

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

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

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

In the event the Disability Resources and Services Coordinator is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the 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**.

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

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

STUDENT HOUSING

Campus housing is not available.

STUDENT HEALTH INSURANCE PLAN (SHIP)

EITC does not provide on-campus health care services. Students requiring medical attention must seek assistance from private health care providers in the community. Students who are registered for 10 or more credits, or who are taking courses in the professional portion of a health care program, are required to carry health insurance and will be automatically enrolled in the SHIP plan. You will be billed \$84.00 at the time of registration. Although it is not mandatory, a student who is registered for 6-9 credits is eligible to voluntarily enroll in the SHIP plan as well. For an additional fee of \$150.00 per person, a fulltime student can add dependents to their insurance plan. A student who is covered by health insurance from a provider other than SHIP has the option to waive out of the SHIP at EITC. The student would need to fill out a waiver request form online and provide proof of insurance to EITC each semester/term. If you fill out a waiver form and submit the appropriate documentation proving you are covered by a comparable health plan outside of EITC, and your waiver is approved, you will be refunded the amount you were originally billed for the EITC Health Insurance.

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

STUDENT LEADERSHIP

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

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

STUDENT ORGANIZATION FUND-RAISING POLICY

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