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I. Dean’s Welcome

Welcome to the College of Technology (COT) at Indiana State University (ISU)!

As the first female in engineering Dean of the College, I am very excited to lead the COT and work closely with our faculty and staff to educate the future technologists and engineers.

ISU is dedicated to teaching and the creation of knowledge while maintaining its longstanding commitment to inclusiveness, community and public service, and access to higher education. The mission of COT is to offer high demand educational programs, providing theoretical and experiential learning that ensures students’ career success. There are four core values for our College: “Students,” “Academic Quality,” “Diversity,” and “Integrity, Reputation, and Professionalism.” Our motto is “Empowering Students. Inspiring Success.”

The COT offers a variety of technology and engineering programs at the undergraduate and graduate levels both on campus and online. Please click on the Flip Book to learn more about our College and offerings.

Whether you are an alumnus, a prospective student, a parent, or an interested industry member, I would like to connect with you, share more about what’s happening in the College and talk about how you can be part of it.

In addition to browsing our website, please stop by on campus or contact me in the Dean’s office at any time.

Respectfully,

Nesli Alp, Ph.D., P.E.
Dean, College of Technology
II. Introduction to Indiana State University

Mission Statement

Indiana State University combines a tradition of strong undergraduate and graduate education with a focus on community and public service. We integrate teaching, research, and creative activity in an engaging, challenging, and supportive learning environment to prepare productive citizens for Indiana and the world.

Vision Statement

Inspired by a shared commitment to improving our communities, Indiana State University will be known nationally for academic, cultural, and research opportunities designed to ensure the success of its people and their work.

Value Statement

- We demonstrate integrity through honesty, civility, and fairness.
- We value high standards for learning, teaching, and inquiry.
- We foster personal growth within an environment in which every individual matters.
- We uphold the responsibility of university citizenship.
- We provide a well-rounded education that integrates professional preparation and study in the arts and sciences with co-curricular involvement.
- We embrace the diversity of individuals, ideas, and expressions.
- We exercise stewardship of our global community.

III. Introduction to the College of Technology

Welcome to the College of Technology at Indiana State University. We are pleased that you have chosen Indiana State to pursue your future goals.

Values Statement:

- **Students.** The College of Technology values its students. We make them #1 in everything we do.

- **Academic Quality.** We transform students’ abilities and social mobility through the quality of our programs. We prepare students for the advanced technological workforce.
• **Diversity.** We value and respect the diversity of individuals, ideas, and expressions.

• **Integrity, Reputation, and Professionalism.** We respect the integrity of people and processes as essential to our College’s reputation and professionalism.

**Vision Statement**

• The College of Technology will prepare students for a globalized workplace and be recognized as a premier talent provider in the nation.

**Mission Statement**

The College of Technology offers high demand educational programs, providing theoretical and experiential learning that ensures students’ career success.

**Strategic Plan:**
IV. College of Technology Dean’s Office Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Nesli Alp</td>
<td>Dean</td>
<td>812-237-3166</td>
<td><a href="mailto:Nesli.Alp@indstate.edu">Nesli.Alp@indstate.edu</a></td>
</tr>
<tr>
<td>Dr. Jim Smallwood</td>
<td>Associate Dean</td>
<td>812-237-3462</td>
<td><a href="mailto:Jim.Smallwood@indstate.edu">Jim.Smallwood@indstate.edu</a></td>
</tr>
<tr>
<td>Nancy Marcia</td>
<td>Dean’s Assistant</td>
<td>812-237-3166</td>
<td><a href="mailto:Nancy.Marcia1@indstate.edu">Nancy.Marcia1@indstate.edu</a></td>
</tr>
<tr>
<td>Christina Cantrell</td>
<td>Director of Student Services</td>
<td>812-237-9043</td>
<td><a href="mailto:Christina.Cantrell@indstate.edu">Christina.Cantrell@indstate.edu</a></td>
</tr>
<tr>
<td>Stephanie Jeffers</td>
<td>Director of Outreach</td>
<td>812-237-3575</td>
<td><a href="mailto:Stephanie.Jeffers@indstate.edu">Stephanie.Jeffers@indstate.edu</a></td>
</tr>
<tr>
<td>Karen Dakic</td>
<td>Academic Advisor</td>
<td>812-237-3346</td>
<td><a href="mailto:Karen.Dakic@indstate.edu">Karen.Dakic@indstate.edu</a></td>
</tr>
<tr>
<td>Marti Mix</td>
<td>Administrative Assistant</td>
<td>812-237-3977</td>
<td><a href="mailto:Marti.Mix@indstate.edu">Marti.Mix@indstate.edu</a></td>
</tr>
</tbody>
</table>

V. General Information

Academic Integrity

Academic integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The Student Guide to Academic Integrity describes appropriate academic conduct in research, writing, assessment, and ethics.

The following behaviors are some examples of academic dishonesty:

- Cheating (e.g. use of cheat sheets, unauthorized material, resources, or people etc.)
- Obtaining a copy of a test before it is given
- Taking an exam for another student or having someone else take an exam for you
- Working together with other individuals without the consent of the instructor to complete course work, such as exams, projects, and papers
- Copying (with or without another person's knowledge) and claiming it as one's own work
- Doing assignments for someone else
- “Recycling a Paper”: Submitting the same or modified paper you wrote for a different course for this course without the consent of the instructor (multiple submissions)
- Paying someone to write a paper to submit under your own name or writing a paper for someone else
- Paraphrasing a source without citing the source
- Copying and pasting text from a source without quotations and citation of source
- Including items on a list of references that were not used.
- Using in-text citations for sources not used in the paper.
- Forging or altering an official document.
Academic dishonesty is not tolerated at Indiana State. The penalties can be severe and include: failing the assignment, failing the course, and referral to Student Judicial Programs to face formal conduct charges. **Students found in violation may be suspended or expelled and can have a permanent notation affixed to their official transcript indicating that an academic integrity violation occurred. If you commit academic dishonesty in a class, you will fail the class**, and the case will be reported to Student Judiciary.

**Plagiarism**

Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper acknowledgement of sources. Students must consult instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is improperly cited.

**Equal Opportunity & Affirmative Action Policy Statement**

Indiana State University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

**Sexual Misconduct**

Indiana State University (ISU) is committed to fostering an educational environment free from discrimination, gender based harassment, and sexual harassment, including sexual misconduct, relationship violence, and stalking. ISU does not tolerate any form of sexual harassment or gender based harassment, whether physical, mental, or emotional in nature. Unlawful sex discrimination can interfere with a student’s ability to participate in or benefit from university academic and non-academic programs, an employee’s ability to function in the workplace, or a campus visitor’s ability to utilize university programs and services. The university recognizes its responsibility to increase awareness of sexual misconduct, relationship violence, and stalking, prevent its occurrence, support victims, promptly and equitably investigate reports of misconduct, and deal fairly and firmly with those who are found in violation of the policy. ISU not only recognizes but abides by Title IX of the Education Amendments of 1972 act that prohibits discrimination on the basis of sex in education programs or activities receiving Federal Financial Assistance. No form of sex discrimination will be tolerated. (922).

**Non-Discrimination**

Indiana State University does not discriminate on the basis of: age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statues.
Indiana State University is committed to providing equal opportunity in education and employment for all. Discrimination based upon any protected class is strictly prohibited.

All complaints of discrimination should be directed to the Equal Opportunity and Title IX Office.

VI. Accreditation

The College of Technology offers programs accredited by ABET, ATMAE, ACCE, and CIDA.

<table>
<thead>
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<th>Accreditation Details</th>
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<tbody>
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<td>Engineering Technology Accreditation Commission of ABET</td>
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<tr>
<td></td>
<td><a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
<tr>
<td>Automotive Engineering Technology, B.S.</td>
<td>Engineering Technology Accreditation Commission of ABET</td>
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<td><a href="http://www.abet.org">http://www.abet.org</a></td>
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<tr>
<td>Civil Engineering Technology, B.S.</td>
<td>Engineering Technology Accreditation Commission of ABET</td>
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<tr>
<td>Computer Engineering Technology, B.S.</td>
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<tr>
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<td>Electronics Engineering Technology, B.S.</td>
<td>The Association of Technology, Management and Applied Engineering (ATMAE)</td>
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<td>Interior Architecture Design, B.S.</td>
<td>Council for Interior Design Accreditation (CIDA)</td>
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<td>Manufacturing Engineering Technology, B.S.</td>
<td>The Association of Technology, Management and Applied Engineering (ATMAE)</td>
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<td>Engineering Technology Accreditation Commission of ABET</td>
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<td><a href="http://www.abet.org">http://www.abet.org</a></td>
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<tr>
<td>Mechanical Engineering Technology, B.S.</td>
<td>Engineering Technology Accreditation Commission of ABET</td>
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<td>Packaging Engineering Technology, B.S.</td>
<td>Engineering Technology Accreditation Commission of ABET</td>
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<tr>
<td>Safety Management, B.S.</td>
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VII. COT Departments

Applied Engineering & Technology Management (AETM)
https://www.indstate.edu/technology/aetm

The Department of Applied Engineering and Technology Management (AETM) prepares students for professional careers in management, supervision, education, training, and applied engineering in a variety of technical disciplines. Students may choose from among several baccalaureate degree majors that offer a balance of classroom study and experience in modern laboratories responsive to change and the needs of industry and education. Graduates from AETM degree programs are employed in various industrial companies, educational agencies, and government branches.

Undergraduate Majors

- Automotive Engineering Technology (AET)
- Civil Engineering Technology (CVET)
- Engineering (ENGR)
- Engineering Technology (ET)
- Engineering technology Management (ETM)
- Manufacturing Engineering Management (MFET)
- Mechanical Engineering Technology (MET)
- Packaging Engineering Technology (PET)
- Technology, B.A.S (TBAS)
- Technology and Engineering Education (TEE)

Undergraduate Minors

- Automotive Technology
- Automotive Technology Management
- Computer Aided Design and Drafting
- Lean Six Sigma
- Manufacturing Engineering Technology
- Packaging Engineering Technology
- Traffic Engineering Technology

Graduate Programs

- Technology Management (TM), M.S.
- Technology Management, Ph.D.
Aviation Technology (AVT)
https://www.indstate.edu/technology/avt

The mission of the Department of Aviation Technology (AVT) is to prepare students for a lifetime career in the dynamic and challenging world of aviation. Indiana State University's Department of Aviation Technology is internationally recognized for the excellence of its facilities, faculty, and graduates. The department offers a Bachelor of Science in Professional Aviation Flight Technology, Aviation Management, and Unmanned Systems. A minor in Unmanned Systems or Aviation Technology is also available to combine with any major.

Undergraduate Majors

- Aviation Management (AM)
- Professional Aviation Flight Technology (PAFT)
- Unmanned Systems (UMS)

Undergraduate Minors

- Aviation Technology

Built Environment (BE)
https://www.indstate.edu/technology/be

The Department of the Built Environment prepares students for professional careers in a variety of disciplines. The baccalaureate degree programs offered are in architectural engineering technology, construction management, interior architecture design, and safety management. Minors in construction management, interior architecture design, and safety management are also offered. A graduate degree is offered in Occupational Safety Management.

Undergraduate Majors

- Architectural Engineering Technology (ARET)
- Construction Management (CNST)
- Interior Architecture Design (IAD)
- Safety Management (SFTY)
- Technology, B.A.S (TBAS)

Undergraduate Minors
• Construction Management
• Interior Architecture Design
• Occupational Health and Safety

Graduate Programs

• Occupational Safety Management (OSM), M.S.
• Technology Management, Ph.D.

Electronics and Computer Engineering Technology (ECET)
https://www.indstate.edu/technology/ecet

The ECET department serves as a home for four BS degree programs which include Automation and Control Engineering Technology, Computer Engineering Technology, Electronics Engineering Technology, and Information Technology. Each of these programs allow our graduates to enter the job market with specific skill sets, enabling them to launch their careers in well paid entry level job positions. The breadth of study in these degree programs permits our graduates to relatively quickly move into positions of responsibility in fields such as design, testing, manufacturing, system integration, maintenance, production support, customer support and business systems support.

Undergraduate Majors

• Automation and Control Engineering Technology (ACET)
• Computer Engineering Technology (CET)
• Electronics Engineering Technology (EET)
• Information Technology (IT)

Undergraduate Minors

• Automation and Control Engineering Technology
• Computer Engineering Technology
• Electronics Technology

Graduate Programs

• Electronics and Computer Technology (ECT), M.S.
• Technology Management, Ph.D.
Human Resources Development & Performance Technologies (HRDPT)
https://www.indstate.edu/technology/hrdpt

The design of the programs in the HRDPT department was developed to address the varied needs of all students whether traditional first year students, returning – nontraditional, working adults or those in need of certification for career advancement purposes, offering a balance of classroom study and experiential learning.

Competencies designed into the programs focus on planning, managing, organizing, and evaluating education, training, and other career, human development, design, and retailing functions. Through comprehensive, experiential focus, the programs prepare students to lead in diverse, dynamic, and challenging career fields. Additional department offerings include minors in both Human Resource Development and Textiles, Apparel, and Merchandising.

Undergraduate Majors

- Adult and Career Education (ACE)
- Human Resource Development (HRD)
- Technology, B.A.S (TBAS)
- Textiles, Apparel, and Merchandising (TAM)

Undergraduate Minors

- Human Resource Development
- Textiles, Apparel, and Merchandising

Graduate Programs

- Career and Technical Education (CTE), M.S.
- Human Resource Development (HRD), M.S.
- Technology Management, Ph.D.

Ph.D. in Technology Management
https://www.indstate.edu/technology/consortphd

The Doctor of Philosophy in Technology Management program is designed to prepare students for positions of leadership in the public and private sectors of society. At the conclusion of the program, graduates will have developed skills in research procedures, will have acquired expertise in instructional processes, and will be able to provide service to the industrial and educational community.
The program maintains most of the traditional requirements characteristic of advanced graduate study, but is unique in using the resources of a consortium of five universities linked together by alternative communication systems. These member universities have programs staffed by faculty having expertise in many areas of technology. Each university brings to the consortium a unique philosophical quality and extensive library holdings that add depth and quality to the program.

Alternative communication technology is used to deliver key components of the program such as a general technology core, linking campuses to better serve students. This allows all members of the consortium to capitalize on the efficient use of existing resources while maintaining quality.

The Ph.D. in Technology Management program is presented with five areas of required specializations: Construction Management Systems, Digital Communication Systems, Human Resource Development and Industrial Technology Systems, Manufacturing Systems and Quality Systems. The Graduate Consortium Coordinating Council is the governing body responsible for approval of curriculum in General Technology Core, Specializations, Professional Studies, and Research Core. The doctoral dissertation is the final product prepared by the student and is formally assessed by the Ph.D. faculty.

Military Opportunities
https://www.indstate.edu/technology/military

As part of its commitment to the wider community, Indiana State University offers the opportunity for students to become leaders in the nation's Air Force or Army.

Air Force ROTC
Are you called to serve on a team of aspiring leaders willing to defend our country and way of life? Do you want to contribute to something remarkable - the leading edge of Air and Space power? Are you tough, dedicated, motivated and determined to be your best today, and even better tomorrow? Air Force ROTC offers an unbeatable offer - earn a bachelor's degree and a commission in the world’s most powerful Air and Space Force - at the same time. Along the way, you will have opportunities to experience the active duty military, earn scholarships and/or stipends and, most rewarding, join a team of similarly driven students, pursuing dreams to fly, command, maintain, lead, serve, defend, inform, inspire, and much more.

For additional information contact:
AFROTC Detachment 218
812-237-2657

Army ROTC
"Leadership that Lasts a lifetime"
(Army ROTC)
Army Reserve Officers' Training Corps (Army ROTC) is one of the best leadership courses in the country and can be a part of your college curriculum. Being a student at Indiana State University and learning to become a leader will make your college experience even richer—and prepare you for the future.

For additional information contact:
Mr. Robert J. Doll
812-237-3646
rdoll@indstate.edu

Military Leadership Minor
The minor in Military Leadership is offered to any interested student. In addition to studying Air Force/Army organizations, missions, and operations, students will gain skills that will enhance their leadership abilities. All courses in the program are being taught currently, and formalizing them into a minor will give students the benefit of having the specialty recognized officially on their college transcript.

Veteran’s Support Center
Located in the Myers Technology Center, room 107, Indiana State University is an approved veteran’s benefits institution and is prepared to offer you the support needed to use the education benefits you have earned. Our student services staff and admissions counselors will help you find out how best to use your previous military education, skills, and interests to achieve your career objectives.

VIII. Advising

All incoming freshmen, contact the University College at 812-237-2300 or use the appointment scheduler at https://advisorscheduler.indstate.edu/uc/login.php for advising.

Starting in Fall 2020, all undergraduate students that have transitioned from University College will be assigned to Karen Dakic as the primary academic advisor.

After one year with a professional advisor in the College of Technology, the student is then transitioned to a faculty advisor in the major department. The faculty advisor can provide information concerning professional development, career paths, internships or co-ops, and other issues related to your professional growth.

Transfer Students in the COT

The University accepts credit from regionally accredited college and universities within the United States and from selected schools located outside the United States. Credit also may be granted for military training and experience.
For more information about ISU’s transfer process and procedures, please visit Transfer Central (indstate.edu/transfer).

Please use the Transfer Equivalency Tool (indstate.edu/transfer/transfer-planning-tool) to plan how transfer work will apply to requirements at Indiana State.

Incoming transfer credit will not be posted to MySAM unless the student has confirmed intention to attend ISU with the Office of Admissions or unless you have signed up for Transfer Student Orientation (https://www.indstate.edu/new-student-transition-programs/state-start)

**Distance Students in the COT**

Distance students are advised for the first two semesters by Extended Learning advisors. For more information, please visit Indiana State Online (http://www.indstate.edu/online)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>812-237-3918</td>
<td></td>
</tr>
<tr>
<td>Jim Pond</td>
<td><a href="mailto:James.Pond@indstate.edu">James.Pond@indstate.edu</a></td>
<td>Construction Management (A-M), Information Technology, Safety Management</td>
</tr>
<tr>
<td></td>
<td>812-237-2352</td>
<td></td>
</tr>
<tr>
<td>Lisa Stein</td>
<td><a href="mailto:Lisa.Stein@indstate.edu">Lisa.Stein@indstate.edu</a></td>
<td>Construction Management (N-Z), Human Resource Development, Textiles, Apparel &amp; Merchandising</td>
</tr>
<tr>
<td></td>
<td>812-237-2267</td>
<td></td>
</tr>
<tr>
<td>Monica Larsen</td>
<td><a href="mailto:Monica.Larsen@indstate.edu">Monica.Larsen@indstate.edu</a></td>
<td>Construction Management</td>
</tr>
<tr>
<td></td>
<td>812-237-8420</td>
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</tr>
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</table>

**Associate Degrees Waivers**

If the student has earned an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Applied Science (A.A.S.) degree, they will be granted a waiver that applies to several of ISU’s Foundational Studies/General Education requirements.
ISU offers two distinct waivers: one awarded to students who have earned an A.A. or an A.S. degree, and another awarded to students who have earned an A.A.S. degree. Associate degrees with titles other than these will be evaluated on a case-by-case basis.

The courses waived in each of these cases, as well as the courses waived for General Education Core Transfers, can be viewed in the table below.

<table>
<thead>
<tr>
<th>Foundational Study Requirement</th>
<th>A.A. or A.S.</th>
<th>A.A.S.</th>
<th>STGEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Ethics and Social Responsibility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine and Performing Arts</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman Composition</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Global Perspectives and Cultural Diversity</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical Perspectives</td>
<td></td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Junior Composition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literary Studies</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative Literacy</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Science and Laboratory</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>✅</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Upper-Division Integrative Elective #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper-Division Integrative Elective #2</td>
<td></td>
<td>✅</td>
<td></td>
</tr>
</tbody>
</table>

Advisement PIN

Continuing students, in good standing, who have completed at least 60 hours are not required to use a PIN in order to register for classes.

All students new to ISU and continuing students who have completed fewer than 60 hours require a PIN in order to register for classes. An advising appointment is required for all students needing a PIN number.

MySAM

MySAM is a suite of tools that includes a degree audit, a semester-by-semester plan of study, advising notes, and more. It is designed to provide both students and advisors with an easy to understand, clearly defined pathway toward degree completion. It consists of four parts: Plans
(semester plans), Worksheets (official graduation requirements-degree audit), Notes, and GPA Calculator. For additional information on MySam, please visit the Office of Registration and Records. ([http://www.indstate.edu/registrar/MySam.htm](http://www.indstate.edu/registrar/MySam.htm))

**Add/Change Major or Minor**

For changes and additions to majors and minors, consult your academic advisor. Requests can be submitted in MyISU by opening the Student Self Service badge and clicking on the Change of Degree Plan Request link.

Instructions ([https://www.indstate.edu/sites/default/files/media/Documents/PDF/registrar-COM%20Instructions%20for%20Students.pdf](https://www.indstate.edu/sites/default/files/media/Documents/PDF/registrar-COM%20Instructions%20for%20Students.pdf)) for using the Change of Major web form.

For more information ([https://www.indstate.edu/registrar/student-resources/change-majors](https://www.indstate.edu/registrar/student-resources/change-majors)) on changing your major or minor.

ISU majors & minors ([https://cms.indstate.edu/academics](https://cms.indstate.edu/academics))

**Online Registration Procedure**

[https://www.indstate.edu/services/express/academics/registration/add-drop](https://www.indstate.edu/services/express/academics/registration/add-drop)

**Priority Registration**

[https://www.indstate.edu/registrar/student-resources/registrationscheduling/priority-registration-dates-information](https://www.indstate.edu/registrar/student-resources/registrationscheduling/priority-registration-dates-information)

**Degree Maps**

[https://www.indstate.edu/technology/majors](https://www.indstate.edu/technology/majors)

**IX. Graduation**

- It is recommended that students apply for graduation two semesters before having all requirements complete and students must have 75 hours completed to be eligible to apply.
- Commencement ceremonies are held in both May and December. Summer graduates participate in the May ceremony automatically, or can contact the Office of Registration and Records ([isu-orr@mail.indstate.edu](mailto:isu-orr@mail.indstate.edu)) to request to ‘walk’ in December.
- If you applied for graduation and find you will not complete requirements on time, login to MyISU and update the graduation date to a future term.
- If you applied for graduation and then find you will complete requirements earlier than expected, request the date to be moved to an earlier graduation term by emailing Christina Cantrell ([Christina.Cantrell@indstate.edu](mailto:Christina.Cantrell@indstate.edu))
• Caps, gowns and invitations can be purchased at Barns and Noble Bookstore (https://indianastate.shopoakhalli.com/purchasewizard/Welcome)
• Any other information about graduation can be followed via Registration and Records (https://www.indstate.edu/registrar/student-resources/graduation-information)

Apply For Graduation

How / When to Apply for Graduation:

• If you have completed at least 75 hours of a Bachelor degree and can estimate the term in which you will complete all requirements, apply for graduation via MyISU. A student cannot graduate unless a graduation application has been submitted for the specific graduation term. Click on the Student tab badge, select “Apply for Graduation – Undergraduates Only,” and follow the prompts. You may graduate in either May, Summer, or December. Commencement ceremonies are held in both May and December. Summer graduates participate in the May ceremony automatically, or can make special arrangements to “walk” in December.
• If you applied for graduation and then find that you will not complete requirements on time, go to MyISU and update your graduation date to a future term.
• If you applied for graduation and then find you will complete requirements earlier than expected, send an email to request to be moved to an earlier graduation term to Christina.Cantrell@indstate.edu with the following information:
  • Student ID number:
  • Current graduation term:
  • Change to:

Graduation Honors

Latin Honors are recognized by Indiana State University for baccalaureate candidates at commencement and on diplomas and transcripts. To be considered for Latin honors, students must:

• Have a current graduation application on file in the Office of Registration and Records
• Adhere to commencement deadlines (March 15th for Spring/Summer and October 15th for Fall commencement). Once the deadline has passed, graduation candidates will not be included in the commencement booklet or have Latin honors announced at the commencement ceremony.
• Complete a minimum of 55 hours of resident (ISU) credit (not including credit awarded through credit by exam, prior learning, or other advanced standing programs).
• Earn a minimum ISU cumulative grade point average of 3.50.
• Earn a minimum Latin honors grade point index of 3.50. The Latin honors index is based on all eligible coursework completed at all regionally accredited institutions. Eligible
coursework includes all college-level courses, whether or not the courses are transferable to ISU. All non-ISU coursework is converted to ISU’s grading scale and combined with the ISU cumulative grade point average to calculate the honors grade point index.

Latin honor designations are based on the student’s cumulative honors index (not the ISU cumulative grade point average):

<table>
<thead>
<tr>
<th>Latin Honor</th>
<th>Cumulative Honors Grade Point Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 or higher</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70-3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50-3.69</td>
</tr>
</tbody>
</table>

To view a list of students recognized for graduation honors, click on the link below.

https://www.indstate.edu/registrar/student-resources/graduation-honors

X. Dean’s List

A list of students recognized for academic achievement is prepared each semester in the Office of Registration and Records after grade processing, which occurs after the close of the term. This Dean’s List includes full-time students whose semester grade point average is 3.50 to 4.00. Full-time status for Dean’s List calculation is determined by a minimum of 12 semester hours of punitive grades, “A” through “F”.

To view a list of students recognized for academic achievement, click on the link below.

https://www.indstate.edu/technology/deans-lists

XI. Dean’s Student Advisory Council

Bylaws for the College of Technology Dean's Student Advisory Council

ARTICLE I. NAME OF ORGANIZATION

Dean’s Student Advisory Council for the College of Technology

ARTICLE II. ORGANIZATION PURPOSE
Section 1. General Purpose

This organization is designed for the betterment and success of students in the College of Technology.

Section 2. Specific Purpose

The Dean’s Student Advisory Council for the COT is to discuss college-specific issues regarding academics and student success.

Specific objectives and purpose of this organization shall be:

- Communicate with students of the COT to listen and realize their thoughts and concerns.
- Advocate on behalf of COT students by voicing opinions that allow administrative members to be aware of the comments, issues, concerns, and feedback. Administrators will convey the message to faculty.
- Brainstorm and provide recommendations and changes that will enhance the COT.

ARTICLE III. SELECTION & MEMBERSHIP

Section 1. Eligibility for Membership

Student membership requires a student with a major in the College of Technology. The minimum GPA requirement is 2.75 for undergraduate and 3.25 for graduate students, and all student members must be full time. Ideal membership includes Graduate Students, International Students, students from each Department in the COT, and Distance Students.

Section 2. Selection Process

Students interested may submit an application to the Dean’s Office. Students may be nominated to the Dean’s Student Advisory Council by faculty and/or staff within the College of Technology, but are still required to submit an application. The student will either be denied or accepted as a member of the Dean’s Student Advisory Council. Applications will be accepted until all seats are filled. Students may still apply to become a member once all seats are filled, but no more students will be allowed on the Council until the beginning of the following semester. If capacity is reached, applications may be saved and placed on hold for future consideration when more seats need to be filled. There is a minimum of eight students and a maximum of 20 students to serve on the Dean’s Student Advisory Council at any given time.

ARTICLE IV. OFFICERS

There will be an elected secretary position and a chair position that each serve for a calendar year (January – December). Dean’s office and chair/ secretary members will be responsible for
running the meetings, notifying the members of changes or updates, and other duties that arise.

ARTICLE V. MEETINGS

The Dean’s Student Advisory Council meetings will be held once per month during the academic year with the date, time, and location approved in the first meeting. Each student member will be allowed one absence. On the second absence, they will be removed as a member. (Class attendance is considered an excused absence).

ARTICLE VI. CONFLICT OF INTEREST

Should a student member want to express a thought, but not in front of the council during a meeting, the student may request a one-on-one meeting with the Dean/chair. If the student does not feel comfortable meeting with the Dean/chair, they may instead request a meeting with the secretary to express this concern.

XII. Student Organizations

The College of Technology is proud of its student organizations which offer opportunities for students to develop leadership and other professional skills while building networks within their chosen fields. The student organizations are connected to specific career fields or professional interests. The listing below provides a brief description of each organization. Click on the name of the organization to learn more about the mission, current officers, meetings, events, and national affiliations.

<table>
<thead>
<tr>
<th>COT ORGANIZATION NAME</th>
<th>COT ORGANIZATION NAME</th>
<th>COT ORGANIZATION NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Eta Rho</td>
<td>Fashion and Merchandising Association (FMA)</td>
<td>National Society of Black Engineers</td>
</tr>
<tr>
<td>American Association of Airport Executives (AAAE), ISU Chapter</td>
<td>Formula SAE (FSAE)</td>
<td>Society for Human Resource Management (SHRM)</td>
</tr>
<tr>
<td>American Society of Civil Engineers</td>
<td>Interior Designers Embrace Architecture (IDEA)</td>
<td>STATEPACK</td>
</tr>
<tr>
<td>American Society of Mechanical Engineers (ASME)</td>
<td>Institute of Electrical and Electronics Engineers (IEEE)</td>
<td>Sycamore Smash</td>
</tr>
</tbody>
</table>
### XIII. Scholarships

Indiana State University offers a variety of merit and need based scholarships for Indiana State University students. These scholarships are available through individual colleges, organizations, and academic departments. To view scholarship opportunities, click on the following link: [The Branch](#).

**The Branch**

What to Expect In the Branch:

- You will be presented with the general application after logging in. It’s required to be eligible for scholarships.
- You may be presented with other conditional applications—be sure to complete those, too.
- After completing and submitting applications, you will be presented with scholarship opportunities. Some of these additional opportunities, but not all, may require additional information to help determine your eligibility.
- Each opportunity will state if letters of reference, essays, etc. are required for a scholarship.
- After completing all of the above, you will receive a confirmation email from Indiana State University Scholarships ([scholarships@indstate.edu](mailto:scholarships@indstate.edu)).
- You will want to check The Branch regularly as new scholarship opportunities may be added.
- If selected for a scholarship, you will be sent an award notification to your ISU Sycamores email address, so be sure to monitor your official ISU email account regularly. This will occur after March 1st.
Accepting an Indiana State University Scholarship

For instructions, visit Accepting Your State Scholarship.

Renewing an Indiana State University Scholarship

Students who receive Indiana State University scholarships should read these rules and regulations.

XIV. North American Lighting (NAL) Student Success Center

The North American Lighting (NAL) Student Success Center connects students, faculty, and staff with other campus resources. Our goal is to support student success by providing a friendly environment that supports the development of a holistic student.

The NAL Student Success Center is a central location within John T. Myers Technology Center (TC 109) that gives students the opportunity to study individually or as a group and provides a space for student organization meetings or other college events.

To reserve space in the NAL Student Success Center for meetings, please contact Christina Cantrell (Christina.Cantrell@indstate.edu)

Hours of Operation:

Monday- Thursday
8:00 AM – 6:00 PM

Friday
8:00 AM – 4:30 PM

Tutoring:

Open tutoring is available for Math 241, Physics, & Calculus 1, 2, & 3. Tutoring will take place in the College of Technology Student Success Center. Tutoring hours will be posted around the College of Technology.

Campus Partner Schedule:

The College of Technology has many campus partners such as:

Rolland Mcgiverin- Library

Cameron Garrett – Financial Aid
Cedric Jones - University College

Jim O’Sullivan - University College

Megan Kropfelder – Career Center

The campus partner schedule will be posted around the College of Technology.

**XV. Forms**

**Overload Form** (Remove the one online and upload the new one in the email)

**Scheduling Form**
[https://www.indstate.edu/sites/default/files/media/documents/pdf/scheduling_form.pdf](https://www.indstate.edu/sites/default/files/media/documents/pdf/scheduling_form.pdf)

**Petition and Substitution**
[https://www.indstate.edu/technology/sites/technology.indstate.edu/files/Form-PetitionForSubstitutionOrWaiver.pdf](https://www.indstate.edu/technology/sites/technology.indstate.edu/files/Form-PetitionForSubstitutionOrWaiver.pdf)

**Academic Renewal**
[https://cms.indstate.edu/services/express/forms](https://cms.indstate.edu/services/express/forms)

**Grade Appeal**
[https://www.indstate.edu/technology/sites/technology.indstate.edu/files/PhD/grade_Appeal_policy.pdf](https://www.indstate.edu/technology/sites/technology.indstate.edu/files/PhD/grade_Appeal_policy.pdf)

**XVI. International Student Services**

**Undergraduate Students only:**

For letters regarding transfer evaluation, progression towards degree, I-20 extensions, OPT or any others, please contact Christina Cantrell (christina.cantrell@indstate.edu).

For letters regarding online courses, courses taken at other institutions, or tutoring, please contact Christina Cantrell (Christina.Cantrell@indstate.edu).

CPT paperwork must be completed by Department Chair.

**Saudi Arabian Cultural Mission Students (SACM)**

**Change of Major**
If you wish to change your major, you must first get SACM approval in the form of a new Financial Guarantee letter that lists the approved major. Follow the instructions on the SACM website. One of the things SACM requests is a letter documenting that you will be accepted into the new major, how the courses you have completed and are registered in will be used in the new major, and an anticipated graduation date unless you are a new student. This letter must be written and signed by the designated person in the college that houses the major you wish to change to. For majors in College of Technology (COT), please email Christina Cantrell (Christina.cantrell@indstate.edu) request the letter. If SACM approves the change, please bring a copy of the new Financial Guarantee to the Student Services Office.

**Distance Courses at ISU**

A degree earned from an institution outside Kingdom of Saudi Arabia (KSA) can include no more than 12 credits from distance courses, and the preference is that all courses be taken in face-to-face sections. Degrees with more than 12 credits from distance courses run the risk of not being issued an equivalency by the Ministry. Please do the following if you wish to take a distance course at ISU:

- Check your records to be sure you have not already reached the 12-credit limit.
- You are limited to one distance course in a given semester, and need to be able to show that the requirement cannot be met with a campus section during that same semester.
- SACM must approve the distance course and will send approval documentation to the student and Mr. Chaqra in the Center for Global Engagement. To request the letter from the College that is needed as part of the approval process, see Christina Cantrell in TC 103 as soon as you register in the distance course (not before). If you do not receive approval for the distance course, you should drop it from your schedule, or you will be dropped administratively after the start of the term.
- **NOTE:** Information Technology majors must take CS 151 in a campus section. A distance section of this course will not be approved by the department.
- **NOTE:** Freshman or students still being advised by University College should not request to take a distance course.

**Courses at Other Institutions**

SACM will not approve taking a distance course at any institution other than your home school (ISU). Your advisor or professor will not sign a Guest Application or write a letter of support to attend other institutions. If SACM makes a specific exception for you, ask them to send verification to Christina Cantrell (Christina.Cantrell@indstate.edu) via email, and she will forward that email to your advisor and the Center for Global Engagement.
If you wish to take a campus course at another institution to meet a requirement, for example during the summer, do the following:

- Bring your advisor-printed information from the institution’s website that verifies the course is being taught on campus. If the course is not one that automatically transfers to ISU to meet a specific requirement, you may also need to provide a course description or syllabus.
- If your advisor approves the course, he/she should email Mr. Chaqra in the Center for Global Engagement and provide your name and student ID number, the course and institution where you want to take it, verification of how the course will transfer to ISU and that it will cover a requirement, and verification that the course is being taught face-to-face. The printout from the registration website should be included as an attachment.
- Once the email is sent, make an appointment with Mr. Chaqra to discuss the situation. If he approves, he will email Christina Cantrell and ask her to write a letter that you can attach to the SACM website. If they approve, SACM will send you a Financial Guarantee for the specific course.
- A grade of C or higher must be earned in order for ISU to accept the transfer credit.

Adding a Second Major

SACM will not approve adding a second major. They may approve a minor as long as it does not interfere with completing your work within the timeframe of your scholarship or 120 credit limit.

Progress toward Graduation

At times, SACM may ask you to provide a letter that documents your graduation status. Please email Christina Cantrell (Christina.cantrell@indstate.edu) for this request.

Completion Statements

If you are requesting to upgrade your SACM scholarship for graduate school, you may need to provide them with verification that you have graduated prior to receiving the transcript that shows the degree was awarded. If this is the case, COT can give you a “Completion Statement” after all your grades are posted and we verify that you meet all graduation requirements. Email Christina Cantrell (Christina.Cantrell@indstate.edu) with this request.

XVII. Outreach and Student Career Support

Outreach and Student Career Support
The College of Technology is always looking for more ways to develop partnerships with industry employers, primary & secondary education (to promote STEM education), and the local community. If you or your student organization is looking for opportunities to collaborate, please contact Stephanie Jeffers, Director of Outreach and Student Career Support, 812-237-3575 or Stephanie.Jeffers@indstate.edu

Examples of opportunities include (virtual and/or on-campus):

- **Field Trips** – company visits have included but are not limited to students touring sites such as Novelis, North American Lighting, ADVICS Manufacturing, NSWC Crane, Endress+Hauser, and more!
- **Employer Panel** – we can work together to pull a group of employers to share their experiences or talk, mentor, guide students about a specific topic(s) in relation to a student organization or a class.
- **Guest Speaker(s)** – Alex Varas, Vice President Tunneling/Water/Wastewater, AECOM, to the College of Technology to talk about his work on a Deep Tunnel Connector Project out of Indianapolis that benefited a wide range of students.
- **Primary & Secondary Education Classroom Visits** – schools visited include DeVaney Elementary, Lost Creek Elementary, Owen Valley High School, and Hoosier Prairie Elementary School. Lessons were taught to promote STEM education or recruitment was done to promote College of Technology programs. Great opportunities for student organizations to teach others and promote their interest to future generations.
- **Community Outreach** – During National Engineers Week, three student organizations from the College of Technology joined the Terre Haute Children’s Museum to provide educational opportunities for guests in the exhibit, Under Construction. This is one of many ways to work with the community to extend program information to parents and students.

In addition to Outreach, the College of Technology partners with the Career Center to assist students with career development opportunities. The Career Center offers appointments for resume and cover letter development, mock interviewing, and job search assistance. These are only a few of their resources to help prepare for your future career. If you need assistance, the College of Technology contacts are:

**Megan Kropfelder**, Career Services Coordinator
812-237-3202
Megan.Kropfelder@indstate.edu

**Christa Stultz**, Career Services Employer Relation Coordinator
812-237-2586
XVIII. Department Open Lab Hours

TAM LAB:

- Monday, Wednesday, & Friday
  - 12:00 PM – 8:50 PM

CAD LAB:

- Monday – Thursday
  - 5:30 PM – 8:00 PM
- Friday
  - 12:00 PM – 6:00 PM

UMS LAB:

- Monday – Friday
  - 9:00 AM – 4:00 PM (During scheduled class days)

AVT LAB:

To request a simulator slot, fill out the form via link or QR code listed below.

The Chief of Assistant Chief will then contact you via email or phone to inform you if your schedule request is approved or if an alternate slot needs to be arranged.
http://forms.gle/1xVrHsUhsnuvLLT8

For other department lab schedules please contact the department’s administrative assistant.