



# INDIANA STATE UNIVERSITY

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**BAILEY COLLEGE OF ENGINEERING & TECHNOLOGY**

**STUDENT HANDBOOK**

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## I. Dean's Welcome

Welcome to the Bailey College of Engineering and Technology (BCET) at Indiana State University (ISU)!

This student handbook will provide you with an introduction to the Bailey College of Engineering and Technology and information about departments, programs, advising, scholarships, and many other things that will help you be successful at ISU. It has been prepared by our BCET Office of Student Services with input from faculty and staff in the BCET.

Student success is the number one priority in the BCET Strategic Plan and our tag line is *Empowering Students. Inspiring Success.* We are here to serve you.

The BCET offers a variety of technology and engineering programs at the undergraduate and graduate levels both on campus and online. Whether you are a current student, a prospective student, a parent, an alumnus, 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 campus or contact me in the Dean's office at any time.

Respectfully,

Jim Smallwood, Ph.D., CMfgT Interim Dean, Bailey College of Engineering 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 Bailey College of Engineering and Technology

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

### Values Statement:

- **Students.** The Bailey College of Engineering and 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.

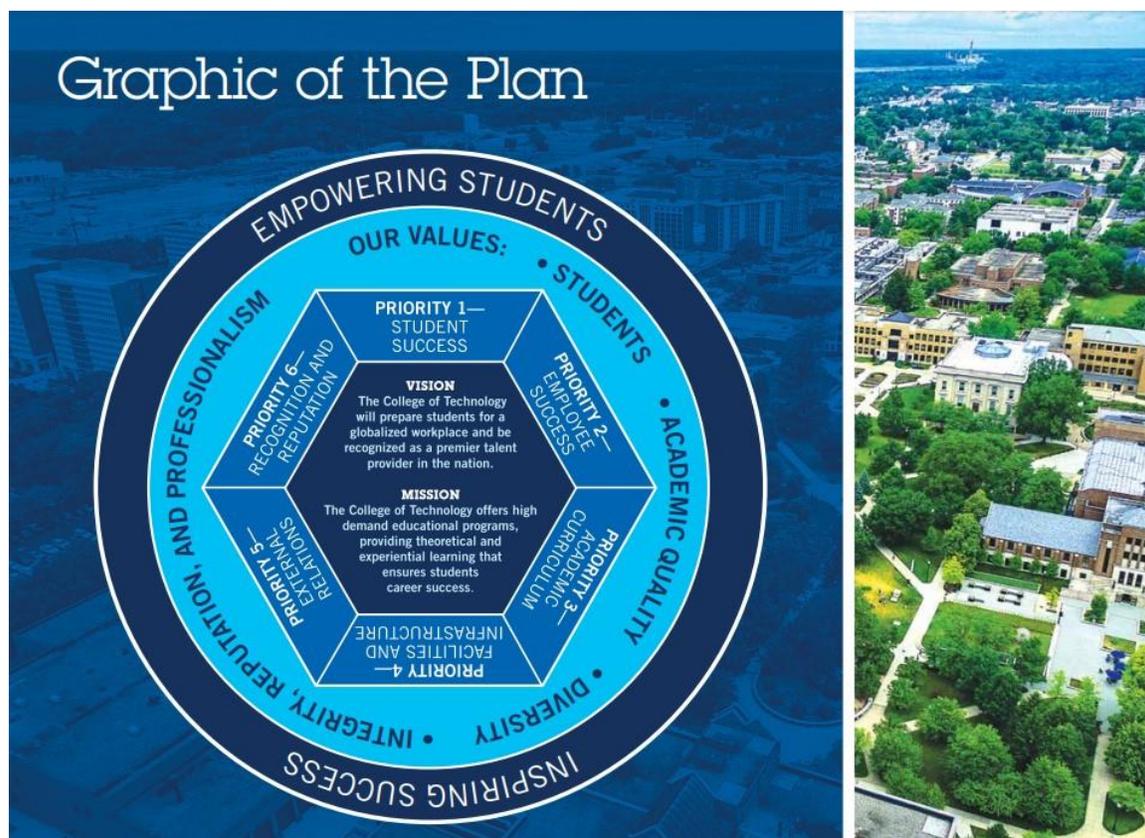
### Vision Statement

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

### Mission Statement

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

### Strategic Plan



#### IV. Bailey College of Engineering and Technology Dean's Office Personnel

Dr. Jim Smallwood	Interim Dean	812-237-3462	Jim.Smallwood@indstate.edu
Dr. Farman Amin Moayed	Acting Associate Dean	812-237-3575	Farman.AminMoayed@indstate.edu
Marti Hargis	Dean's Assistant	812-237-3977	Marti.Hargis@indstate.edu
Viola Ellis	Administrative Assistant	812-237-3166	Viola.Ellis@indstate.edu
Christina Cantrell	Director of Student Services	812-237-9043	Christina.Cantrell@indstate.edu
Karen Dakic	Academic Advisor	812-237-3346	Karen.Dakic@indstate.edu
Lisa Stein	Academic Advisor	812-237-2267	Lisa.Stein@indstate.edu

#### 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 [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.

## 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 statutes.

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

Architectural Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Automation & Control Engineering Technology, B.S.	<a href="https://amspub.abet.org/">Engineering Technology Accreditation Commissions of ABET https://amspub.abet.org/</a>
Automotive Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Civil Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Computer Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Construction Management, B.S.	<a href="#">American Council for Construction Education (ACCE)</a>
Electronics Engineering Technology, B.S.	<a href="https://amspub.abet.org/">Engineering Technology Accreditation Commission of ABET https://amspub.abet.org/</a>  <a href="https://www.atmae.org">Engineering Technology Accreditation https://www.atmae.org (ATMAE)</a>
Engineering, B.S.E.	<a href="https://www.abet.org/">Engineering Accreditation Commission of ABET https://www.abet.org/</a>
Engineering Technology Management, B.S.	<a href="https://amspub.abet.org/">Engineering Technology Accreditation Commission of ABET https://amspub.abet.org/</a>
Information Technology, B.S.	<a href="https://amspub.abet.org">Computing Accreditation Commission of ABET https://amspub.abet.org</a>
Interior Architecture Design, B.S.	<a href="#">Council for Interior Design Accreditation (CIDA)</a>

Manufacturing Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Mechanical Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Occupational Safety Management, M.S.	<a href="#">The Association of Technology, Management and Applied Engineering (ATMAE)</a>
Packaging Engineering Technology, B.S.	<a href="http://www.abet.org">Engineering Technology Accreditation Commission of ABET http://www.abet.org</a>
Safety Management, B.S.	<a href="https://www.abet.org/">Applied and Natural Science Accreditation of ABET https://www.abet.org/</a>

## VII. BCET 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 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
- Unmanned Systems

### **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)

### 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.

## **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](mailto: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.

## VIII. Advising

### **Freshmen: On-Campus & Distance**

All freshmen are advised within the University College for their first year. All incoming freshmen can contact the University College at 812-237-2300 or use the [appointment scheduler](#). Students are transitioned out of the UC after successful completion of 2 semesters with 24 earned hours and in good academic standing.

### **Sophomore and beyond: On-campus**

All on-campus undergraduate students that have transitioned from the University College will be assigned to [Karen Dakic](#) as a primary academic advisor.

After one year with a professional advisor in the BCET, the student is then transitioned to an advisor in the major department. The faculty advisor can provide information regarding professional development, career paths, internships, and other information about your professional growth.

### **Distance Transfer Students in the BCET**

All distance transfer students are advised by [Lisa Stein](#). After the initial advising appointment and completion of the on-boarding process, all distance transfer students except Construction Management will be assigned an advisor within their academic department. [Lisa Stein](#) will advise all Construction Management transfer students.

## Transfer Students in the BCET

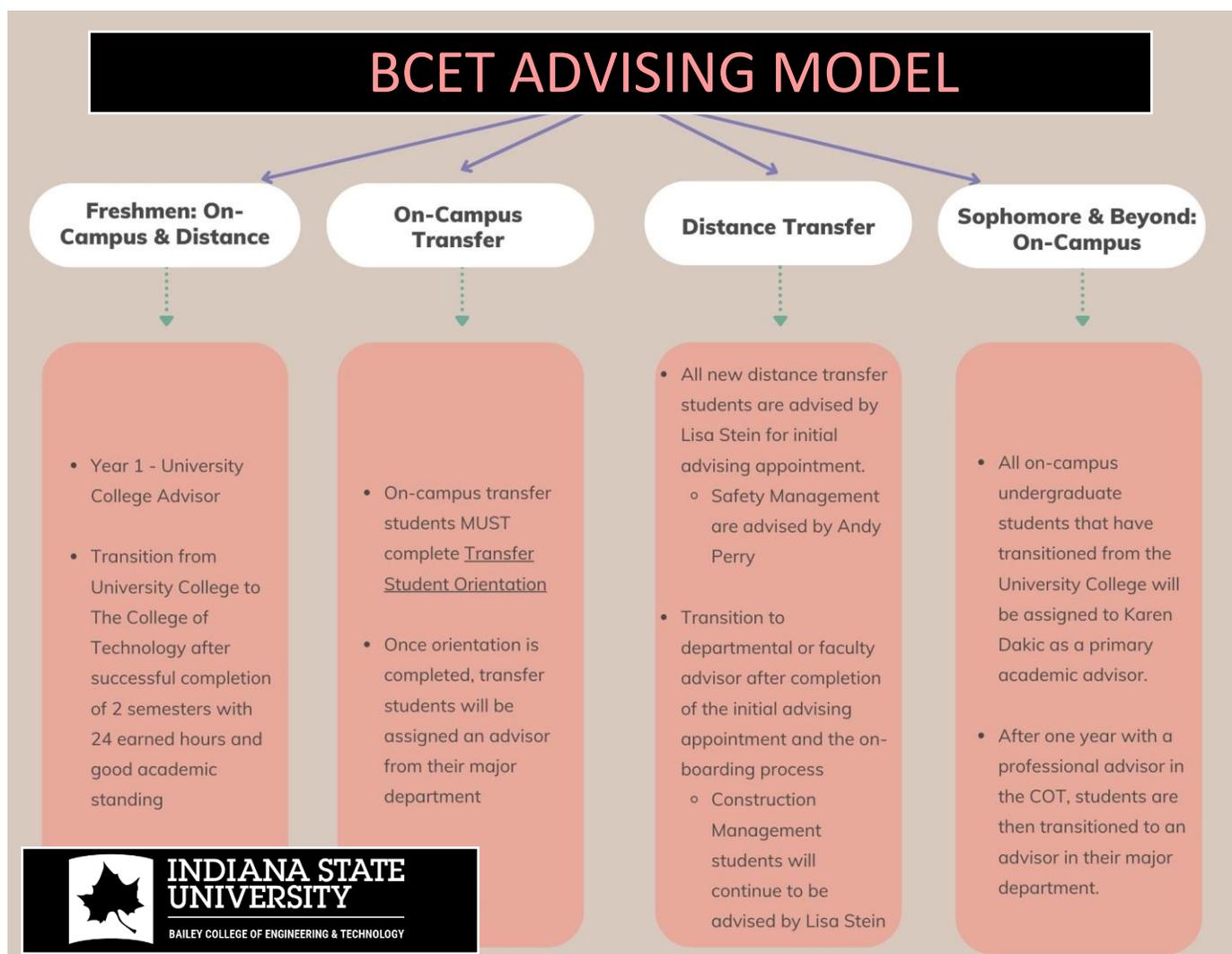
The University accepts credit from regionally accredited colleges and universities within the United States, and from selected schools located outside the United States. Credit also may be granted for military training and experience.

For more information about ISU's transfer process and procedures, please visit [Transfer Central](#).

Please visit <https://advisorscheduler.indstate.edu/equivalence/index.php> link 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](#)

On-campus transfer students will automatically be assigned an advisor from their major department, after transfer student orientation.



## 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.

FS REQUIREMENT	A.A. OR A.S.	A.A.S.	INDIANA COLLEGE CORE / STGEC
Freshman Composition	✓	✓	✓
Junior Composition			
Communication	✓	✓	✓
Quantitative Literacy	✓	✓	✓
Health and Wellness	✓	✓	
Science and Laboratory	✓	✓	✓
Social and Behavioral Sciences	✓	✓	✓
Literary Studies	✓		✓
Fine and Performing Arts	✓		✓
Historical Perspectives	✓		✓
Global Perspectives and Cultural Diversity	✓		✓
Ethics and Social Responsibility			✓
Upper-Division Integrative Elective #1			
Upper-Division Integrative Elective #2		✓	
High Impact Practice		✓	

## 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.

Honors students, student athletes, and students registered with the Accessibility Resource Office also have a PIN regardless of classification.

An advising appointment is required for all students needing a PIN number.

## Online Registration Procedure

<https://www.indstate.edu/services/express/academics/registration/add-drop>

## Priority Registration

<https://www.indstate.edu/registrar/student-resources/registrationscheduling/priority-registration-dates-information>

## Degree Maps

<https://www.indstate.edu/technology/majors>

## 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.

## 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](#) for using the Change of Major web form.

For more information on [changing your major or minor](#).  
[ISU majors & minors](#)

## IX. Forms

### Forms

[Overload Form](#)

[Scheduling Form](#)

[Petition and Substitution](#)

[Academic Renewal](#)

[Grade Appeal](#)

## X. 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](mailto:Christina.Cantrell@indstate.edu) with the following information:
  - Student ID number:
  - Current graduation term:
  - Change to:

# GRADUATION FAQs



**I want to walk in commencement but still have requirements left to complete. What do I do?**

---

Select the date through your portal in which all requirements will be met for your degree. Then contact the Office of the Registrar to be manually added to the graduation list for a different semester.

**I am going to finish my requirements over the summer but selected May as my graduation date. Is this right?**

---

No. You need to select the summer graduation date. Summer grads automatically walk in the May ceremony.

**When should I apply to graduate?**

---

You should apply for graduation 2 semesters prior to having all of your requirements met.

**Isn't graduation and commencement the same thing?**

---

No. Graduation is when you have completed ALL requirement for your degree. Commencement is a ceremony and doesn't necessarily mean that you have graduated.

**When do I graduate?**

---

You will be officially graduated once all of your MySAM requirements have been fulfilled.

**INDIANA STATE UNIVERSITY**

BAILEY COLLEGE OF ENGINEERING & TECHNOLOGY

## 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):

<b>Latin Honor</b>	<b>Cumulative Honors Grade Point Index</b>
Summa Cum Laude	3.90 or higher
Magna Cum Laude	3.70- 3.89
Cum Laude	3.50- 3.69

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

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

## XI. 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>

## XII. Dean's Student Advisory Council

### **Bylaws for the Bailey College of Engineering and Technology Dean's Student Advisory Council**

#### **ARTICLE I. NAME OF ORGANIZATION**

Dean's Student Advisory Council for the Bailey College of Engineering and Technology

#### **ARTICLE II. ORGANIZATION PURPOSE**

##### *Section 1. General Purpose*

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

##### *Section 2. Specific Purpose*

The Dean's Student Advisory Council for the BCET 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 BCET to listen and realize their thoughts and concerns.
- Advocate on behalf of BCET 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 BCET.

## **ARTICLE III. SELECTION & MEMBERSHIP**

### *Section 1. Eligibility for Membership*

Student membership requires a student with a major in the Bailey College of Engineering and 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 BCET, 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 Bailey College of Engineering and 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.

### XIII. Student Organizations

The Bailey College of Engineering and 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.

BCET Organization Name	Advisor	Email
<a href="#">Alpha Eta Rho</a>	Chris Colbert	ahpindianastate@gmail.com sjohnson186@sycamores.indstate.edu
<a href="#">American Association of Airport Executives (AAAE), ISU Chapter</a>	Troy Allen	indstateAAAE@gmail.com rstetler@sycamores.indstate.edu
<a href="#">American Society of Civil Engineers</a>	Ahmed Mohamed Michael Williamson	nmcspadden@sycamores.indstate.edu dwilson76@indstate.edu
<a href="#">American Society of Mechanical Engineers (ASME)</a>	Todd Alberts Ben Thomason	isu-asmе@indstate.edu tbaker38@sycamores.indstate.edu
<a href="#">American Society of Safety Professionals (ASSP)</a>	Andy Perry	Andy.Perry@indstate.edu mjochem2@sycamores.indstate.edu
<a href="#">Association for Unmanned Vehicle Systems International (AUVSI)</a>	Mark Collins	lhood4@sycamores.indstate.edu tobermeyerlod@sycamores.indstate.edu
<a href="#">Construction Club (CNST)</a>		
<a href="#">Formula SAE (FSAE)</a>		ISU-FSAE@indstate.edu asaxena@sycamores.indstate.edu

Interior Designers Embrace Architecture (IDEA)	Azizi Arrington-Slocum	cmason26@sycamores.indstate.edu mlacy3@sycamores.indstate.edu
International Construction Honor Society - Sigma Lambda Chi- Delta III Chapter		sigmalcd3@gmail.com kjacobs10@sycamores.indstate.edu
Institute of Electrical and Electronics Engineers (IEEE)	David Malooley	ISU-IEEE@indstate.edu tsoltermann@sycamores.indstate.edu
Mechanical Contractors Association of America (MCAA)		
Multirotor Club	Mark Collins	tobermeyerlod@sycamores.indstate.edu wramsey1@sycamores.indstate.edu
National Society of Black Engineers		isunsbe4@gmail.com acastro5@sycamores.indstate.edu
Society for Human Resource Management (SHRM)	Amber Clark	amber.clark@indstate.edu
STATEPACK	Brian James	brian.james@indstate.edu adenoyer@sycamores.indstate.edu
Sycamore Smash		jshepard4@sycamores.indstate.edu ccastellano@sycamore.indstate.edu
Sycamore Technologists		dmarvelgroppe@sycamores.indstate.edu
Women in Aviation International	Heather Lennox	isu-women.in.aviation@indstate.edu
Women in STEM Professions (WISP) formerly Females in Technology (FIT)	Riem Rostom	isu-wisp@indstate.edu harthur5@sycamores.indstate.edu

## XIV. 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 1<sup>st</sup>.

<https://www.indstate.edu/scholarships>

### 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](#).

## xv. 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](mailto:Christina.Cantrell@indstate.edu))

## 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](mailto:Christina.Cantrell@indstate.edu)).

For letters regarding online courses, courses taken at other institutions, or tutoring, please contact Christina Cantrell ([Christina.Cantrell@indstate.edu](mailto: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 Bailey College of Engineering and Technology (BCET), please email Christina Cantrell ([Christina.cantrell@indstate.edu](mailto: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 ([Christina.Cantrell@indstate.edu](mailto:Christina.Cantrell@indstate.edu)) in TC 203 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](mailto: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](mailto: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, BCET 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](mailto:Christina.Cantrell@indstate.edu)) with this request.

## XVII. Department Open Lab Hours

\*Hours change every semester; schedule is posted outside of each room\*

### TAM LAB (TC316):

- Monday
  - 10:00am-2:00pm
- Wednesday
  - 1:00pm-4:00pm

### CAD LAB (TC217):

- Monday, Wednesday:
  - 5:00pm – 8:00pm
- Tuesday, Thursday:
  - 3:00pm – 8:00pm
- Friday:
  - 12:00pm – 6:00pm

### UMS LAB (TC005):

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

### AVT LAB (TC110):

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

[https://docs.google.com/forms/d/e/1FAIpQLSezei67Y\\_5oBcMPYXkX23HS-WIAuForZ78UegPbrWIB44RXTw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSezei67Y_5oBcMPYXkX23HS-WIAuForZ78UegPbrWIB44RXTw/viewform)



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