. Senators of the Student Senate shall be the students elected in a general election by the student body. They will be:  
 Student Senate President  
 10 senators (4 from Business Office Technologies, 3 from Health Care Technologies, 1 from Adult Basic Education or 1 At-Large, and 2 from Mechanical Trades)
- Clause 1. If in the event that a division is not represented after the applications deadline the Student Senate may appoint a student from any division to run in the student senate elections.
- Section 6. All Student Senators must remain in good academic and financial standing at EITC.
- Section 7. All meetings of the Student Senate shall be presided over by the Student Senate President, except in those meetings prior to the election of the Student Senate officers and senators, wherein the meetings shall be chaired by a Student Senate Advisor.
- Section 8. In the event that the Student Senate President is unable to service his/her full term, the Vice President shall assume the office of President. If any other office of the Student Senate shall become vacant during the year, the Student Senate shall elect a replacement from the membership of the Student Senate.
- Section 9. The Student Senate Vice President and Secretary-Treasurer will be elected and voted on out of the 10 Senate seats.

## STIPEND PAY

### ARTICLE II

- Section 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. 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 3. Stipend pay for senate members will have 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 give john a total of 4 points. His calculation would be: (\$250/10) x 4 = \$100 for his stipend pay.
- Section 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 1. The purpose of the Student Senate shall be to function as the representative body for all students and to:
- Clause 1. Make recommendations concerning student welfare to those persons responsible for administration of school policies. This will be accomplished by having membership to the Instructional Council, the Student Services Advisory Committee, and by participating in hearings when requested.
  - Clause 2. Provide leadership for all meetings of the Student Body.
  - Clause 3. Enact legislation concerning all student activities.
  - Clause 4. Actively seek new areas of involvement at the College.
  - Clause 5. Perform functions as follows:
    - A. Promote desirable college-public relations.
    - B. Encourage acceptable student citizenship.
    - C. Develop institutional morale.
    - D. Encourage cooperation between students, faculty, staff and administration.
    - E. Make studies of student life and recommend methods of improvement when desirable.
    - F. Welcome and assist campus visitors.
    - G. Assist with any and all school activities.
  - Clause 6. Provide guidelines and support for all Student Senate approved clubs and organizations that may be formed on campus.

## PROCEDURES

### ARTICLE IV

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

## **DUTIES OF STUDENT SENATE OFFICERS**

### **ARTICLE V**

Section 1. The Student Body-Student Senate President shall preside over all meetings of the Student Senate. He/she shall be a pro tem member of the Student Senate

#### **AND**

- A. Represent the school at all functions when called upon to do so.
- B. Hold power to appoint and dissolve special committees and meetings of the Student Senate.
- C. Act as a spokesperson for the College at any and all official functions.
- D. Is a pro tem member of any and all committees.
- E. Will appoint members of the Election Committee by April 1 each year.

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

#### **AND**

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

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

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

#### **AND**

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

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

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

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

## **FINANCES**

### **ARTICLE VI**

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

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

Section 2. Funds are received from the students at Eastern Idaho Technical College from the fee that is paid at registration. Each semester, the Business Office

will provide, in a timely manner, a financial statement of this account to the Student Senate Advisor. This report will reflect the account status at the end of the second week of each semester. Reports subsequent to fall semester will include a report of all expenditures as well as all enrollments that occurred during the intervening period. Revenues for this account through means other than student fees shall be reported to the Business Office by the Student Senate Advisor or the Student Senate Treasurer, and will be credited. At the end of each semester, the Business Office will provide a final account to the Student Senate Advisor.

Section 3.

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

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

Section 4.

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

Section 5.

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

Section 6.

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

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

Section 7.

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

## COMMITTEES

### ARTICLE VII

Section 1.

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

Section 2.

Student Senate shall have the following Standing Committees:

A. Election Committee

B. Budget Committee

C. Activities Committee

Section 3.

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

Section 4.

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

## ELECTIONS

### ARTICLE VIII

Section 1.

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

Section 2.

Any student enrolled and in good standing at Eastern Idaho Technical College may be a candidate for a Student Senate office. Any student run-

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

- Clause 1. In the event of an unfilled senate seat(s) during elections, the senate may allow students to run from any given division to fill the needed seats.
- Section 17. If the President resigns from his/her seat, the vice President shall assume the Presidency and the Vice-President will be elected from the membership of the Student Senate.

## **OATH OF OFFICE**

### **ARTICLE IX**

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

## **RECALL AND REPLACEMENT**

### **ARTICLE IX**

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

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