



**Idaho State
University**

**College of
Technology**

Cosmetology

2024-2025



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I. Message from the Dean

Dear College of Technology Student,

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

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

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

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

Dean

II. Program Introduction

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

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

Program Administration

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

College of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Business & Support Services Department Chair	Clayn Lambert
Program Coordinator	Casie Jensen
Program Instructors	Pheobe Greene
	Elizabeth Quick
	Anna Fowler
	Ximena Woods
Instruction Assistant	Gara Armstrong
Program Student Success Navigator	Jaycee Smith

Program Information

Degrees/Certificates Offered

- Certificate
 - Basic Technical Certificate
 - Advanced Technical Certificate
 - Cosmetology Instructor Training
- | |
|-----------------|
| Barbering |
| Nail Technology |
| Cosmetology |

Mission Statement

The Cosmetology program strives to provide the student with the best instruction and supervision possible, prepare the student to meet and exceed cosmetology industry standards for entry-level skills, and create a pleasant and positive learning environment for all students to grow and become the very best that they can be.

Program Objective

This program will provide students with the skills and knowledge to perform a variety of beauty services that cover all phases of the beauty culture such as manicuring, shampooing, hair styling, make-up application, temporary and permanent hair waving, hair straightening, bleaching and tinting, and various skin and scalp treatments. Graduate cosmetologists will also have strong human relations skills and the ability to communicate with people.

Student Learning Outcomes (Nail Technology)

1. Demonstrate knowledge to perform one or a combination of practices on the hands and feet, arms and legs for cosmetic purposes; manicuring, pedicuring, paraffin waxing, hot oil treatments, spa treatments, application of all forms of artificial nail extensions on fingers and toes.
2. Demonstrate strong human relations skills; front desk duties, phone etiquette, scheduling appointments, receiving and accepting money, debit cards, and credit cards, and arranging and selling retail products.
3. Demonstrate knowledge of good business skills; recognizing the five salon settings and how each operates, banking operations, state and federal laws and rules, payroll, and leaser's rights.

4. Demonstrate knowledge of the Idaho state laws and rules for cosmetology/nail technology; to safeguard the public health, safety and welfare of the consuming public and all licensed cosmetologists.

Student Learning Outcomes (Cosmetology)

1. Demonstrate knowledge to perform one or a combination of practices on the human body for cosmetic purposes; cutting, trimming, arranging, dressing, curling, chemical waving and straightening, cleansing, singeing, bleaching, highlighting, and coloring the hair, adding extension and all areas of artificial hair. Noninvasive care of the skin of the face and body by application of cosmetic preparations, makeup application, pore extraction, use of chemical exfoliants, mechanical or electrical apparatus designed for non-medical care of the skin temporary removal of superfluous hair by tweezing, waxing and depilatories and eyelash extension. Manicuring and pedicuring the hands and feet and application of artificial nails on both toes and fingers.
2. Demonstrate strong human relations skills; front desk duties, phone etiquette, scheduling appointments, receiving and accepting money, debit cards, and credit cards, and arranging and selling retail products.
3. Demonstrate knowledge of good business skills; recognizing the five salon settings and how each operates, banking operations, state and federal laws and rules, payroll, and leaser's rights.
4. Demonstrate knowledge of the Idaho state laws and rules for cosmetology; to safeguard the public health, safety and welfare of the consuming public and all licensed cosmetologists.

General Program Information

Cosmetology Courses

Idaho State University requires that students complete a minimum of 2000 hours of instruction to qualify for licensure by examination. These hours are attainable by regular attendance in this 3.5 semester program. Students will be able to complete the 2000 hours by regular attendance. Students will be responsible for monitoring their own hours. If a student does not complete at least 571 hours in each of the three full semesters and 287 hours in the 8 weeks summer section, the student will not advance to the next semester class. In the last semester, if a total of 2000 hours are not recorded by the last week of the 3.5 semester program, the student will have to return to

finish the required hours. Financial aid will not be available to cover these additional credits.

Students MUST have funding for the .5 semester that occurs in the first 8 weeks of summer. It is encouraged that the student secures this funding with the first semester's financial aid or loan.

Students returning will not be allowed to work on the public. The returning student will be assigned to work in the dispense area.

Business Technology Courses

All Cosmetology students will be required to take one business class each semester, with no additional tuition. Class fees and books apply.

Nail Technology

Nail Technology is offered in the spring and fall semester. Students enrolled in the Nail Technology option who also wish to complete the Cosmetology program may receive a 200-hour credit toward the 2000-hour requirement for Cosmetology licensure.

Cosmetology Instructor Training

Instructor training is offered in spring and fall. Students enrolled in the Instructor Training option will be required to record 600 hours of class time. 50% online and 50% in the salon on the floor student teaching and observation. Student will be prepared to take state examinations and have hands-on experience.

Program Hours and Break Times

Cosmetology freshman students (or first semester students) are in class Monday through Friday, 8 am to 4 pm. Junior and Senior cosmetology students are in class Monday 8 am to 4 pm. With the exception of their senior semester where they will be attending 10 am to 6 pm. Tuesday 8 am to 4 pm. Wednesday 8 am to 4 pm with the exception of their senior semester when they will attend 10 am to 4 pm. Thursday 8 am to 8 pm. Friday – no school. Four to six hours a week are required for online learning. Students are allowed two 15-minute breaks and a 30-minute lunch every day.

Nail technology students are in the classroom Monday and Wednesday 10 am to 4 pm. Tuesday, Thursday, and Friday 8 am to 4 pm. Students are allowed two 15 minutes breaks and a 30-minute lunch every day.

Instructor training students are required to do 50% in class and 50% online.

Textbooks

Cosmetology, Nail Technology, and Barbering text books are purchased through the ISU Bookstore. Student kits are purchased at the registrar's office when paying tuition. This is your class fee and must be paid for on/or before the first Friday of the first semester. If the student fails to pay for the kit by that first Friday of the semester, they will not receive a kit. The student will not be allowed to attend class until the kit is paid for.

Student Competition

Each year in April the Cosmetology program sponsors a hair and fashion show called MANE ATTRACTION. All students are required to participate in submitting a model for the show each semester they are in school. This is graded on participation.

Student Property

Lockers are provided for students to store personal property. Students must supply their own lock and are responsible for any articles they place in the area. They are responsible for keeping their locker secured and for keeping the area neat at all times. In addition, students should make sure all personal tools and equipment used in the program area and on the clinic floor are clearly identified as belonging to the student.

Student Parking

Students may purchase a parking permit for one of the lots on campus. Parking is not allowed in the Cosmetology Patron Parking area and will be subject to a \$30 fine. If a student is caught parking in the Cosmetology Patron Parking area they will be turned in to parking authorities.

Cosmetology Hours Plan

Absences

Cosmetology students have the opportunity to earn 600-620 hours in a semester. 571 hours are required each semester in order to advance to the next semester. Students

are responsible for meeting this requirement. The students' absences are their responsibility. Students will not advance without recording the minimum of 571 hours in each semester and 287 hours in the summer section.

All federal holidays are observed. (Labor day, Martin Luther King Jr. day, Presidents day, Memorial day, Juneteenth, and Independence day)

Nail Technician, Barbering, and Instructor Training Hours Plan

Nail Technology students must record 600 hours in the semester. There is a possibility for 610 – 620 hours available.

Instructor Training students must record 600 hours. There is the possibility of 610-620 hours per semester.

All federal holidays are observed. (Labor day, Martin Luther King Jr. day, Presidents day, Memorial day, Juneteenth, and Independence day)

Barber students attend for 100 hours and cannot miss any days.

III. Policies & Procedures

Attendance Policy

Every student is expected to attend class on a regular daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 7:30 am. The program phone number is (208) 282-3102.

The specific attendance rules and policies for the Cosmetology program are as follows.

Attendance is critical to a student's success in the Cosmetology programs and is required in ALL classes. Absences, tardiness, and leaving early will be penalized with grade reductions and loss of hours. Specific attendance rules are included in course syllabi, and instructors will keep attendance records for their courses. It is the student's responsibility to get the information and/or assignments he or she may have missed due to absence, tardiness, or leaving early. Make-up work and late assignments are addressed by each class instructor. If a situation exists beyond the student's control (e.g. medical or other hardship), the student should contact an instructor immediately and seek the appropriate withdrawal if necessary.

Grading Policy

Records of progress are maintained throughout the semester in each student's individual file. Final grades are issued at the end of the semester and recorded on the student's university transcript. Mid-semester grades are not reported unless a grade of "D" or "F" is given, which is then maintained as a separate record by the ISU Registrar. A student's final grade may be based on the following categories of assessment: examinations, reports, quizzes, assignments, application on mannequins, class projects, and class participation. The percentage of grade assigned to each category will vary from class to class depending on the individual instructor's requirements.

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7

C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

To continue to the next semester, a student must earn a grade of “C” or better in each course taken and pass competency exams at 75% or better. Practical grades are based on the finished requirements. Form R-40 and form R-41 are required by the State of Idaho Cosmetology Board.

General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student’s driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

Dress Code

The Cosmetology program area is a professional setting, and the student’s total look should conform to that standard. All clothing worn in the program area must be clean and in good repair. If a student does not look appropriate, he or she will be sent home at the discretion of the instructor. If a student is unsure whether his or her attire will meet the student dress code, the student should ask for input from an instructor.

Personal hygiene is a MUST. COME WITH MAKEUP AND HAIR DONE. A minimum of lipstick and mascara are required. If a student is in violation of the dress code, they will be sent home and lose hours. Students are representing the beauty industry.

For the Classroom and Lab Floor

Pants:

- Long black pants, skirt, dress or capris (must fall at the bottom of the knee), leggings or tights must be under all skirts and dresses; also in black. NO JEANS, LEGGINGS, (unless under a skirt or dress), SWEATS, OR SCRUBS.

Tops:

- Polo shirts, blouses, nice t-shirts, (no logos), must be black, gray, or white.
- Must have a sleeve that covers the arm pits and comes over the shoulder. NO KEY HOLE SLEEVES.
- Must cover your cleavage, bottom, and belly.
- Cutting vest and/or apron must be black and must be worn when on the lab floor. (Cutting vest comes in the kit)
- Name tag. (Comes in the kit)

Shoes:

- Sandals, tennis shoes, dress shoes or boots.
- No shoeless (barefooted) students.
- Think comfort and safety. Students may be on their feet up to 8 hours a day.

Hats:

- No hats of any kind allowed on the lab floor. Except on Bengal Wednesday, when an ISU baseball cap may be worn.

General Rules for the Program Area and Clinic Floor for Professional Behavior

- Students are to maintain a respectful and hardworking attitude while attending the Cosmetology program.
- Students are NOT allowed in the faculty or staff offices, unless asked by the faculty or staff member.
- NO answering phone calls when the client is in the chair. If it is an emergency, family and friends may call the front desk at (208) 282-2866.
- Students will not be allowed to lounge, sleep, or prop feet up while at their station and in the chair.
- Texting, gaming and talking on the phone will not be tolerated on the lab floor.
- All discussions in the program area should be kept at a professional level. Students should avoid engaging in topics of conversation that may be deemed inappropriate or offensive to their peers, faculty, and staff, including but not limited to religious beliefs, political affiliations, personal relationships, and similar subjects.
- Vulgar language, racist or ethnic jokes, sexual innuendoes, and similar conversation are prohibited in the program area.
- Students must clean up after themselves in the hallways and foyer.

- Students should keep their voices at a professional level when in the hallways and foyer. There are other programs in session.
- Children and visitors are not allowed in the program area unless they have an appointment.
- If a student disagrees with a faculty or staff member on a matter, the student should arrange to discuss it OFF the floor and away from the clientele. Public confrontations are not professional.
- Breaks should be taken off the clinic floor. Idly sitting at the stations does not reflect a professional work ethic to clientele.
- Stations and chairs (hydraulic, shampoo, or dryer) are expensive items, and students should treat them with respect. Do not put feet on furniture.

Client Services

- Students must ensure all work done on clinic floor is checked by an instructor and that all services are charged.
- Students should not interrupt while an instructor is with another student or client. However, if a chemical service must be checked or if there is an emergency, students should let an instructor know immediately.
- Chemical records must be completed for each chemical service.
- Students should not leave a client at the shampoo bowl unattended.
- Students should assist clients with coats or jackets at the front desk; clients should not take either to the lab floor.
- Students may schedule appointments and assist clientele with retail purchases, if they have received training in these areas by program staff.
- Only products from a professional product line may be displayed on station tops.

Safety and Sanitation

- Students must keep their station area clean and organized, which may require cleaning after each client. Floor around the student chair must be swept and cleaned up of any hair residue. The client should also be cleaned up of any hair residue on the face, cape, neck, and arms. This should all occur BEFORE an instructor is asked to come and check the services performed. If the client needs more cutting after being checked by an instructor, the client and floor need to be cleaned of all hair residue BEFORE the client leaves the chair.
- No food or drink is allowed at a student station (a bottled water is fine). Small purses, wallets, and day planners may be locked in stations for security, if they are placed inside a sealed, labeled container as required by State Cosmetology law. All other personal items must be stored in the student lockers.
- Students may use empty stations but must clean them before leaving at the end of the day. Empty stations are not additional storage units, and personal

belongings should not be kept there. Please keep chairs at empty stations pushed completely in for safety and space.

- Students must clean hair out of brushes.
- Students should remove their own perm rods from shampoo bowls and clean the area after they use it. Rods should be rinsed thoroughly.

Miscellaneous

- Students should take care to protect station surfaces from products, especially those that may stain or degrade the surface.
- Students must check out with the front desk when they leave the program area. They must also check appointments before leaving. Failure to do so will result in a grade reduction.
- For personal services, students must check with their floor instructor and pay for the service before the service is done.

Co-Curricular Activities During School Hours

At times, a student will have the opportunity to participate in co-curricular activities that count toward the 2000-hour instruction requirement. To receive credit for hours, the student must obtain the approval of a cosmetology instructor before attending the co-curricular activity. The instructor may take into consideration the student's attendance and grades in the Cosmetology program in approving hours for a co-curricular activity. If the student fails to obtain an instructor's pre-approval, the time in attendance at the activity will not count toward fulfilling the student's hours, but will be treated as an absence.

When attending a co-curricular activity, a student must check in with the person designated by the Cosmetology program to obtain written verification of the number of hours attended by the student. The verification must be signed by the designated person and submitted to the instructor. Students should not unilaterally arrange classes or workshops with supply houses, individuals, etc., but should request that an instructor evaluate the activity and determine whether to schedule it.

Competency Examinations

BASIC CLASS

The student is required to successfully pass each practical subject tested on. Students must score a minimum of 75% before progressing in the curriculum. Only one retake of

these examinations will be allowed on each subject. If the student does not score a minimum of 75% he or she must repeat the semester or course.

JUNIOR CLASS

Students are required to successfully complete two competency examinations, which include both theoretical and practical components. Students must score a minimum of 75% on these examinations before progressing in the curriculum. Only one retake of these examinations will be allowed. If the student does not score a minimum of 75%, he or she must repeat the semester or course. If a student has a written medical excuse, a family illness or death, the student will be permitted to take the examination with proper documentation.

SENIOR CLASS

Students are required to take two mandatory mock board exams simulating the licensure examination administered by the State of Idaho Board of Cosmetology. The mock board exams include written theory and application components. Students must score a minimum of 75% on these examinations before progressing in the curriculum. Students are NOT allowed to retake mock board exams.

LIVE-WORK SERVICES

A critical component of the Cosmetology curriculum is live work performed by the student on clientele. Because live work is part of the educational process, a student's work will be critiqued while he or she is providing client services. (The student cannot make up this part of the curriculum.) The critique may require that the student's work be corrected in front of clients. Faculty will have final authority in determining what client services will be provided by the student.

Public Health Standards and Procedures

Students are expected to follow the public health standards and policies in effect within the Cosmetology program.

Students who are pregnant are encouraged to check with a physician concerning safety precautions that may be advisable due to the chemicals used in the Cosmetology program.

Aids Statement Policy/Communicable Diseases

The Cosmetology program recommends the use of universal precautions in the handling of or exposure to blood and body fluids. The precautions outlined below must be followed when there is a chance of exposure to the blood and/or body fluids of clients:

- If there are any open sores and/or lesions, students will glove-up and seek a determination by the clinic floor instructor whether or not the student can proceed with the service.
- Hands should be washed before and after contact with each client – even when gloves have been used. If hands come in contact with blood, body fluids, or human tissues, the hands should immediately be washed with soap and water.
- Sharp objects (razor blades, nippers, cuticle scissors, etc.) should be handled so as to prevent accidental cuts or punctures. If an accidental cut or puncture is inflicted, disinfection procedures should be followed using barbicide, which procedures have been approved under Idaho Cosmetology Law. Any other precaution may include the use of a 1:10 dilution of bleach.
- The use of a straight edge razor blade is prohibited; an electric clipper will be used for removal of superfluous hair on male and female clients.
- In case of an accident, notify the floor instructor who will then call ISU Public Safety, (208) 282-2515, to file an accident report.

Blood Spill Procedure

1. If a blood spill occurs, the following steps must be followed:
 - Supply injured party with a bandage if necessary and liquid spray/antiseptic.
 - Double bag all blood-soiled (contaminated) articles and label with red or orange bio-hazard warning.
2. If an injury or cut occurs, the following steps must be followed:

Student Injury or Cut

- STOP service, put glove on uninjured hand, and clean injured area.
- APPLY antiseptic and/or liquid or spray styptic as necessary. (See NOTE)
- BANDAGE (Band-aid) injury with adhesive dressing.
- COVER with finger guard or glove as appropriate.
- CLEAN model or station as necessary.
- Dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- RETURN to service.

Client/Model Injury Or Cut

- STOP service.
- GLOVE hands of student.

- CLEAN injured area as necessary.
- APPLY antiseptic and/or liquid or spray styptic as necessary. (See NOTE)
- COVER with bandage (Band-aid).
- Dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- RETURN to service.
- Instructor must wear unused disposable latex gloves or non-allergenic equivalent when checking that student's service (hair cut). Double bag and dispose of gloves.
- Follow with antimicrobial scrub on hands.
- Document incident in blood spill log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic to touch the skin or contact the wound. Use an applicator. Instructors must complete an incident report.

Following an accident, the instructor must immediately contact ISU Public Safety (208) 282-2515, to do an accident report. If there is a blood spill, contact ISU Biohazardous Waste Control, (208) 282-2310.

Wet Disinfection Standard

- All tools and implements, except those which come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, bactericidal, virucidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.
- All tools and implements which have come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab

policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology.

Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, login to MyISU and go to the Online Fee Payment tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

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

Communicable Disease Safety Procedures

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or

ISU owned facility, the workplace, classroom, or ISU owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on this policy, please visit: [Communicable Disease Policy](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit: [Accommodations for Students with Disabilities](#)

Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

For more information on the Scholastic and Dismissal Appeals process, please visit: [Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

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

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

For more information on the Student Code of Conduct, please visit: [Student Code of Conduct](#)

Smoke Free Campus

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

For more information on the Smoke Free Policy, please visit: [Smoke Free Campus](#)

Academic Integrity and Dishonesty Policy

Policy Statement

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

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

For more information on the Academic Integrity and Dishonesty Policy, please visit: [Academic Integrity](#)

Idaho State University Student Handbook

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

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

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

[ISU Student Handbook](#)

Additional Idaho State University policies:

- [FERPA](#)
- [TITLE IX](#)
- [Satisfactory Academic Progress](#)

IV. College of Technology Resources and Services

Services for Students

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

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

[STUDENT SERVICES](#)

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

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

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

Message from the Center for New Directions

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

Statement on Services

- Students enrolled in Idaho State University College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call 208-282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in crisis.

[CENTER FOR NEW DIRECTIONS](#)

- **ISU Counseling and Mental Health Center (CMHC)** The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adheres to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

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

[COUNSELING AND MENTAL HEALTH CENTER](#)

Mental Health Services for Out of State ISU Students

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

Accessing MySSP

- Connect with My SSP by calling 1-866-743-7732 or visiting **LINK**. IF calling from outside North America: 001.416.380.6578.
- Download “My SSP” from the app store to use on your phone.

Financing Your Education

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

FAFSA

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

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

FINANCIAL AID

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

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

SCHOLARSHIPS

Traffic and Parking

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

[PARKING & TRANSPORTATION](#)

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

Cost:

- General Lot: \$116
- Reserved Lot: \$348

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

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

For more information on parking regulations, visit: <https://www.isu.edu/parking/permit-information/regulations/>

V. Idaho State University Resources and Services

Disability Services

Mission Statement

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

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services

Rendezvous Complex, Room 125
921 South 8th Avenue, STOP 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599
Fax: 208-282-4617

VP for ASL: 208-530-6505
Email: disabilityservices@isu.edu
[DISABILITY SERVICES](#)

Office of Equal Opportunity & Title IX

The Mission of the Office of Equal Opportunity & Title IX is to foster a culture of connection and belonging within our community.

Our Vision is to inspire our community to develop and maintain an equitable and inclusive environment through support, outreach, and collaboration.

The University is committed to creating and maintaining a learning and working environment free of discrimination and harassment against any individual based on that person's race, color, religion, gender, age, sexual orientation, national origin, ancestry, physical or mental disability, or Veteran's status. Our helpful, friendly staff are available to work with any university community member. We look forward to serving you.

Contact Information

Office of Equal Opportunity & Title IX

Rendezvous Complex, Room 151C

921 South 8th Avenue, STOP 8315

Pocatello, ID 83209-8315

Phone: 208-282-3964

Fax: 208-282-5829

[EQUAL OPPORTUNITY](#)

Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Counseling and Mental Health Center](#)
- [Health at ISU](#)
- [Disability Services](#)
- [Parking and Transportation](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

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

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University (Idaho State) to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State's educational, marketing, and promotional purposes in perpetuity. Idaho State shall have the right to photograph, record, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse my name, image, voice and likeness in all markets, media, and technology now known or hereafter developed. Idaho State may exercise any of these rights itself or through any assignees, licensees, or other parties including other Universities.

I acknowledge that I will not be compensated for these uses, and that Idaho State exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State, its assignees, and its licensees from any claims that may arise from these uses, including without limitation claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State is not obligated to use any of the rights granted under this Release

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

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

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

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

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

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

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #