Idaho State University | College of Technology

Computerized Machining Technology

2025-2026

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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!

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 Computerized Machining Technology 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 Computerized Machining Technology 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 b y the State Board of Education.

College of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Ashley McCammon
Program Instructor	Blake Stokes
Program Student Success Navigator	Hailey Wadley

Program Information

Degrees/Certificates Offered

- Advanced Technical Certificate   CNC Operator
- Advanced Technical Certificate   Machining Technology
- Associate of Applied Science   Computerized Machining Technology

Program Objectives

Students will gain knowledge while developing and demonstrating industry-level competencies in the following:

- Operation of manual lathes and milling machines;
- Computerized Numerical Control (CNC) machine programming and operation;
- Computer Aided Drafting (CAD) and Computer Aided Machining (CAM); and
- Advanced manufacturing processes and tools.

Student Learning Outcomes

Graduates of the Computerized Machining Technology program will have the following learned capabilities:

1. Understand the use of engine lathes and milling machines and associated safety guidelines as applied to an industrial setting.
2. Ability to read blueprints in order to produce engineered parts and assemblies.
3. Ability to apply programming and operational skills required to manufacture parts using computer-controlled mills and lathes.
4. Ability to utilize mathematical reasoning as applied to the machining trade

III. Policies & Procedures

Machine Shop Policy Statement

The machinist trade is a highly technical and specialized trade that requires the precise operation of many types of machine tools and cutting operations. The only known way of performing the required operations as defined by the Computerized Machining Technology curriculum tasks and objectives is by constant practice. Therefore, each task must be performed many times until it can be done with very little supervision with accuracy and within a time limit acceptable to industry.

Your Computerized Machining Technology training at Idaho State University is entirely dependent on your ability and desire to learn and your needs in the world of work. The length of time required to complete the certificate requirements is dependent on you and not necessarily dependent on the hours shown for each course or job station. Work stations and competencies not completed in the time allowed will be completed during extra sessions as scheduling allows

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 8 am. The program phone number is (208) 282-3262.

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

Excused & Unexcused Absences

Only from practice and repetition can the trainee meet or surpass the requirements and objectives as defined by each course and be accepted by industry at a job-entry level; therefore, there are no "excused" absences for any Computerized Machining Technology student.

Final grades in all machining courses for which the student is enrolled will be reduced by the percentage amount of absences for each session: Each day that a student is absent equals 2.5% reduction.

An excused absence is an absence authorized by the Computerized Machining Technology instructor.

Although the absence is cleared by a recognized excuse, this does not relieve the student from making up the missed work or assignments. The assignment must be made up to qualify the student for the requirements of the course. Make-up time must be cleared with the instructor.

NOTE: Employers are very interested in a student's attendance and study habits because they reflect how he/she will perform on the job. Representatives from business and industry on the program's advisory committee have asked that an attendance policy be established to develop good work habits.

Tardies

One of the most important things that employees can do is to arrive at work early enough to be ready to actually start machining at 8:00 a.m. Tardiness at the workplace will rapidly lead to employees being terminated. As such, each tardy in the program will result in a 1% final grade reduction.

From the preceding statements, it is apparent that attendance is important. The following policies are governed by school policy. Read and study the following items so that you will fully understand what will apply in case you should be absent or tardy.

A student who arrives in the program area after 8:00 a.m. (7:30 a.m. for summer sessions) will be classified as tardy. A student who arrives within the program area after 8:15 a.m. (7:45 a.m. for summer sessions) will be classified as absent for the entire day.

Leaving the class early will be dealt with in the same manners as cutting class and the same practices as outlined below will apply.

Cutting Class

Cutting class may result in an automatic drop from the course.

Leaving the class for any reason without the authorization of the instructor will be considered a cut from class.

Disruptive Behavior in the Classroom

Disruption of the classroom is forbidden. Each student has the obligation to respect the rights of others in the maintenance of classroom order and in the observance of courtesy. The faculty member has the right to request that a student leave the classroom, to remove a student from the course or to give a reduced grade in cases of

disruptive classroom behavior. In the event that a student refuses to leave the classroom as requested, ISU Public Safety will be contacted to remove the student from the class

Classroom hours are from 8:00 a.m. to 3:00 p.m., Monday through Friday. Lunch hour is from 12:00 noon to 1:00 p.m. daily. There is one 20-minute break each day. Returning late from either of these breaks will be handled in the same manner as tardiness or absence as described above.

Grading Policy

Machining grades are determined by combining the curriculum task performance requirements into the following three major areas. The percentage given each area reflects a portion of the final machine or job station grade received by the student:

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

A. Projects are graded at 100% using the following criteria:
1. Safety
2. Accuracy
3. Finishes
4. Time
5. Workmanship
6. Work Habits
   a. Safety

      b.   Lubrication

      c.   Clean Up

      d.   Personal Hygiene

  B. Classroom instruction for all related subjects at 100%

  C. Attendance

Courses listed will be taught in sequential blocks of instruction. A D- or higher in any Computerized Machining Technology course will allow a student to continue on; however, it could prevent a student from graduation, if their cumulative grade point average is less than 2.0 (a C- equals a 1.7). A student must have a 2.0 GPA in the program's required curriculum in order to be eligible for a certificate or degree. Students pursuing an A.A.S. degree must pass ENGL 1102 with a C- or better. Students receiving a D- or higher the first (8) weeks of a semester, may progress on to the second (8) weeks of the semester.

If a student fails math, then they must repeat the course and obtain a passing grade before advancing to the next math class. If the student fails the same math class a second time, then they must exit the program and make up the deficiency through Technical General Education or other appropriate methods. The student will then be allowed to repeat the course at the next available program opening.

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

Appropriate shop clothing for the Computerized Machining Technology industry must be worn. Safety glasses/shoes are required in the shop. Those students who do not wear the appropriate shop clothing will not be permitted to participate in the shop activities. Students are encouraged to dress appropriately in clean clothing and demonstrate good personal hygiene as you would on a job.

Internships

While on an internship, Idaho State University Student Handbook guidelines and Student Code of Conduct policies, including the drug and alcohol policies, are in effect. The drug and alcohol policies for the company utilizing the program intern are also enforced.

Safety Rules and Regulations

The following safety instructions have been compiled for the benefit of students receiving instruction in Computerized Machining Technology. Safety rules and precautions must be observed by all students. Habitual carelessness or non-observance of these rules is sufficient cause for dismissal from class.

1. Lab coat must be worn when working in the shop areas.
2. Safety glasses will be worn at all times while in the shop. Remember you may eat with your false teeth and work with a wooden leg, but you can't see with a glass eye.
3. Safety toed shoes or boots will be worn at all times.
4. Do not wear rings, watches, bracelets or other jewelry that could get caught in moving machinery.
5. Do not wear gloves when operating any machine.
6. Do not wear loose clothing; sleeves must be rolled up above elbows when operating machinery.
7. Do not wear short pants.
8. Long hair must be covered with a hair net or a hat.
9. Get first aid immediately for any injury.
10. You are not permitted to work on any machine or equipment until you have received the necessary safety instructions.
11. You are not permitted to work on any machine or equipment before, during or after class unless you have received permission and there is an instructor in the shop.
12. Guards or Safety devices shall not be removed from any machine and must always be used. If for any reason a safety device is removed or if the machine is defective in any way, do not work on the machine until corrections are made by the proper authorities.
13. Machinery must never be oiled, cleaned or adjusted while in motion. Some part of your body, clothes, or equipment may get caught by the machine causing serious personal injury.
14. Only the operator of a machine may stop and start the machine.
15. Only the operating students and the instructor are permitted within the defined safety zone around the machine.

16. If you are engaged in any activity where hazards exist such as flying particles or corrosive substances, you must use suitable eye protection such as shields, helmets and goggles.
17. Become thoroughly familiar with all fire signals, fire drill procedures, location of all fire extinguishers, and fire exits. In case of a fire, walk quietly to the nearest exit.
18. Rags containing oil, gasoline, paint solvents, and combustibles must be put in covered metal containers; otherwise, fire could result from spontaneous combustion.
19. Immediately wipe up any liquid or grease spilled on the floor to eliminate the danger of fire, slips and falls.
20. Do not lift any object heavier than your ability to handle it easily. Squat down when picking up heavy objects. Use the leg muscles and keep the back nearly vertical and the knees straight. This procedure will prevent a rupture or spine injury.
21. Long pieces of material should be handled very carefully so that they will not cause injury to others. Good safety practice requires that long pieces of materials (six feet or more) must be carried with a student at each end. Shorter pieces may be carried by one student providing they maintain control of the front and back ends to avoid striking anyone.
22. Do not place articles on window sills, stepladders or high places as they may fall and injure someone on the street. Never throw anything out of the windows.
23. Safety procedures require the elimination of playing, clowning, running and participation in non-productive activities. Playing and scuffling, sometimes referred to as "horseplay" is extremely dangerous. A playful push may cause a bad cut on the sharp edge of a bench or the corner of a machine or other objects.
24. Call to the attention of the instructor anyone whom you have knowledge of violating a safety rule or good safety practice. Do not consider this as "snitching" as it may prevent serious injury to yourself or your classmates. In addition, report any unsafe equipment or unsafe conditions.
25. In case of accident, however slight, inform your instructor at once. Infection may result from uncared for cuts and scratches.
26. Keep your mind on your work. A lapse of attention may mean a serious accident.

Machine Shop Practice

27. Secure the permission of the instructor before operating any power machine or equipment.
28. Make sure that all other students are clear of the machines before turning on the power or while the machine is operating. This precaution will eliminate any accidental contact.

29. Start your machine and stay with it until you have turned it off and it has come to a dead stope. This will prevent another student from approaching an unattended machine in operation.
30. Notify the instructor if the steady rests are too far from the grinding wheels.
31. The floor, aisles and passageways should be kept clear of stock, tools and material to prevent slips and injuries.
32. If in doubt about any tool, operation or procedure, check with your instructor.
33. Do not try to stop a machine with your hands.
34. Always see that work and cutting tools are clamped securely before starting.
35. Do not lean on machines.
36. Don't talk to others while they are operating a machine.
37. Never use a rag when removing chips from a milling machine with a revolving cutter. If chips must be removed, use a brush on the going-away side of the cutter.
38. Never attempt to remove chips from a lathe with your hands.
39. Always use a vise or clamp your work to the table when using a drill press.
40. Always wear a cap or tie long hair back when operating a drill press.
41. Always remove chuck key from drill chuck.
42. Never leave chuck wrench in lathe chuck.
43. When assembling or removing the chuck from a lathe, place a board on the ways to prevent damage to machine and possibly to operator in case the chuck falls.
44. DO not take heavy cuts on long slender work. Doing so may cause the job to fly out of the machine.
45. Never try to measure work or feel the edge, or adjust a cutting tool when lathe is running.
46. Do not shift or change gears while lathe is running.
47. Stand erect. This keeps head away from flying chips.
48. When using a pedestal type grinder, make sure the tool rest is only 1/16 of an inch from the face of the wheel. Too much clearance may cause job to jam the wheel and break it.
49. Use clamp or other suitable holding device for grinding short pieces.
50. On surface type grinder, be sure magnetic chuck is thoroughly clean.
51. Test holding power of magnetic before starting machine.
52. When using a vertical band saw, never push work with hands, use a piece of wood.
53. Be sure the work is clamped solidly before operating a power or cut off saw.

Hand Tools and Bench Work

54. Keep the handles of tools free from oil or grease in order that they will not slip from your grasp and possibly strike another student.
55. Striking two hardened pieces of metal together, for example, striking two hammers together or a file against a metal vise, may cause chips to fly and strike someone.

56. Wrenches with badly worn, chewed and sprung openings should not be used; they may slip causing hand injury.
57. All files must be securely fitted with handles. The sharp tang can cause painful hand injury.
58. Keep both hands behind the driving edge of a screwdriver or hand scraper to prevent cuts.
59. Sharp edged or pointed tools should not be carried in your pockets. Carry such tools in your hand face down and do not carry too many tools at once. Prevent accidents.
60. When you are using a knife, cut away from your body or hands, and be sure to stand at a safe distance from others.
61. Mushroomed heads on chisels, hammers, punches and similar tools must be ground off before the tools are used. Flying particles loosened by a sudden shock on the ragged edge of a mushroomed tool may cause painful injury.
62. To prevent your work from slipping or falling on fingers or feet, keep it securely fastened in the vise or keep it clamped while you are working on it.
63. Tools and materials should not be left protruding from a vise or work bench; passing students could be injured.
64. Keep tools sharp at all times. Dull tools are dangerous. Do not test the sharpness of tools on your fingers. Don't be the victim of hand lacerations by careless handling of sharpened tools.
65. Extend the handle toward a student receiving a sharp tool form you.

Band Saw

66. Obtain permission from instructor before using band saw.
67. Plan sawing procedure so there may be a maximum forward feed with a minimum of backing out of cuts.
68. When using the vertical band saw, cut only stock with a flat surface.
69. Make sure the proper width saw is on the machine for your particular job.
70. Check to see that all guards are in place.
71. Make adjustments only when machine is at a dead stop.
72. Set upper saw guide one-quarter inch or less above the stock to be cut (check with instructor if stock is rough or warped).
73. Ask the instructor to approve all special set-ups.
74. Make sure that no one but you is inside the operator's safety zone.
75. Turn on power (after permission is given).
76. Hold material firmly.
77. Keep fingers a safe distance from saw blade.
78. Feed material into machine at a moderate rate of speed.
79. Keep waste from accumulating on the saw table.
80. Keep saw blade from twisting or binding when cutting curves.
81. Allow machine to come to a dead stop before backing saw out of a long cut.

Drill Press

82. Obtain permission from instructor before using drill press.
83. Shift belt and make other adjustments only when power switch is turned off. (If the drill press was designed to change speeds while running it is permissible.)
84. See that belt guard is in place.
85. Be certain that the table and head of drill press are secure.
86. Select proper drill (be sure it is sharp), add coolant.
87. Remove chuck key immediately after using it.
88. Use drill press vise whenever possible. Clamp vise or work to drill press table.
89. Make sure that no one but you is inside the operator's safety zone.
90. Turn on power (after permission is given).
91. Keep hands away from revolving spindle, chuck, drill and chips.
92. Operate feed handle so that drill cuts evenly into work.
93. Ease up on feed pressure when drill begins to break through work.
94. Back drill out as soon as hole is drilled.
95. Stop the drill press before attempting to remove work, chips, or cuttings.
96. Use a brush to remove ships or shavings.
97. Keep floor clean around drill press.
98. Step away immediately if work comes loose and is seized by drill.
99. Turn off power after using drill press and stand by until the machine has stopped.
100. Clean off drill table and surrounding area. Return cleaned drills, coolants, and clamping devices to designated place.

Lathe (General Turning Instructions)

101. Obtain permission from instructor before using the lathe.
102. Roll sleeves above elbows and remove or fasten any loose clothing.
103. Make all adjustments only when machine is at a dead stop.
104. Check to see that all guards are in place.
105. Be sure that all parts of the carriage will clear any rotating part during full length of cut.
106. Remove chuck key or wrench immediately after using.
107. Set tool on center of work to be turned.
108. Wear goggles or an eye shield when flying chips present a hazard.
109. Make sure that no one but you is inside the operator's safety zone.
110. Turn on power (after permission is given).
111. Place your hands on the controls or at your sides (except when filing or polishing).
112. Keep hands away from chips.
113. Finish your cuts that are close to chuck or against a shoulder by hand feed.
114. Bring lathe to a complete stop before reversing.

115. Remove tool-post and tool-holder before filing or polishing.
116. Shut off power after using lathe and stand by until the machine has stopped.
117. Clean machine and area.

Lathe (Between-Centers Turning Instructions)

118. Use safety dog to drive work.
119. Clamp tailstock securely.
120. Adjust and lubricate the tailstock center if live centers are not being used.
121. Regulate depth of cut according to size and type of metal.
122. Use tools that are properly ground for the particular job.
123. Never part off when running between centers.

Lathe (Chuck and Faceplate Turning Instructions)

124. Place a board under chuck when installing or removing from the spindle. Keep your fingers clear.
125. Secure work firmly in chuck.
126. Remove chuck key or wrench immediately after using it.
127. Counter balance work on the face-plate if it is irregular in shape.
128. Turn chuck or face-plate by hand one complete turn to be sure it clears.
129. Regulate depth of cut according to size and type of metal.
130. Stand to one side of revolving faceplate.
131. Stop power feed before tool reaches jaws of chuck.
132. Quality is a safe machine operator.
133. Obtain permission from instructor before using any power equipment.
134. Check adjustments on machines before turning on the power. (Rotate machine one revolution by hand whenever possible without danger.)
135. Make sure that all other students are clear of the machines before turning on the power.
136. Keep all machine safety guards in correct position.
137. Start your own machine and remain with it until you have turned it off and it has come to a dead stop.
138. Stay clear of machines being operated by others.
139. Notify instructor or shop foreman when a machine does not seem to work properly.
140. Wait for machines to come to a dead stop before oiling, cleaning or adjusting.

Machine Shop General Information

Books: Required texts are available at the ISU Bookstore. A list of the books for each class will be supplied to each student. Since there are regular assignments assigned in the book, it is imperative that each student have their own books.

Tools: Each student is expected to own and maintain in the shop the minimum required tools. A list of such tools will be supplied each student, and they will be expected to have them by the end of the first session. The instructor for your class will hold a tool inspection to ascertain if this requirement has been met. Any student not possessing the minimum required tools will be subject to being dropped from the class.

1. Beginning students must have safety glasses, safety shoes, tool bits, and 6" scale for second day of class.
2. All basic tools are required by the end of the first session.
3. All tools (Basic and Advanced) are required before the 2nd semester.

Tools may be purchased from such businesses as:

- ENCO Tools, www.use-enco.com
- Intermountain Machining Supply, www.imssupply.com
- MSC Industrial Supply, www.mscdirect.com

It is suggested that new students wait until the first day of school before purchasing their tools. At that time, the instructor can give advice on what type to buy.

You may go to the College of Technology Student Services Office to obtain your own Book and Tool List. This will enable you to have the most current update.

Raw Materials

1. Issued only by instructor.
2. Not cut without approval.
3. Not to leave shop area.
4. Use short pieces when possible.

Maintain GOOD HOUSEKEEPING habits while in the shop and classroom areas. You will be held responsible for the area you are working in and the shop in general. Pick it up and put it away; don't let it lay.

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

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.

<u>Statement on Services</u>

- 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: $183
- Reserved Lot: $365

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 Computerized Machining Technology 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 whootherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extentof 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

_____

SIGNATURE

_____

DATE

_____

BENGAL ID #

IX. Safety Precautions

Idaho State University | College of Technology

COMPUTERIZED MACHINING TECHNOLOGY SAFETY PRECAUTIONS

The instructor has demonstrated to me how to operate tools, machines, and equipment correctly and safely. I promise to observe all safety precautions, and if ever in doubt regarding my operation of machines, I will get the necessary information from my instructor.

_____   _____

PRINTED NAME   DATE

_____   _____

SIGNATURE   BENGAL ID NUMBER

THIS IS TO CERTIFY THAT _____ has been given safety instructions and safety demonstrations on the use of tools, machines, and equipment in the labs.

_____

INSTRUCTOR SIGNATURE

_____

DATE

X. Dismissal Policy

COMPUTERIZED MACHINING TECHNOLOGY DISMISSAL POLICY

THIS IS TO CERTIFY THAT _____ has been given a
copy of the College of Technology Dismissal Policy.

_____   _____

PRINTED NAME   DATE

_____   _____

SIGNATURE   BENGAL ID NUMBER

_____

INSTRUCTOR SIGNATURE

_____