

# Student Handbook

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2021-2022



Thaddeus Stevens  
College of Technology



# Thaddeus Stevens College of Technology

## Office for Student Services

### Student Handbook Acknowledgment Form

The school handbook has been compiled to inform students of the policies of the Thaddeus Stevens College (TSCT) Campus. The handbook is available on the TSCT website at <http://www.stevenscollege.edu/handbook>. A link to the handbook can also be found on the College Portal at <http://my.stevenscollege.edu>. After reviewing the handbook, please sign below to acknowledge receipt of the handbook and your understanding of the policies stated in the Thaddeus Stevens College Handbook, and in any Thaddeus Stevens College publication referred to in the Handbook. The President of the College reserves the right to amend the handbook as needed.

#### Key Policies:

- Thaddeus Stevens College of Technology is a dry campus and strives to promote an alcohol and drug free learning environment.
- Reasonable suspicion could lead to a student being required to take a drug test after being enrolled. Random testing may also occur during the academic year.
- Students are expected to attend every class. If a student is absent for 5 days they are subject to dismissal.

**Please sign and return this page to the Thaddeus Stevens College Student Services Office upon receipt of the handbook.**

Date \_\_\_\_\_

Print Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

## **Search and Seizure – as stated in the Student Handbook**

Students, as citizens of the Commonwealth of Pennsylvania, are protected against any unreasonable search and seizure. However, this does not prohibit college authorities from conducting searches of residence hall rooms, shop lockers or vehicles if the authority has reasonable cause to believe that a student is using the room, locker or vehicle for a purpose that is either illegal or would otherwise seriously interfere with the educational atmosphere or is in violation of the College Code of Conduct.

If comprehensive room searches occur, two of the following individuals will be present; the Residence Hall Director, Director of Residence Life, Dean of Student Services, or Security. The student(s) of the room that is being searched should be present if they are available. Such all-encompassing searches are most likely to occur during the week, when both the majority of students and the Residence Hall Directors are present. They are completed with great discretion in cases where there is reasonable evidence that a person is engaged in illegal activities or behaviors that are contrary to the College Code of Conduct or in emergency situations. For vehicle or locker searches Security, the student, and/ or the Dean of Student Services should be present during the search or their designee.

### **Understanding Search and Seizure**

“Reasonable Cause” or “Just Cause” for a search consists of the following:

1. Smoke, whether caused by a fire, a cigarette, incense, candle or the burning of some form of illegal substance.
2. The strong smell of alcohol or marijuana coming from a Residence Hall Room, vehicle, or locker.
3. Considerable evidence, gathered from a variety of sources, regarding possible illegal activity or activity contrary to the College Code of Conduct being conducted within a Residence Hall Room, or vehicle.
4. Considerable evidence indicating the presence of a weapon(s) within a Residence Hall Room, locker, or vehicle.
5. Considerable evidence indicating an activity in the Residence Hall, in a classroom, in a vehicle, or in a locker that may threaten the health, safety and welfare of fellow students. (Possible presence of explosives, etc.)

This listing is simply to indicate some of the reasons, once confirmed, that would produce “Reasonable Cause” or “Just Cause” for a search. (Please Note: This listing is not all inclusive.)

It is not the intent of the College to do unreasonable and unwarranted searches. The only intent of the College is to ensure a safe and secure environment for students to reside, study and continue in pursuit of their educational goals.

I have read and understand the Search and Seizure Policy of Thaddeus Stevens College of Technology.

Date \_\_\_\_\_

Print Student’s Name: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

# 2021-2022 STUDENT HANDBOOK



## Thaddeus Stevens College of Technology

The Thaddeus Stevens College of Technology will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1991.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Marian V. Wilson, Ph.D, Affirmative Action Officer, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602. Phone: (717) 391 -1365.

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# 2021 - 2022 Academic Calendar

## Fall Semester 2021

Aug. 18	New Faculty Orientation
Aug. 19-20	Faculty Professional Development
Aug. 19-20	New Student Orientation
Aug. 23 - Sept. 3	NOCTI/ASE Pretesting - Freshman
Aug. 23	Fall Classes Begin - Drop/Add Begins
Aug. 27	Drop/Add ends
Aug. 27 - Sept. 10	ETS Pretesting - Freshman in POS and Pre-Major
Sept. 3	Fall Semester Officially Enrolled Census Date
Sept. 6	Holiday - College Closed
Oct. 8	Review/Approval of Spring Schedule
Oct. 11	Faculty/Staff Development - No Classes
Oct. 12 - 16	Homecoming Week
Oct. 16	Homecoming
Oct. 22	Mid-Term Grades Due by 12 Noon via College Portal
Oct. 23	Open House
Nov. 16 - Dec. 10	Sophomore Registration for Spring 2022
Nov. 17 - Dec. 10	Freshman Registration for Spring 2022
Nov. 18 - Dec. 10	Pre-Major Registration for Spring 2022
Nov. 24	Deadline to Withdraw from Courses without Penalty
Nov. 25 - 29	Fall Break - No Classes
Nov. 29 - Dec. 17	Student Academic Opinion Survey Window
Dec. 17	Classes End
Dec. 20	Grades Due - 12 Noon via College Portal
Dec. 21	Course Assessments due in Office of Assessment

## Spring Semester 2022

Jan. 18	Spring Orientation
Jan. 19	ETS Pretesting (Spring Entering Academics Only, POS & Premajors)
Jan. 19	Spring classes begin - Drop/Add begins
Jan. 25	Drop/Add ends
Jan. 19 - 30	NOCTI/ASE Pretesting (Spring Entering Premajors & POS)
Feb. 1	Spring Semester Officially Enrolled Census Date
Feb. 9 - 10	Career/Job Fair
Feb. 18	Review/Approval of Summer Schedule
Feb. 21	Faculty/Staff Development - No Classes
March 11	Review/Approval of Fall Schedule
March 14 - 18	Spring Break - No Classes
March 14 - April 8	CORE Survey
March 21	Mid-Term Grades Due by 12 Noon via College Portal
April 12 - May 13	Currently Enrolled Pre-Major/ Freshman Registration for Fall 2022
April 12 - May 13	Currently Enrolled Pre-Major/ Freshman Registration for Summer
April - TBD	Spring Open House
April 18	Faculty/Staff Development - No Classes
April 22	Deadline to Withdraw from Courses without Penalty
April 25 - 29	ETS Post-Testing (Sophomores & Certificate Programs)
April 25 - 29	NOCTI Post-Testing (Sophomores & Certificate Programs)
May 2 - 20	Student Academic Opinion Survey Window
May 3	Awards Banquet
May 2	ASE Post-Testing (CORT Sophomores)
May 3	ASE Post-Testing (AUTO Freshman)
May 4	Ase Post-Testing (AUTO Sophomores)
May 20	Classes End
May 21	Commencement - 1:00p.m.
May 23	Grades Due - 12 Noon via College Portal
May 24	Course Assessments due in Office of Assessment



# COVID Notice

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It should be noted that because of the impact of COVID-19, course offerings, programs, policies, practices or the College's delivery of education may change from that which is reflected in the Student Handbook. If those changes are implemented, they will be implemented only because of the need for the College to follow guidelines issued by federal and state governmental authorities and because of the College's desire to provide for the health and safety of its students, staff and employees. The College will endeavor to provide as much advance notice as is possible to all students, staff and employees of any changes, additions or alterations to the College's course offerings, programs, policies, practices or the College's delivery of education.

## I. INTRODUCTION

Welcome to Thaddeus Stevens College! You are now a members of one of the finest educational communities in Pennsylvania. Hopefully, you will become one of the more than 7,000 Stevens alumni who are living throughout the country.

The purpose of this handbook is to acquaint you with Thaddeus Stevens College of Technology, its customs, methods of operation, and regulations.

We will do all that we can to guarantee your success as a member of this community, but you must do your part, too. Become involved in the activities of the College, both educationally and socially. Bring constructive criticisms and suggestions to the attention of the staff. We have been in the business of educating trade/technical students since 1905 and are known to be a leader among technical colleges in America. In order to continue this fine tradition, we need your assistance and cooperation. Your participation and suggestions contribute to the diversity of campus life that benefits all students. If you have suggestions about how to improve the Stevens experience or if you have a complaint, you may use the Suggestion form on the College's website. Stevens has maintained a strong tradition and reputation as a leader in trade/technical education since 1905 by listening to students and responding to their needs. Please use this handbook as a guide for your success.

## II. MISSION STATEMENT

The mission of Thaddeus Stevens College of Technology is to meet the higher education needs of low income, historically under-represented students, resulting in immediate employment at a sustaining wage, supporting the growth and strength of business and industry across the Commonwealth of Pennsylvania.

## III. VISION STATEMENT

Thaddeus Stevens College of Technology will be the best two year technical college of its kind by adding value to the lives of our students so that they will find skilled employment, be effective citizens, and reach their full potential.

## IV. CORE VALUES

Thaddeus Stevens College of Technology is committed to structuring and maintaining its daily functions around the following core values: integrity, diversity, respect, teamwork, learning and growth, and accountability.

**INTEGRITY:** We value the commitment to high moral/ethical standards, honesty, and fairness in teaching and learning, social engagements, and professional practices.

**DIVERSITY:** We value the recognition of the variety of unique individuals within our world and the interdependence upon each other, each other's culture, and the natural environment. We value the differences and respect the qualities and experiences that are different from our own.

**RESPECT:** We value the unbiased consideration, treatment, and regard for the rights, values, beliefs, and property of all other people.

**TEAMWORK (COLLABORATION):** We value working cooperatively and collaboratively as part of a group in which there is a shared mission and vision aligned toward a goal.

**LEARNING AND GROWTH (LIFE LONG LEARNING):** We value the relentless dedication to increasing the knowledge and competences of all individuals associated with the College. We recognize that human resources are the College's only sustainable competitive advantage.

**ACCOUNTABILITY:** We value the taking of responsibility for actions and the results of those actions; honoring obligations, expectations, and requirements; delivering what is promised; and owning up to shortcomings and mistakes.

## V. PEOPLE: ADMINISTRATION AND STAFF

At times it may be necessary to contact a member of the administration or staff to acquire an answer to a question or perhaps resolve a problem. The following is a list of the administrators and staff members and a phrase to indicate their areas of service:

### **PRESIDENT:**

#### **PEDRO RIVERA**

Oversees operation of the College.

*First Floor Mellor Hall*

*Phone: 717-299-7722*

### **VICE PRESIDENT FOR ACADEMIC AFFAIRS:**

#### **DR. ANTONIO JACKSON**

Supervises academic/technical staff. Contact person for industry members and curriculum inquiries.

*First Floor Mellor Hall*

*Phone: 717-391-1364*

### **VICE PRESIDENT FOR FINANCE &**

#### **ADMINISTRATION:**

#### **GEORGE LONGRIDGE**

Directs all business and billing functions, facilities, security, and dining services.

*First Floor Mellor Hall*

*Phone: 717-391-6947*

### **CHIEF DIVERSITY, EQUITY & INCLUSION**

#### **OFFICER & TITLE IX COORDINATOR:**

#### **DR. MARIAN V. WILSON**

Responsible for enhancing the culture through diversity related matters and infusing this understanding throughout the campus environment. Provides leadership and support for individuals that differ by race, gender, disability, and others who differ by social identity and more.

*Ground Floor Mellor Hall*

*Phone: 717-391-1365*

### **DEAN OF STUDENT SUCCESS:**

#### **MICHAEL DEGROFT**

Responsible for student academic issues and concerns as well as providing direct assistance to the Vice President for Academic Affairs.

*First Floor Mellor Hall*

*Phone: 717-391-3506*

### **DEAN OF STUDENT SERVICES/ ATHLETIC DIRECTOR:**

#### **DR. CHRIS METZLER**

Responsible for services to students related to campus life, residence life, dining services, health services, campus safety, and intercollegiate athletics.

*First Floor Mellor Hall*

*Phone: 717-299-7794*

### **DEAN OF ENROLLMENT SERVICES:**

#### **MELISSA WISNIEWSKI**

Responsible for admissions and registrar functions of the College.

*Hartzell Building*

*Phone: 717-391-3506*

### **EXECUTIVE DIRECTOR FOR THE OFFICE OF COLLEGE ADVANCEMENT:**

#### **PAM SMITH**

Responsible for oversight of the Thaddeus Stevens Foundation, Alumni Association, Career Services, grants, charitable giving, fundraising, and strategic community and partnership engagement.

*Ayres Alumni House and*

*First Floor Mellor Hall*

*Phone: 717-391-1366*

### **THADDEUS STEVENS FOUNDATION,**

#### **THADDEUS STEVENS ALUMNI**

#### **ASSOCIATION:**

#### **SOPHIE HOWER**

Responsible for admissions and registrar functions of the College.

*Ayres Alumni House*

*Phone: 717-299-7776*

### **DIRECTOR OF CAREER SERVICES:**

#### **LAURIE GROVE**

Responsible for the operations of the Career Services office including: Managing the College's job posting website College Central Network, networking with and maintaining extensive employer database, coordinating College's internship program, annual Career Fairs and other recruiting events, and annual Graduate Employment Surveys. Assists students with job placement, internships, resume writing, interviewing, college transfer, social media management, and provides various soft skills workshops throughout the year.

*Hartzell Building*

*Phone: 717-396-7188*

**EXECUTIVE DIRECTOR FOR STRATEGY,  
MARKETING AND COMMUNICATIONS:  
ANN VALUCH**

Responsible for the Marketing and Public Relations functions of the College including, but not limited to advertising, media relations, portal, website, social media, digital signage, etc.

*First Floor Mellor Hall*

*Phone: 717-299-7702*

**DIRECTOR OF PLANNING, ASSESSMENT  
& ACCOUNTABILITY, AND INSTITUTIONAL  
RESEARCH:**

**ROSEMARY HUGHES**

Responsible for facilitating the design, development, and management of a comprehensive integrated assessment system that provides the information necessary to evaluate the efficiency, effectiveness, and impact of programs and practices as related to the strategic goals and mission of Thaddeus Stevens College of Technology.

*Hartzell Building*

*Phone: (717) 391-3595*

**HUMAN RESOURCES:**

**HEATHER BURKY**

Oversees employment and hiring practices, employee relations and benefits.

*Ground Floor Mellor Hall*

*Phone: (717) 391-6935*

**FACILITIES AND MAINTENANCE MANAGER:  
GENE DUNCAN**

Oversees facilities construction, renovations and maintenance, and shipping and receiving.

*Maintenance Building*

*Phone: (717) 299-7782*

**DIRECTOR OF ACT 101/EOP, COMMUNITY  
SERVICE, CARL D. PERKINS PROGRAM  
COORDINATOR, & SPECIAL PROJECTS:  
VALDIJAH BROWN**

Provides Act 101/EOP students with academic and personal counseling services, and referrals to connect students with tutorial services, and community-based services to meet student needs. Connects Stevens Grant students with community service opportunities. Administers the Carl D. Perkins Program that works with academic and non-academic services to strengthen technical education for students, faculty, and staff.

*First Floor Orange Street*

*Phone: 717-391-7299*

**DIRECTOR OF THE ACADEMIC CENTER:  
SHERI WRIGHT**

Facilitates student academic success through providing direct support, supervising Academic Coaches, coordinating Peer Tutoring and Professional Tutoring Services and coordinating the Retention Team. Also serves as Director of the Pre-Major Program

*Third Floor LRC*

*Phone: 717-391-1375*

**DIRECTOR OF RESIDENCE LIFE:  
JASON KUNTZ**

Directs resident life operations.

*Second Floor MAC*

*Phone: 717-391-7322*

**DIRECTOR OF THE LIBRARY:  
KATHERINE PENNAVARIA, MA, MLS**

Oversees library services, resources and staff.

*First Floor LRC*

*Phone: 717-299-7754*

**COUNSELING/ACCESSIBILITY  
COORDINATOR:**

**DEBRA SCHUCH, LPC, NCC, ATR**

Provides students with personal, social, educational and career counseling. Coordinates and evaluates accessibility services for students.

*Hartzell Building*

*Phone: 717-299-7408*

**COUNSELOR:  
JACQUELINE BAREUTHER, M. Ed., LPC**

Provides students with personal, social, educational and career counseling.

*First Floor Orange Street*

*Phone: 717-391-7213*

**DIRECTOR OF INFORMATION TECHNOLOGY  
SERVICES:**

**GREG SEITZ**

Oversees information technology policies, practices and staff.

*Ground Floor Mellor Hall*

*Phone: 717-391-7359*

**DIRECTOR OF FINANCIAL AID:  
EMILY SMOKER**

Certifies student eligibility for financial aid awards, all available financial resources to students, and acts as the VA Certifying Official for the College.

*Hartzell Building*

*Phone: 717-391-7206*

**COLLEGE REGISTRAR:**

**STACY SCOTT**

Assists students with course enrollment functions and maintains academic records.

*Hartzell Building*

*Phone: 717-391-7231*

**HEALTH SERVICES:**

**MELISSA MESHEY, RN**

Coordinates health services for students.

*Brenner Hall*

*Phone: 717-299-7769*

**DIRECTOR OF BUILDINGS AND EVENT**

**COORDINATOR:**

**TONY MILLER**

Responsible for the MAC building, coordinates the facilitation of athletic, campus and community events, supervises custodial staff.

*Second Floor MAC*

*Phone: 717-391-1357*

# VI. NON-DISCRIMINATION AND HARASSMENT POLICY

## 1 - POLICY STATEMENT

Thaddeus Stevens College of Technology (the "College") does not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, , or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended and other applicable laws and policies.

Announcement of this policy is in accordance with the Pennsylvania Department of Education and federal laws (see above). All inquiries or reports of harassment or discrimination should contact the Diversity, Equity, and Inclusion Office (717) 391-1365 on campus, or the Equal Education Opportunity Officer, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, (717)787-1953.

The College is committed to protecting, maintaining, and encouraging both freedom of inquiry, teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this Policy or the law. The College will balance the enforcement of this Policy with freedom of speech and academic freedom.

The procedures, including the grievance process, set forth in this Policy apply when an employee, student (or applicant for admission) is either a Complainant or Respondent (as the terms are defined in this Policy).

## 2 - STATEMENT OF PURPOSE

The College's Nondiscrimination Policy establishes guidelines in accordance with the College's obligations under federal and state nondiscrimination laws.

The purpose of this Policy provides for the orderly resolution of complaints of discrimination or harassment on the basis of race, color, ancestry or national origin, sex, sexual orientation, gender, gender identity, physical or mental disability, religion, age (as applicable), status as a protected veteran, or any other legally protected classification. Such discrimination and harassment are strictly prohibited by the College.

The purpose of this Policy is:

1. To promote an education and work environment that is free from all forms of harassment and discrimination, regardless of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification.
2. To assure unlawful harassment or discrimination in any form is unacceptable and of particular concern to an academic community. Therefore, unlawful harassment or discrimination will not be tolerated. Those inflicting such behavior on others are subject to the full range of the College's disciplinary actions, up to and including separation from the College, in addition to any legal action that may accompany such acts.
3. Students, faculty, staff, and all who conduct business on behalf of the College are permitted to file complaints under this policy against non-students. All complaints of discrimination and harassment against students should be filed with the Diversity, Equity, and Inclusion Office.

### 3 - APPLICABILITY

This Policy applies when:

1. Any employee or student who witnesses or has been subjected to discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification;
2. Any former employee or student who witnesses or has been subjected to discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification, if the conduct took place during the time of employment or enrollment at the College;
3. Any employee or student who has knowledge of discrimination or harassment on the basis that apply to the College, against another employee or student, in order to report such offenses; and,
4. All third parties with whom the College has an educational or business relationship who witnesses or has been subjected to discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification, and/or any other category protected that applies to the Thaddeus Stevens College of Technology when the conduct has a reasonable connection to the College.

This Policy applies to all College programs and activities, including, but not limited to, discrimination and harassment in instruction, grading, athletics, College housing, programs and activities, and College employment when:

1. The alleged violations occur on College owned, leased, or otherwise controlled property, while participating in College affiliated programs;
2. The alleged violations occur off campus, and the conduct impairs, interferes with, or obstructs any College activity or the mission, processes, and functions of the College;

This policy also applies to any off-campus behavior that affects a substantial College interest. A substantial College interest is:

1. Any situation where a student's conduct may present a danger or threat to the health or safety of others;
2. Any situation that significantly impinges upon the rights, property, or achievements of others;
3. Any situation that is detrimental to the educational mission and/or interests of the College.

This policy shall not be construed or applied to restrict academic freedom, nor shall it be construed to restrict constitutionally protected expression.

### 4 - DEFINITIONS

**Complainant:** An individual making a complaint of discrimination and/or harassment.

**Respondent:** An individual who is alleged in a complaint to have violated the policy prohibiting discrimination and/or harassment.

**Discrimination:** Treating an individual differently or less favorably or engaging in conduct that denies an individual the opportunity to participate in or benefit from a College program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran

status, or any other legally protected classification. Unlawful discrimination under any local, state, or federal law.

**Harassment:** Unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic, when these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, or working conditions, by creating an intimidating, hostile, or offensive learning or working environment.

Examples of conduct that can constitute harassment if based on an individual's protected characteristic include but are not limited to:

1. Unwelcome comments or jokes about a legally protected characteristic (e.g., racial, or ethnic jokes);
2. Disparaging remarks to a person about a legally protected characteristic (e.g., negative, or offensive remarks or jokes about a person's religion or religious garments);
3. Displaying negative or offensive posters or pictures about a legally protected characteristic;
4. Communications, including those conveyed in person, mail, electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use.
5. Behavior that is sufficiently serious (severe, pervasive, and objectively offensive) to effectively deny or limit a person's ability to participate in, or benefit from, the College's programs, activities, services, or opportunities;
6. Is used as a basis for, or factor in, decisions that tangibly affect that individual's education, employment, or participation in the College's activities, learning or working environment.

**Retaliation:** Actions taken against the Complainant for: reporting

discrimination and harassment; filing a complaint of discrimination or harassment; or participating in, or refusing to participate in, the investigation, grievance, or other procedures of this Policy. Retaliation is also prohibited against persons who assist others in bringing a complaint of discrimination or harassment by offering advice and moral support or by giving testimony or documentary evidence in response to a complaint.

Prohibited retaliation includes conduct that may reasonably be viewed as:

1. An adverse employment action;
2. An adverse action relating to participation in an educational program;
3. Unreasonably interfering with the academic or professional career of another individual;
4. Engaging in conduct which constitutes stalking, harassment, or assault;
5. Engaging in efforts to have others engage in retaliatory behavior on one's behalf.
6. Engaging in efforts that affect or discourage a person from filing a report or complaint of discrimination or harassment or participating in an investigation or other proceedings under this Policy, or reporting to or participating in procedures with any other local, state, or federal complaint process, such as filing a complaint with the Equal Education Opportunity Officer, Pennsylvania Department of Education.
7. Retaliation that also includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this Policy.
8. Prohibited retaliation against a person who reasonably protests discrimination or harassment practices within the College.



The College will not charge an individual under a separate policy or Code of Conduct for conduct arising out of the same facts or circumstances reported as discrimination or harassment for purposes of interfering with non-discrimination protections. The College will attempt to keep confidential the identity of complainants, respondents, and witnesses, except as may be required by law, permitted under FERPA, or deemed necessary to carry out the non-discrimination process.

## **5 - PROCEDURES FOR REPORTING DISCRIMINATION**

Students and employees who believe that they are being harassed or discriminated against regarding any of the above, should contact one of the following:

- 1. Office of Diversity, Equity, and Inclusion  
(717)-391-1365**
- 2. Office of Human Resources  
(717) 391-6935**
- 3. Office of the Dean of Students  
(717) 299-7794**

The following procedures are intended to protect the rights of the reporting party, as well as the party whom a complaint of harassment or discrimination is reported against. Each complaint will be investigated, and appropriate action will be taken.

Reports under this policy should be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or personnel action.

### **5.1 – REPORTING AND FILING COMPLAINTS OF DISCRIMINATION OR HARASSMENT**

Any incident of unlawful discrimination or harassment in violation of this Policy must be reported to the appropriate College official, Dean of Students, Human Resources or Diversity, Equity, and Inclusion. Forms and procedures for reporting these complaints of

discrimination or harassment are available in each of these offices or online at: online portal (click on the “Campus Life” tab, then “Title IX Reporting”).

## **5.2 – ADDITIONAL INFORMATION ON REPORTING**

**Confidential Employees:** Professional licensed counselors, health services professional, and pastoral counselors who provide health, and counseling services to members of the College community are *not permitted* to report any information without the victim's permission.

**Timing.** There is no time limit for reporting prohibited conduct to the College under this Policy; however, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the College.

**Office for Civil Rights.** In addition to the procedures in this Policy for reporting, individuals may also contact the Office for Civil Rights (OCR):

### **U.S. Department of Education**

Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW

Washington, DC 20202-1100

**Telephone:** 800-421-3481

**Fax:** 202-453-6012

**TDD:** 800-877-8339

**Email:** OCR@ed.gov

## **6 – COLLEGE RESPONSE**

Upon receiving notice of potential discrimination, harassment, or retaliation the College will promptly respond to Complainant to investigate the complaint.

The College may respond as follows:

- 1.** In situations that require urgent attention, because of safety or other concerns, the College will take immediate administrative actions pending the outcome of the investigation.

2. In situations that do not require urgent attention, the appropriate responder, Dean of Students, Human Resources or, Diversity, Equity, and Inclusion will respond.
3. The College will follow the grievance process set forth in this Policy before the imposition of any disciplinary sanctions or other actions against a Respondent.
4. The College will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with discrimination, harassment, or retaliation.
5. The College will investigate discrimination, harassment, or retaliation allegations in a Complaint filed pursuant to this Policy.

The College should respect a Complainant's wishes with respect to whether it investigates the reported incident wherever possible unless it is determined by the College official that signing a Complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable, considering the known circumstances. The College reserves the right to investigate any issues regarding potential violations of College policy or applicable law.

At the time of filing a Complaint, a Complainant must be an employee, a student or attempting to participate in an education program or activity of the College to implicate the College's nondiscrimination complaint and investigation process.

## 7 – COMPLAINT AND INVESTIGATION PROCESS

### 7.1 – COMPLAINT OF DISCRIMINATION OR HARASSMENT

As explained in Section 5 above, reports of discrimination or harassment may be made by anyone, including anonymously, to the appropriate College officials (Dean of Students; Human Resources; Diversity, Equity,

and Inclusion). If that occurs, the College official will promptly review the allegations to determine if they may constitute discrimination or harassment in violation of this Policy that may warrant the filing of a Complaint.

A **Complaint** may be filed with the College in person, **by online portal**, mail, or by electronic mail, by using the contact information listed in this Policy for the Dean of Students, Human Resources or Diversity, Equity, and Inclusion offices. The College reserves the right to redirect complaints to what it deems to be the appropriate office or department under the circumstances.

### 7.2 – NOTICE OF ALLEGATIONS

Upon receiving a Complaint, the College will complete a prompt, fair, and impartial investigation of the allegations. The College's complaint and investigation process is intended to be an equitable process. **Respondents are presumed not responsible** for the alleged conduct and no determination regarding responsibility will be made until the conclusion of the process. The investigation will be handled by an investigator(s) appointed by the College.

The Respondent and Complainant will be promptly provided with a **"Notice of Allegations"**. At a minimum, such Notice shall include the allegations of conduct potentially constituting discrimination or harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting discrimination or harassment, and the date and location of the alleged incident, if known. The Notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation process. The Notice will also inform the parties that they may each have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review

evidence.

The Notice will also inform the parties that knowingly making false statements to college officials during the course of the investigation may be referred for review and result in disciplinary action under the Student Code of Conduct or Human Resources as appropriate.

The Notice of Allegations shall be provided as soon as reasonably practicable, but no more than seven (7) College Days after the receipt of a Complaint.

### **7.3 - INVESTIGATION BY THE COLLEGE**

An investigation shall be promptly conducted by the College, or as soon as reasonably possible, through one or more investigators who will not have a conflict of interest in the matter. The College may utilize an independent investigator when deemed appropriate and has complete discretion to do so. When investigating a Complaint (and throughout the entire investigation process), the College will:

1. Ensure that the burden of gathering evidence is on the College and not on the parties;
2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence;
3. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
4. The parties will have the same opportunities to have an advisor present during any investigation proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice; the advisor may not serve as a witness for the investigation and may not speak on behalf of the complainant or respondent in any meeting or investigation proceeding;
5. Provide, to a party whose participation is invited or expected,

written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;

6. Prior to the completion of the investigative report, the College will invite each party to submit any supplemental written statements and evidence, and the parties will be given at least seven (7) calendar days to submit said information, which the investigator will consider prior to completion of the investigative report.
7. The investigation stage of the process, ending with the issuance of the investigative report shall be completed in no more than sixty (60) College Days, but may be extended in intervals of fourteen (14) College Days, with written notice explaining the reason for the extension.

### **7.4 - OPTIONS FOR INFORMAL RESOLUTION AFTER COMPLAINT IS FILED**

An informal resolution process may be used only when both the Complainant and Respondent voluntarily agree to participate, and only after a Complaint has been filed. If the parties elect to proceed with an offered informal resolution process, this process would be in lieu of the Formal Investigation Process. No one can be forced to go through the informal resolution process.

If an informal resolution option is offered by the College, both parties, prior to making a decision on whether to participate in the informal resolution process, will be provided with written notice describing the process and implications of participating. The notice will describe the allegations against the Respondent. It will also describe the informal resolution process, including the right of either party at any time prior to the voluntary agreement to a resolution to withdraw from the informal resolution process and require the matter to resume under the Complaint and Investigation Process.

If in a particular case expulsion is a proposed sanction, it, like all other potential outcomes, can only occur if both parties agree to it as part of resolution.

Any mediators or other individuals offered by the College to facilitate an informal resolution process will be trained, including with respect to, among other things, the definition of discrimination and harassment, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within sixty (60) College Days of the agreement of all parties to use the informal resolution process unless an extension of time is agreed to by all parties. If either party withdraws from the informal process, or no mutually agreeable resolution can be reached during the timeframe for the informal resolution process, the formal investigation process shall resume. (The time frames applicable to the formal investigation process shall be put on hold during any informal resolution process and shall restart if the informal resolution process is terminated without an agreed upon resolution.)

## **7.5 – DISMISSAL OF COMPLAINT**

If conduct alleged in the Complaint would not constitute discrimination or harassment, even if proven, or falls outside of this Policy, then the College will dismiss the Complaint with regard to that conduct for purposes of discrimination or harassment under this Policy and refer the complaint to the appropriate College official, i.e., the Offices of the Dean of Students, Human Resources or Diversity, Equity and Inclusion as appropriate to be reviewed under the Student Code of Conduct or Human Resources policies.

In addition, the College may dismiss a Complaint or any allegations therein, if at any time during the investigation a Complainant notifies the investigator in writing that the Complainant would like to withdraw the Complaint or any allegations therein; the Respondent is no longer enrolled at or employed by

the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

An appeal may be made by either party from a dismissal of a Complaint or any allegations therein within the timeframe and on any of the three grounds specified in the Appeals section of this Policy.

## **7.6 – DETERMINATION OF RESPONSIBILITY**

Following the investigation, the investigator shall issue a written determination of responsibility or non-responsibility. The written determination shall be issued as soon as reasonably practicable at the conclusion of the investigation, but not later than ten (10) College Days after the close of the investigation.

The written determination will include at minimum the following items:

1. An identification of the allegations potentially constituting discrimination or harassment;
2. A description of the procedural steps taken from the receipt of the Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the appropriate College policy to the facts in the event that the College exercises its discretion to apply any College policies and procedures not otherwise required under discrimination or harassment;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore

or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and

6. The applicable procedures and permissible bases for the Complainant and Respondent to appeal (as described below).

## 7.7 – APPEAL

Either the Complainant or the Respondent may appeal from either a (1) determination of responsibility/non-responsibility or (2) dismissal of a Complaint or any allegations therein, by filing a Notice of Intent to Appeal on the following three grounds, and no other grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
3. The investigator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Any such **Notice of Intent to Appeal** must be filed by either party within two **(2) College Days** of the issuance of a determination regarding responsibility/non-responsibility or the dismissal of a complaint.

The Notice of Intent to Appeal must be followed **within three (3) additional College Days** by the filing of a detailed written **“Statement of Appeal”** identifying grounds for appeal and explain with specificity the facts supporting the basis of the appeal.

Failure to timely file either the Notice of Intent to Appeal or the Statement of Appeal will result in the appeal being dismissed.

The College will immediately provide a copy of any Notice of Intent to Appeal and of the appealing party's Statement of Appeal to the non-appealing party.

**The non-appealing party will have five (5) College Days** from the date the appeal was sent to the party's College email, if desired, to submit a written **“Response to Statement of Appeal.”** If such Response to Statement of Appeal is filed, a copy will be immediately provided by the College to the appealing party, but the appealing party shall not have the right to submit an additional statement.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be **submitted in writing** to:

**Pedro Rivera, President**  
**Office of the President**  
**Mellor Building**  
**Thaddeus Stevens College of Technology**  
**750 East King Street**  
**Lancaster, PA 17602**

The President or President's designee will review the appeal, including all party submissions, and issue a written decision to all parties involved within thirty (30) College Days, or as soon as is reasonably possible, but not later than forty-five (45) days after receipt of the written Notice of Intent to Appeal.

This is the final step in the College's Formal Complaint procedure.

## 8 - DISCIPLINARY ACTIONS

Employees and students who violate this Policy are subject to appropriate discipline by the College. If an investigation results in a finding of responsibility that this Policy has been violated, the mandatory minimum discipline is a written reprimand.

Upon the finding of a serious violation of this Policy, the College reserves the right to take disciplinary measures, up to and including, termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions necessary to address the violation.

Appropriate disciplinary actions shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate

against a person for filing a complaint or participating in the investigation of a complaint regarding a violation of this Policy will be treated as a separate and distinct violation of the Policy. Specifically:

1. A student found to have retaliated in violation of this Policy shall be subject to discipline up to, and including, suspension and/or expulsion.
2. A College employee found to have retaliated in violation of this Policy shall be subject to discipline up to, and including, termination of employment.
3. A College non-employee found to have retaliated in violation of this Policy shall be subject to measures up to, and including, exclusion from a College relationship and College grounds.
4. Persons who violate this Policy may also be subject to civil damages or criminal penalties.

## **9 - SUPPORTIVE MEASURES**

Supportive measures by the College may include, but may not be limited to:

1. Providing escorts to ensure that individuals can safely move between classes and activities;
2. Where possible and as appropriate, assure that the Respondent and Complainant do not attend the same classes;
3. Moving the Complainant and/or Respondent to a different residence hall;
4. Providing counseling services for the Respondent and Complainant;
5. Providing academic support services, such as tutoring to the Respondent and Complainant.
6. The College may also provide remedies for the broad College community, including additional training and education.

## **10 - EDUCATION AND PREVENTION**

### **10.1 - GENERALLY**

Education is an essential component in the prevention and elimination of discrimination and harassment. To accomplish an adequate non-discrimination and harassment educational program, the College shall:

1. Educate members of the College community on what constitutes prohibited conduct under this Policy.
2. Inform members of the College community of this Policy and training programs to assure their implementation.

### **10.2 TRAINING**

The Diversity, Equity and Inclusion Officer shall oversee and coordinate training regarding discrimination and harassment prevention education.

### **10.3 DISSEMINATION OF THE POLICY**

A copy of this Policy shall be distributed throughout the campus and shall be published on the College's website.

### **10.4 PUBLIC NOTIFICATION OF CLERY ACT STATISTICS**

To the extent required by law, including the Clery Act, the College shall collect and annually report statistical information concerning discrimination and harassment reports (Hate Crimes) occurring within its jurisdiction. To promote public safety, the College will alert the campus community of incidents and developments of immediate concern.

## **10.5 RESOURCES**

**Information on Counseling and Victim Services:** For further information on the counseling services available to student victims of discrimination and harassment, contact:

**Counseling Services:**  
**717-299-7408**

**Health Services:**  
**717-299-7769 (Main Campus)**  
**717-606-1560 (Branch Campus)**  
**717-606-1561**

**Employee Assistance Program:**  
**1-800-692-7459**

## **10.6 RECORDKEEPING**

The College shall maintain for a period of seven (7) years records of:

1. Each discrimination and harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on respondents, and any remedies provided to the complainants designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result of the appeal;
3. Any informal resolution and the results;
4. Any actions, including supportive measures, taken in response to a report or formal complaint of discrimination or harassment, as well as documentation of the basis for the College's conclusions and measures taken.

## **10.7 QUESTIONS/CONTACT**

If you have questions or are concerned that the College has not met its obligation under this Policy, please contact the Diversity, Equity, and Inclusion Office.

# Thaddeus Stevens College of Technology Student/Employee Discrimination and Harassment Reporting Form:

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Local Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM /PM

Location of Incident: \_\_\_\_\_

Identify the name(s) of the individual(s) against whom you are submitting this complaint: \_\_\_\_\_

Please describe the nature of the incident, providing as much detail as possible to assist with the investigation of this complaint. \_\_\_\_\_

Please provide the names and contact information of any witness(es).

Name/Status

Address

Telephone #

If additional space is required, please use an additional form, and just provide your name in the top section of the form)

Acknowledgement: By signing this form I understand that this complaint will be investigated, and the alleged harasser(s), any witnesses, and persons of interest will be interviewed. The information provided in this Sexual Harassment Reporting Form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

**Special Note:** Discrimination and Harassment forms should be submitted to the Office of Diversity, Equity and Inclusion in the Mellor Building at: 717-391-1365.



## VII. SAFETY INFORMATION

### CALL CAMPUS SECURITY IN THE EVENT OF AN EMERGENCY

Security personnel can respond most quickly and will initiate emergency procedures by dispatching emergency responders and contacting the appropriate administrators. In serious medical emergencies call 911 first, then call campus security.

### Primary Emergency Contact Telephone Numbers:

#### Campus Security

TSCT on Orange St. (24/7): 717-391-7225  
Main Campus: 717-396-7165

### NON-EMERGENCY

When issues arise on campus that are not emergencies the Pennsylvania State Police may be called at 717-299-7650. Please also notify Security.

### EMERGENCY NOTIFICATION

The College has an emergency notification system, called RAVE, that can email and text information about a College emergency directly to students. On the College's portal for current students ([my.stevenscollege.edu](http://my.stevenscollege.edu)), there is an application that allows students to enter information on how they wish to be contacted in an emergency.

### MEDICAL SERVICES

Licensed Registered Nurses are on duty on Main Campus and on Orange Street location as follows:

#### Main Campus Health Office Contact:

Melissa Meshey, RN First  
Floor Brenner Hall  
7:00AM - 3:30PM Monday - Friday  
[Meshey@stevenscollege.edu](mailto:Meshey@stevenscollege.edu)  
717-299-7769 Fax: 717-391-3561

#### Orange Street Health Office Contact:

Kelsi Rodriguez, RN First Floor  
11:00AM - 7:00 Monday-Friday  
[Rodriguezk@stevenscollege.edu](mailto:Rodriguezk@stevenscollege.edu)  
717-606-1560

Important Note: All students are required to maintain medical insurance coverage as the College is not and cannot be held liable for medical costs resulting from injury or illness on or off campus.

TSCT is staffed by Registered Nurses dedicated to providing quality medical and educational services to the entire student body when school is in session. If medical referrals are needed they can be arranged at offsite locations with transportation at no cost to the student.

A confidential electronic medical record is maintained on each student at TSCT. It is important that if students take daily medications or there is a change to their health status, that the Nurses office is notified as soon as possible so that the information is updated on the student's health record.

The College Nurse does not provide medical excuses for missed classes. Medical excuses that preclude participation from gym class or athletics shall be in effect until released by an appropriate physician. If a student is excused from attending classes due to an illness, the student is expected to remain in the residence hall or at home, except for mealtimes or at those times when he/ she is requested to visit the medical services department.

### SECURITY GUARDS

Stevens has five components to its security personnel services:

1. Personnel who punch the electronic button system;
2. Personnel who are responsible for the Main, Greenfield, Greiner, and Orange Street locations;
3. Personnel who are stationed, at times, in each residence hall for safety purposes;
4. Personnel who are stationed in the MAC; and Orange Street Lobby
5. Personnel who conduct motor patrols between Branch, Greenfield, Greiner, and Main Campuses.

These personnel are hired to help protect you, the campus, and residence halls against intruders and possible damage or thefts. Be prepared to show your I.D. card if requested by the guard. The security personnel are under the supervision of the Dean of Student Services.

For additional information, an Annual Security Report (ASR) and Crime Statistics brochure is available in the Office of Finance and Administration, Mellor Hall, 1st Floor.

## **CRIME STATISTICS**

In accordance with the Student Right to Know, Campus Security Act, College and University Security Information Act (Act 73 of 1988) and the Campus Sex Crimes Prevention Act (CSCPA) a Crime Statistics report is available at [mystevenscollege.edu](http://mystevenscollege.edu) and [stevenscollege.edu](http://stevenscollege.edu) to provide both current and prospective students, faculty, and staff with information pertinent to security measures and crime statistics at the Thaddeus Stevens College of Technology

## **CAMPUS FIRE SAFETY REPORT**

The fire safety report contains fire safety policies and procedures related to on campus student housing and statistics for fires that occurred in those facilities.

## **FIRE SAFETY EDUCATION AND TRAINING**

All students are required to watch a Fire Safety Video. In addition, all resident students are required to attend a safety workshop conducted by the residence hall director. Residence hall directors have received additional fire safety training and will share relevant information with the students regarding living in a campus residence hall.

## **PROCEDURES FOR FIRE ALARMS**

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, if possible, call 911 and Security. Once a fire alarm has been sounded, individuals should evacuate immediately using the nearest fire exit door or stairwell. Individuals should not use elevators because they may become inoperative due to the fire. If possible, abled persons should assist persons with disabilities in exiting the building. Persons with disabilities who cannot use stairs should wait until security or firefighters arrive.

Individuals should notify security officers or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify security officers or firefighters if they suspect that someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue to evacuate. Warn others who may enter the building after the alarm stops.

Individuals should evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Individuals should not return to the building until instructed to do so by security officers or other authorized personnel.

When a fire alarm has been sounded or a fire otherwise reported to Security, the security officer will initiate the notification procedures for contacting appropriate personnel.

## **REPORT THAT A FIRE HAS OCCURRED**

Report all fires that occur on campus to Security.

## **FIRE SAFETY IMPROVEMENTS**

Regular assessment of the campus Fire Safety Report are reviewed and changes are made when appropriate. Any recommendations should be reported to Security.

## **FIRE STATISTICAL DISCLOSURE**

A report of campus fires is available at [my.stevenscollege.edu](http://my.stevenscollege.edu) and on the College's Web site at [Stevenscollege.edu](http://Stevenscollege.edu).

Definitions in the Fire report:

### **Fire:**

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### **Unintentional Fire:**

A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

### **Intentional Fire:**

A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

### **Undetermined Fire:**

A fire in which the cause cannot be determined.

### **Fire-related Injury:**

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

### **Fire-related Death:**

Any instance in which a person (i) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or (ii) dies within one year of injuries sustained as a result of the fire.

### **Value of Property Damage:**

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

### **Fire Drill:**

A supervised practice of a mandatory evacuation of a building for a fire.

## VIII. ACCREDITATION & ASSESSMENT

### MIDDLE STATES COMMISSION ON HIGHER EDUCATION ACCREDITATION & ASSESSMENT

Thaddeus Stevens College of Technology has received and maintained its accreditation through the Middle States Commission on Higher Education (MSCHE or Middle States) since 1991. The Middle States Commission on Higher Education is a voluntary, nongovernmental, membership association that defines, maintains, and promotes educational excellence across institutions with diverse missions, student populations, and resources. As one of the seven regional accrediting associations within The United States, MSCHE is recognized by the U.S. Secretary of Education as well as the Council on Higher Education (CHEA). Institutional accreditation is required to obtain loans and grants issued by the federal government, Student Assistance Programs in Title IV of the Higher Education Act, as amended (HEA). As a degree granting institution, Thaddeus Stevens College of Technology earned and maintains accreditation through its quality assurances indicative of institutional and educational effectiveness and improvement that is obtained through a stringent evaluative peer review process. Compliance in meeting the seven accreditation standards is evident in the policies, processes, and procedures that guide our institution in fulfilling its mission, values, and goals associated with our student learning outcomes and operational behavior.

Student participation, performance, and evaluation have been and will continue to be a critical element in assuring the College continues to meet the standards for accreditation and safeguarding a student's opportunity to apply for loans and grants issued by the federal government. For these reasons, students of Thaddeus Stevens College of Technology are required to participate in critical assessments and evaluations, such as, but not limited to, the following:

**National Occupational Competencies Institute Assessment (NOCTI):** Technical program pre-test measures technical competencies of students newly enrolled in a program of study. Technical program post-test measures technical competencies of students completing a program illustrating academic growth over time.

**Automotive Service Excellence Student Certification (ASE):** A series of pretest exams that measure competencies of students newly enrolled in the Automotive and Collision Repair programs. A series of post-test exams that measure competencies of students completing an Automotive and Collision Repair program illustrating growth over time.

**ETS Proficiency Profile Assessment:** Pretest measures academic competencies in reading, writing, mathematics, critical thinking, humanities, social sciences, and natural sciences of students newly enrolled. Post-test measures academic competencies in reading, writing, mathematics, critical thinking, humanities, social sciences, and natural sciences of students completing a program illustrating academic growth overtime.

**Student Academic Opinion Survey (SAOS):** The SAOS online survey provides instructors with critical feedback regarding the classes they teach. Identity of respondent is confidential. On-line survey is conducted each semester and term.

**Post-Graduate Online Survey:** The Post-Graduate Online Survey provides the College with vital information regarding career placement and starting salary. Post graduate surveys are conducted 1 year, 5 years, and 10 years after graduation.

# IX. ACADEMIC ISSUES

## INSTITUTIONAL LEARNING GOALS

**Institutional Learning Goals (ILG):** Goals at the program level combined with General Education goals, extra-and co-curricular goals, information literacy goals, and other goals, such as, ethical and civil leadership create institutional goals.

**Premise:** If ILGs are really institution wide, every student should have systematic learning opportunities to master them, regardless of which course/program choices they make.

**Purpose:** Since the ILGs align to our mission and form the basis of our assessment plan, the results will gauge the degree to which we are achieving these goals and guide discussions of how we can enhance teaching and learning at TSCT.

**New Institutional Learning Goals (ILGs):** Utilized the 'General Education' model described in Student Learning Assessment publication by Middle States.

1. **Mastery of Content:** Students will exhibit career readiness by demonstrating the critical knowledge and skills required in professional and/or collegiate endeavors.
2. **Effective Communication:** Students will read, write, speak, and listen to achieve literal and/or inferential understanding.
3. **Mathematical Reasoning:** Students will apply mathematical methods and concepts to solve problems and make informed decisions.
4. **Critical Thinking:** Students will build upon acquired comprehension by employing higher order thinking skills when questioning current situations, posing an alternative, objectively resolving problems, and/or applying prior knowledge and processes to new situations.
5. **Civic Engagement:** Students will develop an appreciation for the

value of community through service opportunities.

6. **Technological Competency:** Students will demonstrate technical knowledge and practical application.

## ADVANCED PLACEMENT

The College believes that placing students at the proper educational level will contribute to their success. Advanced placement is designed to give students credit for the learning they have acquired prior to entering Thaddeus Stevens College. Students who have acquired skills and knowledge through advanced courses in high school, vocational/technical training, military service, or life/ work experience, may be eligible for advanced placement.

### Credit through College in the High School and Dual Enrollment:

Students may earn college credit by completing college-level courses at their home school (College in the High School) or at the Thaddeus Stevens College campus (Dual Enrollment). These courses are usually taken concurrently with a similar high school course of the same nature. These type of courses are usually pursued by a traditional student and a grade is assigned.

### Credit by Department Examination

Students who have skills superior to those taught in a required course may qualify for this option. Students may opt to take a "final" test as a means to acquire the credit without the cost and time devoted to a redundant course. Credit by department examination is usually pursued by a traditional student, but no grade is assigned.

### Credit by Standardized Exams (AP, CLEP, Excelsior, etc.)

Students may take a nationally-recognized exam for different disciplines, and gain credit at a college that recognizes the test. Credit by a standardized exam is usually pursued by a traditional student, but no grade is assigned.

## **Credit for Life/Work Learning (Portfolio)**

Students may prepare a portfolio of materials (training certificates, work experiences, seminars, businesses, etc.) that defend the acquisition of skills taught in a specific course. Faculty will evaluate the portfolio against the requirements for a specific course. Credit by portfolio for life/work experience is usually pursued by a nontraditional student, and (usually) no grade is assigned.

## **Credit for Military Training**

College credit can be assigned for specific technical training received during military service (electronics, auto mechanics, etc.). Credit for military training is usually pursued by a nontraditional student, and no grade is assigned.

## **Credit for Formal Apprenticeship Training**

College credit can be assigned for the completion of a formal apprenticeship program (machinist, plumbers and pipe fitters, electricians with the IBEW, etc.). Credit for formal apprenticeship is usually pursued by a nontraditional student, and no grade is assigned.

## **Credit by Articulation**

Students may receive college credit for the completion of high school technical training if a formal articulation agreement exists between the high school and Thaddeus Stevens College. Credit by articulation is usually pursued by a traditional student, and no grade is assigned.

## **Credit by Program of Study (POS)**

Students may receive college credit for completion of a statewide program of study (POS) if the College has established such an agreement. Credit by POS is usually pursued by a traditional student, and no grade is assigned. Interested students should consult the registrar. Eligibility will be determined based upon substantial evidence of prior experience or course work. Advanced placement is

then possible through testing and/or competency assessment determined by the appropriate department. Advanced credit is not used in calculating the student's cumulative grade point average (GPA). Only the course number, title, and the number of credits will be entered on the transcript. No letter grades will be shown. Up to a maximum of half the total program requirements may be granted through nontraditional credit evaluation (advanced placement or credit by exam). Credit will only be granted to full-time students in good standing after one semester. Any exceptions to this policy will be at the discretion of the vice president for academic affairs

## **CREDIT TRANSFER TO TSCT**

Any student who desires to transfer credits to Thaddeus Stevens College of Technology (TSCT) must have taken the classes at a college that is accredited by a regional or national accrediting agency and must have earned a grade of "C" or higher. Students may only transfer General Education classes. All classes that are not General Education classes must be taken at TSCT. Transferred classes are recoded with a "T" (transfer credit) in place of a merit grade. These classes do not factor into a student's GPA.

Students should request an official transcript from the college(s) where courses were taken be mailed to the Registrar's Office. The Registrar's Office will evaluate all course descriptions. The Registrar reserves the right to request a syllabus and/or additional information in determining course transferability. The Registrar's Office will notify students, as well as their advisor, as to which classes meet the requirements for transferring.

## ACADEMIC ADVISEMENT

The Stevens' faculty and staff believe that advisement is a vital ingredient in helping students succeed. Academic advisement is a faculty responsibility. Regular meetings between advisors and advisees promote better course selection resulting in less confusion at registration time, and provide the student a person to consult for help in other educational, and personal matters.

This union between the student and advisor allows for more timely recognition of academic difficulties and personal problems. With the earlier recognition comes more immediate help and assistance.

## COURSE SELECTION

All academic advisors must meet with their advisees at least once during each registration period prior to selection of courses. All academic advisors evaluate their students' course selections ensuring that:

1. Students have met all prerequisites for the selected courses.
2. Courses selected are among the required courses of the students' particular technical programs.
3. Courses selected will allow students to meet minimum requirements for graduation.
4. All academic advisors ensure, assuming the schedule allows, that all failed or incomplete courses can be made up prior to graduation.
5. All academic advisors will approve or not approve courses for which a student registers via the College portal.
6. Academic advisors keep a record of all courses selected by their advisees.

## ACADEMIC FOLLOW UP

1. Advisees see their advisor at least twice during the semester, once at the beginning of the semester and once after midterms to review student status and to register for the following semester.
2. NOTE: 1st year student advisees

should meet with their advisors at least twice during the first six weeks of the first semester.

- a. Advisors evaluate advisees' progress during their meetings of the first six weeks of the first and third semesters. Failing or below average standing elicits one of the following actions:
  - b. Reporting substandard educational performances into the Jenzabar Early Warning System and to the Director of the Academic Center for tutorial referencing.
3. Recommending counseling for any student who needs social or personal counseling that could be a factor in a substandard academic performance.
  4. Advisors are responsible to assist students in registering for courses. The advisor guides the student in selecting courses appropriate for their program of study and in scheduling the courses in the appropriate sequence. Advisors will approve or not approve courses the student registers for. Students must get advisor approval to add, drop or withdraw from courses.
  5. Academic Center – In addition to assigned advisors, academic counseling is available at the Academic Center in the Learning Resource Center from 8:00 a.m. until 4:30 p.m., Monday through Friday, to assist students requiring academic advice. Specialized academic support and instructional material may be obtained from the Academic Center.

## ACADEMIC STANDING AND ACADEMIC DISMISSAL

1. **Full-Time Status:** A full-time student must maintain at least 12 credits during a semester, or at a minimum be fully enrolled in a program of study if the program of study is less than 12 credits for the semester.
2. **Part-Time Status:** Part-time students will be those who are registered for less than twelve

credits are less than fully enrolled in their program of study if the program of study is less than 12 credits for the semester and the student is not taking General Education courses. Stevens will accept part time, tuition paying, non-resident students in General Education, technical, and evening courses, provided vacancies exist in a particular area. The tuition rate is by credit hour.

**3. Good Academic Standing** Students must maintain all of the following:

- a. Earn an overall “C” average (2.0) cumulative grade point average (GPA).
- b. Earn a “C” average (2.0) cumulative average in their technical majors.

**4. Academic Probation**

- a. Any student who does not maintain an overall 2.0 cumulative GPA and a 2.0 cumulative GPA in their major at the end of any semester shall be placed on academic probation for the following semester. Students dismissed from the College noted in sections 5. b, c, d and e as listed below are not eligible for probation.
- b. If the student is unsuccessful in bringing his/her GPA to a minimum of 2.0 for the semester during which he/she is on academic probation, the student is liable for dismissal.

**5. Academic Dismissal**

- a. Decisions for academic dismissal shall be made by the Dean of Student Success. Decisions will be based on maintenance of full-time status, GPA, and/or student’s demonstrated performance.
- b. Any student who has not earned a minimum 2.0 GPA at the end of a semester during which the student is on academic probation is liable for dismissal from the College.

- c. Any student who fails a prerequisite course in their vocational program may not advance to the next semester. They may also be dismissed from the College.
- d. Any student who has not earned a minimum GPA overall and/or in their major of a 1.00 during a semester will be dismissed.
- e. Any student who earns a GPA between 1.00 and 1.49 overall and/or in their major during a semester is liable for dismissal.

**SELF-PLAGIARISM**

Work done for one course and submitted to another course refers to work previously submitted at this or any other institution to fulfill academic requirements in another class, to include repeated classes. Slightly altered work that has been resubmitted is also considered to be fraudulent. In some instances, instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance. Under no circumstances will a complaint be considered if resubmitted work earns a different grade from the original submission.



## ACADEMIC INTEGRITY

Recognizing the importance of academic integrity to the Thaddeus Stevens College of Technology community, the College Academic Policies; Standards Committee adopted a new Academic Integrity policy, Spring 2007. The shared conviction, represented in the procedures that follow, is that academic integrity is best taught and reinforced by faculty as an element of the teaching and learning process. Only in the limited instances in which faculty believe that disciplinary, as well as academic, sanctions are called for should the process move to the Dean of Academic Affairs

Definition and expectations: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Thaddeus Stevens College of Technology, and all members of the College community are expected to act in accordance with this principle. Consistent with this expectation, College's Code of Conduct demands that students conduct themselves in a responsible manner that corresponds to acceptable and mature adult standards of behavior and comply with all College regulations and directives. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others.

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter

acts of dishonesty in all assignments. At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of College academic integrity policies to that course.

Academic Honesty: Section 7324 of the Crimes Code of Pennsylvania makes it a misdemeanor of the 3rd degree to sell or offer for distribution any dissertation, thesis, term paper, essay, report, or other written assignment, or to sell or offer for distribution any assistance in the preparation of such assignments, for submission to an educational institution to meet the requirements for a degree, diploma, certificate, or course of study. (Assignment is defined as a written, recorded, pictorial, artistic, or other academic task. To prepare is defined as to create, write, or in any way produce in whole or substantial part any such assignment.)

The law does not prohibit an educational institution or members of its faculty and staff from offering instruction or instructional services as part of its curricula or programs. Neither does the law apply to the sale of certain copyrighted materials described in Section 7324(f).

**Plagiarism:** Plagiarism is defined as ...

- \* Submitting an assignment claiming to be original work but which has been wholly or partially created by someone else.
- \* Allowing your work to be submitted by another student as if it were that student's own original work.
- \* Presenting as one's own the ideas (i.e., paraphrases or summaries of research), organization, or the wording (i.e., direct quotations) of another work without appropriate acknowledgement of the sources within the text of your work and a works cited page per the standards of an accepted academic documentation system (i.e., CBE, Chicago Manual of Style, APA, or MLA).

\* Inaccurate, sloppy, or faulty documentation of sources.

Disciplinary Sanctions: Penalties that may be imposed include but are not limited to the following:

\* Faculty may lower the grade or fail that particular assignment, lower the course grade, give a failing course grade and/or dismiss that student from the course. Additionally, Faculty may recommend further involvement from the Vice President of Academic Affairs.

The Dean of Academic Affairs may impose harsher measures within the context of the College.

## GRADING POLICY

Each academic year is divided into two semesters. At the end of each semester, instructors submit one grade via the College Portal grade reporting system. All scholastic information is recorded on the student's transcript, a copy of which is sent to the student.

## GRADING SCALE

The College's grading scale is provided below:

A	93 and Above
A-	92 - 90
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 and below

Instructors are required to maintain grades and attendance according to the College's grading and attendance policy in order to allow transparency regarding student progress during the semester. Students should generally be able to individually track their progress in their classes throughout the semester via the College portal system.

Instructors are encouraged to inform students when they have updated grades for assignments throughout the semester. While it takes a reasonable amount of time to grade simple or

complex assignments during the semester, precise grades will be reported in the College Portal by noon on October 22, 2021 and March 21, 2022 for midterm grades and by noon on December 20, 2021 and May 23, 2022 for final grades.

**All grades** (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, W, etc.) are recorded. If the student receives an "I", it will not be computed in the grade point average (GPA). In the event an "I" grade is not removed by the fourth week of the following semester, the grade is changed to an "F" unless an alternative arrangement is made with the approval of the instructor and the Dean of Academic Affairs.

The GPA is computed using the following procedure:

1. Multiply the number of credits per course by the grade point allocation (see table below), and
2. Divide the total number of grade points by the total number of credits attempted to determine the grade point average. Transfer, repeat, or remedial courses are not calculated in the GPA.

## COURSE REPEAT POLICY

1. **Scope of Policy:** Students may repeat a course to earn a higher or passing grade. Only the highest grade earned will be used in the GPA calculation.
2. **Purpose of Policy:** The purpose of this policy is to ensure students fully comprehend the material covered in a course and to protect the academic integrity of the College.
3. **Definition:** The term "repeat" is applied when a student retakes a course that previously was awarded a grade, including a "W". The first time a student completes a course for a grade is considered the first attempt. The second time a student completes a course for a grade it is considered the second attempt and the first repeat.
4. **Course Repeat Policy Statement Developmental Courses:** Students who are required to successfully complete developmental

coursework prior to enrolling in their desired major will be given the opportunity to repeat a developmental course one time which includes taking the course at another college or university. Students who cannot successfully pass a developmental course within two attempts will not be permitted to continue into their program of study. Students must pass developmental courses with a C or better and pass specified admissions entrance exams.

Students who obtain a B (83-86) or higher may have the requirement for passing admissions entrance exams waived. Students have the opportunity to appeal this policy to the Dean of Student Success if they feel they have extenuating circumstances that prevent them from adhering to the policy.

5. **College-level Courses:** Students may repeat college level courses to improve a grade, including a "W". Students may only repeat a course two times which includes taking the course at another college or university. Students unable to successfully complete courses that are required for the graduation requirements of their desired major should discuss alternate graduation plans with their advisor. Students do have the opportunity to appeal this policy to the Dean of Student Success if they feel they have extenuating circumstances that prevent them from adhering to the policy.

#### Reported Grade

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

I	0.0 (Incomplete)
W	0.0 (Withdrawal)

## DEANS' LIST

A student with a GPA of 3.25 or above (and no incomplete grades) is placed on the Dean's List at the end of the semester.

At graduation, the following distinctions are granted:

- 3.95 – 4.00 summa cum laude
- 3.65 – 3.94 magna cum laude
- 3.35 – 3.64 cum laude
- 3.25 – 3.34 honors

## MID TERM GRADES

Faculty will be required to submit mid-term grades in both the Fall and Spring Semesters via the College portal (October 23 and March 19, respectively).

## INCOMPLETE GRADES

If, for reasons beyond a student's control, he/she cannot complete a course within the prescribed time, the grade for that course may be deferred with the instructor's and Dean of Student Success's approval. An "I" would appear on the transcript and would not be calculated in the student's GPA. The required work needs to be completed by the end of the fourth week of the following semester.

This option is not to be used to delay inevitable failing grades. To request an incomplete grade, the student must obtain a form from his/her advisor and request the instructor's approval. If approved, the instructor must then submit the completed form to the Dean of Student Success for approval. All of this must be done before the end of the semester. In the event an "I" grade is not removed by the 4th week of the following semester, the grade is changed to an "F" unless an alternative arrangement is made with the approval of the instructor and Dean of Student Success.

## **APPEAL OF ACADEMIC DISMISSAL**

1. Upon decision to academically dismiss a student, the Office of the Dean of Student Success will prepare written and electronic communication informing the student and College representatives of the student's dismissal. Students have five working days to appeal. If an appeal is not received within this prescribed time frame, the student will be dismissed. If a student wishes to appeal and academic dismissal, the student must first submit the appeal in writing (email is preferred) to the Dean of Student Success within five business days of the date on the dismissal letter. The Dean of Student Success will review the appeal with the academic dismissal committee prior to rendering a decision.
2. After the Dean of Student Success has rendered a decision, should the student wish to pursue the matter further, the student may appeal to the Vice President for Academic Affairs, who may choose, upon his/her discretion, to refer the complain to an academic appeals committee or uphold the findings. If the Vice President chooses to refer the complain to an academic appeals committee comprised of three full time faculty members and two students. The Vice President will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter under review.
3. The Academic Appeals Committee has the responsibility of hearing and reviewing the evidence. The hearing will take place within 72 hours following the student's request for a hearing. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the College. The student may request and receive a copy of the proceedings at the student's expense. Within 24 hours following the hearing, the committee will

submit a written recommendation to the Vice President for Academic Affairs.

4. Within 24 hours, the Vice President for Academic Affairs will render a decision on the case and then inform all parties, in writing, of his decision.

## **APPEAL OF GRADE**

1. If a student wishes to appeal a grade or academic decision, he/she must first meet with the faculty member to discuss his/her grievance, or with his/her advisor in the case of change of academic status.
2. If the student and faculty member do not come to a satisfactory agreement, the student may appeal to the Dean of Student Success.
3. If the student chooses to appeal to the Dean of Student Success, a written request (which includes a brief summary of the grievance) must be submitted. The Dean of Student Success will review the appeal and make a decision within three working days.
4. Should the student wish to pursue the matter further, the student may appeal to the Vice President for Academic Affairs, who may choose, upon his/her discretion, to refer the complain to an academic appeals committee or uphold the findings. If the Vice President chooses to refer the complaint, an academic appeals committee composed of three full time faculty members and two students will be appointed.
5. The Vice President for Academic Affairs will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter.
6. The academic appeals committee has the responsibility of hearing the grievance and reviewing the evidence. The hearing will take place within 10 working days following the student's request for a hearing.
7. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the College. Within one

working day following the hearing, the committee will submit (in writing) its recommendation to the Vice President for Academic Affairs.

8. The Vice President for Academic Affairs will render a decision on the case. The President will then inform (in writing) all parties involved of his decision within three working days of the receipt of the academic appeals committee's recommendation.

## **AUDITING A COURSE**

Auditing a course allows you to take a class without benefit of a grade or credit for the course. A student who audits a course does not officially register for the course. The course is offered only on a space available basis with the approval of the instructor of the course. An Audit Course Form must be completed and returned to the Office of the Registrar by the last day of Drop/ Add. Students that are already enrolled at the College and paying tuition are not required to pay additional fees. Students that are not currently enrolled are required to pay tuition and applicable fees. Audited courses are not reflected on the academic transcript.

### **Why Should a Student Audit a Course?**

Since an audited course provides no credit and no grade, you can audit a course for purposes of self-enrichment and academic exploration. There is no penalty when you attempt to broaden your academic base.

### **How Does a Student Audit a Course?**

The Audit Course form is available in the Office of the Registrar, 105 Hartzell Building. After you have completed the form with the required signature, return the form to the Registrar's Office, 105 Hartzell Building. Students must meet all prerequisites to audit a course.

## **DROP/ADD PROCEDURE**

Students may add or drop any General Education class up until the end of the first week that classes for the semester begin. Students may obtain an add/drop form from their advisor or in the Registrar's Office in Hartzell 102. Students may also add/drop courses utilizing their "my.Stevens" portal.

Courses added/dropped during this period do not need instructor and/or advisor approval.

A student may only be admitted to a new course after the first week of classes by obtaining prior approval from the course instructor and their academic advisor. The add/drop form must be signed by both the instructor and advisor and taken to the Registrar's Office in Hartzell 102 in order to be added to the class.

## **MAXIMUM CREDIT HOURS**

The normal credit hour load is 19 credit hours per semester. Students who wish to enroll for more than 19 credit hours should complete the Course Overload Request Form available in the Registrar's Office. Students desiring to take more than 22 credits or more than one additional course according to the College Model schedule must receive permission from the Office of the Vice President for Academic Affairs.

## **MATRICULATION**

Students not fulfilling contractual obligations will not be allowed to register for the following semester. Contractual obligations include, but are not limited to, outstanding library fines, outstanding grant student book or tool returns, and payment of tuition. A student whose GPA is 1.5 or below during any semester is liable for dismissal. A student whose GPA is 2.0 or lower at the end of the second semester and beyond is liable for dismissal.

## **CHANGE OF PROGRAM MAJOR**

Students desiring to change program majors must apply through the Admissions Office. Initial paperwork and discussion must begin with the Director of the Academic Center. Requests will be reviewed by College staff with final approval by the Dean of Enrollment Services. Students who drop a program of study and take General Education classes while waiting to begin a new program of study must obtain a minimum of a 2.5 GPA or request a waiver of 2.5 for final approval and matriculation of study.

## GENERAL EDUCATION CORE CURRICULUM

The General Education requirements necessary for graduation from a two year program at Thaddeus Stevens College of Technology will be as follows:

All students shall be required to successfully complete at least one course in each of the following disciplines: humanities, mathematics, science, English.

### PART TIME STATUS

If at any time a student falls below the 12 credit requirement or less than fully enrolled in a program of study that is less than 12 credits for the semester, he/she will be in part time status. This may result in the student losing his/her residence hall privilege or grant status, and may affect his/her financial aid benefits.

## GENERAL EDUCATION REQUIREMENTS

General Education courses are required of all majors at Thaddeus Stevens College of Technology. These courses support academic work within the major, enhance employment skills, and help prepare students for full, effective lives as citizens.

Students are required to successfully complete at least 25 General Education credits for graduation. General Education courses include the Liberal Arts and Science Core and General Education Applied Courses.

### Liberal Arts and Science Core

These courses emphasize

- Theoretical concepts
- Critical and analytical thinking skills
- Numerical and verbal literacy

Students are required to successfully complete at least 18 credits from the Liberal Arts and Science Core. These 18 credits must include one course from each of the following four core areas:

- Mathematics
- English
- Science
- Arts/Humanities/Social Science

## General Education Applied Courses

These courses emphasize:

- Practical application of skills
- General in scope and content (not major specific)
- Student employability, academic achievement, and student personal development

Courses include:

- Business (BUSN)
- Computer Information Systems (CIS)
- Health (HEAL)

Students may apply up to 7 General Education Applied Course credits to graduation requirements.

## ATTENDANCE

Since regular attendance is important for success at Stevens, a strict attendance policy is maintained to ensure student success. Each faculty member keeps his/her own attendance records. Students are required to comply with the attendance policy specific to each class as well as related stipulations cited below.

The following are recognized as legitimate excuses to miss class: Death in the immediate family; hospitalization; illness verified by a doctor's excuses; college activities as approved by the Dean of Student Services, Dean of Student Success, Vice-President for Academic Affairs and circumstances verified by a campus counselor.

Students that have two unexcused absences from a course will receive a warning letter. Once a student has had five unexcused absences from a course, will be liable for dismissal from the class and/or the College.

For courses that meet once a week, students will receive a warning letter after one unexcused absence and are liable for dismissal after three unexcused absences.

For courses that are offered remotely, this policy will be applied in a different manner. Instruction in remote classes can be synchronous or asynchronous. For instruction that occurs synchronously, the attendance policy will be the same as stated above.

For courses that are asynchronous or blended between synchronous or asynchronous the attendance policy is stated below.

Faculty that notice students failing to engage, turn in work, participate in real-time instruction and are not responding to communication will report this to the Dean of Academic Affairs. The Dean will issue a warning letter to the student. Once a warning letter is issued and the student still fails to engage, the student will be liable for dismissal from the course and/or the College. The College will attempt to communicate with the student and provide resources and support that is needed to avoid dismissal.

## **GRADUATION REQUIREMENTS**

An Associate of Applied Science degree (or a Certificate for a one year program) will be awarded upon the successful completion of the required number of credits from an approved degree granting technical program. The General Education course distribution requirements are for the student to take nine courses in each of five subject areas: English, mathematics, science, humanities, and health.

Failure in any course must be remedied by taking and successfully passing an approved related course at any accredited postsecondary institution, including Stevens, and having the results of the course officially transferred to the student's transcript.

**The student must earn at least a 2.0 cumulative GPA out of a possible total of 4.0 quality points. The student must also earn a 2.0 cumulative GPA in his/her technical major.**

The student must have fulfilled all financial and contractual obligations with Stevens to receive a degree.

Degrees are awarded three times a year, at the conclusion of the Fall Semester, Spring Semester and Summer Semester.

## **WITHDRAWAL PROCEDURE**

The student should meet with his/her advisor for consultation concerning the effect of this decision on the student's continued studies and transcript record. The student should return any materials or properties of the College that he/she may have to the appropriate parties, to avoid being billed for those items.

A student who will be given an "F" for cheating in a course may not withdraw from that course.

### **Procedures to Withdraw from a class:**

If a student withdraws from a class after the fourteenth week, they will receive a pass/fail grade as determined by their current grade at the time of withdrawal. Failure to follow the steps below could result in still being charged for the semester the student was enrolled in but did not attend.

All students who wish to withdraw from a class must:

1. Complete a Class Withdrawal form. This form may be obtained on the College portal, from the student's advisor, or at the Registrar's office located in Hartzell 102.
2. The class withdrawal form must be completed and signed by the student, the instructor for the class, and the student's advisor. If the student is withdrawing after the fourteenth week of the semester, it must also be signed by the Dean of Academic Affairs.
3. The form must be returned to the Registrar's office in Hartzell 102.

## **Procedures for withdrawal from the College:**

A counselor can assist the student with developing alternative plans to remain enrolled, as well as help the student to understand how withdrawing may affect future educational plans, financial aid etc. All students who wish to withdraw from the College must follow the below outlined steps:

All students who wish to withdraw from the College must:

1. The student must complete the College Withdrawal Form. This form may be obtained on the College portal or from the Registrar's Office located in Hartzell 104.
2. The student must visit all College offices with which he/she has outstanding obligations as outlined on the withdrawal form. The appropriate representative will sign off on the form indicating the student has met any obligations.
3. Resident students are required to notify their Residence Hall Advisor of their departure. The room key should be given to their Residence Hall advisor. If the student's Residence Hall advisor is not available, the room key should be forwarded to the Director for Residence Life or the Dean of Student Services, and the student must vacate the campus by 4:30PM the day following the notification of withdrawal. (IMPORTANT NOTE: In some instances, students will be asked to depart the evening of notification of withdrawal or perhaps immediately.)
4. After all required signatures are obtained, withdrawal forms must be returned to the Registrar's Office in Hartzell 102 in order for the Withdraw From the College process to be complete.



## **X. FERPA – Family Educational Rights and Privacy Act**

Definition: “Student” refers to independent and dependent students. In addition, all rights and responsibilities of dependent students are also held by their parents or legal guardians.

### **FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states:

1. That a written institutional policy must be established, AND
2. That a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of students’ education records.

Thaddeus Stevens College of Technology affords all the rights under the law to its students. No one outside the institution shall have access to, nor will the institution disclose any information from, a student’s education records without the written consent of the student except to personnel within the institution; to officials of other institutions in which a student seeks to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Stevens community, only those members, individually or collectively, acting in the student’s educational interest ARE allowed access to student education records. These members include personnel in the Admissions, Business, Education, Financial Aid, President’s and Student Services Offices, and academic personnel within the limitation of their need to know. At its discretion,

the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Dean of Enrollment Services in writing within two weeks after the first day of class for the fall term.

Request for nondisclosure will be honored by the institution for only one academic year. Therefore, authorization to withhold directory information must be filed annually in the Admissions Office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit an explanatory statement for the inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of Enrollment Services has been designated to coordinate the inspection and review procedures for student education records which include admission, personal, academic and financial files as well as academic placement records. Students wishing to review their education records must make a written request to the Dean of Enrollment Services listing the item or items of interest. (Oral requests may be honored by the Dean of Enrollment Services.) Only records covered by the Act will be made available. In accordance with the Act, they will be made available within 45 days of the request.

Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial ‘hold’ exists; or a transcript of

an original or source document which exists elsewhere).

These copies will be provided without charge. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, the Dean of Student Services, or a law enforcement agency if subpoenaed. Health records, however, may be reviewed by physicians of the student's choosing. Students may not inspect nor review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

The institution is not required to permit students to inspect or review confidential letters and recommendations placed in their files prior to January 1, 1975, since those letters were collected under confidentiality policies and are to be used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Dean of Enrollment Services. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Dean of Enrollment Services of their right to a formal hearing. This request must be made in writing to the Vice President for Academic Affairs, who, within a reasonable period of time after

receiving such a request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing, which will adjudicate such challenges, will be conducted by an ad hoc impartial tribunal.

Decisions of the hearing panels will be final; will be based solely on evidence presented at the hearing; will consist of written statements summarizing the evidence and stating the reasons for the decisions; and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are in favor of the student, the student may place with the education record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President for the institution to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20201.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

# XI. FINANCIAL AID

## TYPES OF AID AVAILABLE

Students at Stevens may be eligible for the following financial aid:

- Federal Pell Grant
- Pennsylvania State Grant and special programs
- Federal Direct Subsidized & Unsubsidized student loans
- Federal Direct Parent Loan to Undergraduate Students (PLUS)
- Scholarships via various donors
- Alternative Student Loans
- Stevens Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

For additional information please visit the Financial Aid Office located in Hartzell Building, Room 105.

Grade Level Advancement Policy for Federal Direct Loan Consideration:

- Student that are in the Pre-Major program or in the first year of their program are eligible to borrow up to \$5,500 as dependent students or up to \$9,500 as an independent student.
- Students that are in the second year of their program are eligible to borrow up to \$6,500 as a dependent student or up to \$10,500 as an independent student.
- Parents of students who have not made academic progress are not eligible for Federal Direct PLUS loans.

Students interested in applying for financial aid need to complete the Free Application for Federal Student Aid (FAFSA). This is completed online at <https://studentaid.gov>. Thaddeus Stevens preferred deadline is April 1.

## THADDEUS STEVENS GRANT POLICY

The Stevens Grant assists those students that are financially disadvantaged.

### Eligibility Criteria:

- FAFSA completed by May 1st. FAFSA's completed after May 1st will result in a reduced Stevens Grant;
- Completed all required paperwork

- with the FA office;
- Pell Grant eligible as determined by the FAFSA;
- Meet Satisfactory Academic Progress (SAP);
- Enrolled in 12 or more credits and working towards degree requirements; and
- In some cases students that are taking less than 12 credits but are taking a full load of their program courses according to the model schedule and have fulfilled all General Education requirements may be eligible on a prorated basis.
- Complete all PA State Grant paperwork

## Grant Covers:

- Remaining costs after Pell Grant, PA State Grant, outside scholarships, VA benefits and EFC from the FAFSA are taken into consideration.
- If the EFC is greater than zero, student is responsible for the amount of the EFC. A student loan will be awarded as an option to cover the EFC.
- Costs can include, tuition, fees, room and board (seven day meal plan for resident students and five day meal plan for commuter students).
- Text Books and tools will be lent to students by instructors on the first day of the semester.
- All books must be returned at the end of each semester.
- If a student withdraws or is dismissed prior to graduation they must return their tools or be charged a replacement fee.

## Length of time:

- Four semester maximum
- Pre-Majors may receive the grant for six semesters

## Maintaining Eligibility:

- Complete 10 hours of civic engagement each semester
- Continuous Full time enrollment
- Maintain a 2.0 GPA
- Continue to meet Federal Pell Grant eligibility criteria each semester
- Uphold the Colleges Code of Conduct

## **SATISFACTORY ACADEMIC PROGRESS TO MAINTAIN FINANCIAL AID ELIGIBILITY POLICY**

Students attending Thaddeus Stevens College of Technology who wish to receive financial aid, in addition to meeting other eligibility criteria, must be in good academic standing and making satisfactory academic progress (SAP) in their degree or certificate program. This policy is cumulative and includes all students and all periods of enrollment, whether or not aid was received for that period. SAP will be reviewed at the end of the fall and spring semesters, once grades are posted. If a grade change should occur after this process, the student's progress will be reevaluated. Students who fail to make progress will first be placed on a Financial Aid Warning for SAP.

Students who fail to make progress on a semester they are on warning will become ineligible for Financial Aid until they have met the SAP requirements. Future financial aid disbursements will be on hold until SAP requirements are satisfied. Students may appeal being ineligible for failure to meet SAP requirements. If an appeal is granted, the student will be placed on Financial Aid Probation for SAP. Any student who fails to meet the requirements of SAP while on probation will become ineligible for Financial Aid until they have met all SAP requirements. This cannot be appealed.

For veterans using their VA educational benefits, failure to maintain academic progress will be reported to the VA, and the student's benefits could be impacted.

### **Quality of Progress “Good Academic Standing”**

- Students requesting aid must maintain a cumulative 2.0 GPA. This requirement includes pre-major coursework. If a student falls below the minimum cumulative GPA they will be placed on financial aid warning for the following semester in which they must bring up their cumulative GPA to the required 2.0.

- If a student fails to meet the requirements during the warning period they will lose their financial aid until they have met the cumulative 2.0 GPA requirement. Loss of Financial Aid includes Title IV funding and institutional funding.

### **Quantity of Progress “Pace of Unit Completion”**

- TSCT students must complete at least two-thirds (67%) of all units in which they originally enroll from the time of first attendance in their program. Thus, a first-term TSCT student who originally enrolls in 9 units, withdraws from 3 units, and successfully completes the remaining 6 units, would be meeting the quantitative measure requirement since the student did pass at least two-thirds (67%) of the units in which he or she originally enrolled.
- Students requesting aid must make progress toward a degree as follows:
  - Full-time: 12 units per term and/ or 24 units per year (complete average of eight per term)
  - 3/4 time: nine units per term and/ or 18 units per year (complete average of six per term)
  - 1/2 time: six units per term and/ or 12 units per year (complete average of four per term)
- The following grades are considered to demonstrate satisfactory course completion: A, B, C, D, T and P. These grades do not demonstrate successful course completion: F, I, W, WF and WP.
- Incomplete grades will not count toward your completion rate (pace) in the term in which they are received but will be evaluated once successful completion of the course. Students should contact the Financial Aid office to notify them of the grade change.
- Repeat courses will count as attempted each time they are part of an enrollment. They will count as completed the first time a satisfactory grade is earned for that course.

- Transfer credits will be counted as successful completion in the pace calculation but do not count in the GPA calculation.
- If a student falls below the cumulative minimum 67%, they will be placed on financial aid warning, such students will be given the following term (semester) in which to raise their cumulative completion rate above the required 67%.
- If a student fails to meet the requirements during the warning period they will lose their financial aid until they have met the requirements. Loss of financial aid includes Title IV funding and institutional funding.

### **Quantity Of Progress “Maximum Time Frame”**

Students must finish their academic program within 150% of the published length of the program. At the point in which the school determines that a student cannot complete their program within 150% time-frame their aid will be suspended and the student will be given the opportunity to appeal. For example, a student in a 61 credit hour Associates program full-time, should be able to earn the degree in three years taking no more than 92 credits.

All college level credits will be included in the 150% calculation regardless if a change of major occurred or a second degree is being pursued.

### **Appeals**

All students have the right to appeal. Appeal forms are sent to students along with the notification of suspension. Forms should be submitted with a letter and all supporting documentation to the Financial Aid Office. The SAP Committee will review cases on an individual basis to determine if extenuating circumstances are responsible for poor progress. Extenuating circumstances may include but are not limited to:

- Illness or injury of the student
- Death of a close family member

All circumstances must be documented. Students will be informed in writing of the appeal outcome. If a maximum time-

frame appeal is granted, students will be given an academic plan. The academic plan will outline what the student must do to maintain SAP eligible. Failure to adhere to the academic plan will result in the student becoming ineligible for financial aid in future semester until SAP is met. In the case of an approval students must have a semester GPA of 2.0 and not receive any W, F, I, WF, WP grades. Failure to adhere to the 2.0 GPA requirement will result in denial of all future financial aid.

### **COLLEGE FEES**

There are several fees that all students at Stevens must pay:

1. A \$25 per semester Activity Fee is required for all students;
2. An application fee of \$45.00 is required with checks payable to Stevens College of Technology
3. A parking permit fee of \$15.00 is required prior to a student operating a vehicle on campus;
4. There will be a fee of \$5.00 for the replacement of a student I.D. card. Fees are assessed at the time the card is issued. Students must have their ID card for Dining Services i.e. Jones Dining Hall, Bulldog Café I & II. A meal pass can be issued in the Business Office but only one time per semester. After that a student will be required to purchase a replacement card.
5. Special Handling Fee: Anyone who gives the school a check that is not honored by the bank upon which it is drawn will be charged \$33.00; and
6. Transcript Fee: Currently enrolled students receive three official transcripts at no cost. Any requests after the initial three will be subject to a \$4.25 charge. All non-current students are subject to a \$4.25 charge.

### **REDUCTION OF CHARGES**

In the event of withdrawal, tuition, room and meal plan charges will be reduced according to the following:

## INSTITUTIONAL REFUND POLICY

Fall 2021 Semester

Withdrawal Date

8/23/21 to 9/3/21	80.00%
9/4/21 to 9/10/21	70.00%
9/11/21 to 9/17/21	60.00%
9/18/21 to 9/24/21	50.00%

**Room reductions will be based on number of weeks in dorm room**

**Meal Plan reductions will be based on number of weeks on meal plan**

### **Processing of financial aid after withdrawing from the College**

1. Completed withdraw form with all appropriate signatures provided to the Registrar's Office for processing.
2. The Financial Aid Office (FAO) is notified of the withdrawal by the Registrar's Office.
3. The FAO is required to recalculate the "Title IV" financial aid award on a pro-rated basis for the amount of time the student attended classes. The withdraw date is used to determine the length of time.
4. The FAO returns any funds to the Federal Aid Program. This often leaves the students with a bill owed to the College.
5. The FAO will notify students by letter of the results of the calculation and the Business Office will send an invoice if a bill is due.

### **What aid is included in the calculation?**

"Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes: Federal Direct Subsidized and Unsubsidized Loans, Federal Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, and Federal Supplemental Education Opportunity Grant (FSEOG). The awards will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant
5. FSEOG

### **Determining a student's withdrawal**

This date is determined by the date the student completes the school withdrawal form, is dismissed from the College or the College determines the student is no longer enrolled. Exception: For veterans receiving veteran's benefits, the withdrawal date is the last date of attendance or date of the last documented academically-related activity. PA State Grant refunds will be calculated according to the institutional refund policy and appropriate amounts will be returned to PHEAA.

A student who is withdrawing from the College must report to the Registrar's Office and complete the proper paperwork to officially withdraw.

## **VEHICLE POLICY/TSCT PARKING REGULATIONS**

### **REGISTERING YOUR VEHICLE**

All faculty, staff and students who operate a vehicle on the College's campus must register their vehicle and obtain a parking permit decal from the Business Office. Students attending the College must obtain their parking permit decal before the commencement of classes. The cost of the parking permit decal is \$15.00 per year. Parking permit decals paid for prior to the start of the semester will have their permits given to them during Orientation.

The student must display the parking permit decal on the lower left side of their vehicle's rear window at all times and must adhere to the parking regulations of the College. If windows are tinted, adhere Decal so it's visible.

## **GUESTS**

1. Guests of faculty, staff or students are subject to all parking regulations of the College Campus Security may issue a temporary parking permit that must be displayed on the dashboard of the guest's vehicle.
2. Campus Security may assist the guest/visitor regarding where to park on campus.

NOTE: The security office is located on the first floor of the Orange Street location.

## **GENERAL RULES**

1. Parking lots will be assigned a color. The Clark Street parking lot will be assigned the color: "Green" The Naval Reserve Lot, the Hartzell Lot, Schwalm Student Lot, Kreider Lot, and MAC Lower Level Lot will be assigned "Red"
2. All NEW freshmen and Pre-Major resident students, who have a car on campus, will be assigned to park in the Clark Street parking lot ("Green only"). All other students, who will have a car on campus, will be assigned the color "Red" and can park in the Naval Reserve Lot, the Hartzell Lot, Schwalm Student Lot, Kreider Lot, MAC Lower Level Lot as well as the Clark Street Lot. Reminder, Green Decal may park in the Clark Street lot only.
3. Handicapped students will be assigned a "Blue" decal for parking in handicapped accessible spots. Should none be available, they may park in any student lot.
4. The purchase of the parking decal does not guarantee a parking spot is available in the exact location, or at the exact time, the student arrives on campus. It only gives the student permission to park in any available spot in the area assigned, Lack of

a legal parking space is not a valid excuse for violation of any parking regulation. Parking at the College is on a first come, first serve basis.

5. Students who attend classes at Greenfield may park at that site with any color parking decal.
6. Students, who attend classes at Greiner, are ONLY permitted to park their vehicles on that site with a Red Decal. They may park in the back area labeled student parking, not in the front, which is for Faculty only. They must take the shuttle to and from Greiner.
7. Students are not permitted to park on any city street that is adjacent to a TSCT facility. It is important that we maintain a good relationship with our neighbors.
8. The absence of a "No Parking" sign does not mean that parking is allowed. Students are not allowed to park their vehicles in the Mellor parking lot.
9. If you receive a parking ticket, Campus Security will place the ticket under the windshield wipers of your vehicle or hand the ticket to you.
10. Thaddeus Stevens College of Technology and the Commonwealth of Pennsylvania assume no responsibility or liability for loss or damage to any vehicle operating or parking on the College's property.
11. The person registering the vehicle will be responsible for all parking violations of the registered vehicle.
12. The student/owner of the vehicle shall be responsible for all violations of an unregistered vehicle.
13. The College reserves the right to restrict parking for special purposes/ events at any time. Flyers are posted prior to these events. Also, watch your email for announcements. In addition, students are not allowed to park in a fire lane, handicapped space or next to trash dumpsters at any time.

14. Students must report the location of a disabled vehicle to Campus Security immediately. Failure to report a disabled vehicle will be considered a parking violation.
15. Any vehicle, disabled or otherwise, posing a hazard to the safety and security of faculty, staff and students will be towed from campus at the expense of the owner/operator.

## **OFFENSES & FINES**

A person commits a parking offense and will be fined the specified amounts if he or she does any of the violations listed below. NOTE: In addition to the fines described below, parking violations will result in the disabling or towing of a vehicle as specified in sections VII and VIII of these regulations.

1. A student parking a motor vehicle anywhere except in a designated parking area will be fined.
2. A student parking a motor vehicle in an area that is posted will be fined.
3. A student parking a motor vehicle on grass/lawn or other areas clearly not used for parking will be fined.
4. A student parking a motor vehicle in a reserved handicapped space without a handicapped license plate or decal will be fined.
5. A student parking a motor vehicle on campus, but does not have a valid parking decal, will be fined.
6. A student parking in a fire lane will be fined. In addition, the vehicle may be towed at the owner/operator's expense.

Parking Fines: 1st Offense \$10, 2nd Offense \$15, 3rd Offense \$20, 4th Offense \$20 along with boot placed on vehicle. All further offenses after the 4th will result in a \$20 fine and a boot placed on the vehicle again. Boot removal fee is \$25 each time. All succeeding offenses will be considered a violation of College Policy and may result in disciplinary action.



## **XII. CODE OF CONDUCT**

### **PREAMBLE**

In keeping with the principles of our founder, Thaddeus Stevens, the College is committed to a Code of Conduct that provides individuals with educational opportunities and promotes common respect for all people; expects that all members of the Stevens Community will conduct themselves in a manner which promotes the integrity and legacy of Thaddeus Stevens; and will refrain from behaviors, actions and language which is meant to demean, harass, or otherwise cause harm to another person. The College seeks to create an inclusive environment consisting of sensitivity, understanding, and an appreciation for the value diversity brings to Thaddeus Stevens College of Technology. In this vein, the Stevens community should understand that racial and other slurs, even within the affected group, are not acceptable.

In order to ensure a safe educational environment, Stevens adheres to a strict Code of Conduct with respect to behavior, attendance, and dress, as well as drug and alcohol use. The College believes that properly preparing its students for workforce safety requires that high standards be maintained in all areas of the campus, inclusive of the classroom, student organizations and athletic programs.

In keeping with this belief, students are expected to use appropriate language and dress suitably while in class, while in the dining hall, and while representing the College in other settings on and off campus. Additionally, it is expected that College property will be treated with proper respect.

Students are held responsible for knowing College Rules and Regulations as outlined in the Student Handbook and are further held accountable for conduct violations. This Code is in effect for all members of the Stevens Community. A Due Process procedure is in place for students who believe that disciplinary action taken against them is not consistent with established rules and regulations.

Students are accountable for violations of local, state, and federal laws which may result in legal and/or punitive action by authorities outside of the Stevens Campus.

The College expects that students will behave with courtesy and respect toward all campus personnel. Follow students, and visitors, so as to value each member, guest, and prospective member of the Stevens Community. The College also expects clubs, sports teams, and organizations to adhere to the Code of Conduct and sanctions can be imposed for any violations of the Code of Conduct.

### **VIOLATIONS OF THE CODE OF CONDUCT**

Below is a list of some of the violations broken down into minor and major violations. This is not an exhaustive list of violations to the College Code of Conduct.

#### **MINOR VIOLATIONS**

1. Creates, participates in, or is present during a disturbance (i.e., noise pollution).
2. Parking violations (could become a major violation if chronic).
3. Failure to satisfy contractual obligations, e.g., proper room care (major violation in some instances).
4. Smoking in unauthorized areas.
5. Littering on campus (may be recognized as major violation in some instances).
6. Any violations of the visitation policies with individuals over 18 years of age.
7. Possession or burning of incense.
8. Possession of any forms of ammunition, such as BB's, pellets, or pistol/rifle rounds, etc.
9. Gambling of any kind is not permitted among the students of Thaddeus Stevens College of Technology. (In some instances, more serious situations may fall under the category of major Violations.)
10. Possession of toy/replication weapon.
11. Running a business within the

- residence hall is not permitted. The use of College facilities, including any residence hall dorm room or common area, for personal or commercial profit, is strictly prohibited.
12. Violation of any published rules, policies, or procedures will subject you to disciplinary action.

## MAJOR VIOLATIONS

1. Forges, alters, takes possession of duplicates, or uses documents, records, keys, or identification without consent or authorization of appropriate College officials including falsifying or misrepresenting information to a College official.
2. Destruction of, damage to, or malicious misuse of Commonwealth property or property belonging to other individuals.
3. Tampering with safety equipment, including security cameras.
4. Theft of Commonwealth or private property and/or services.
5. The possession, use, sale of alcoholic beverages by students and/or students under the influence, regardless of age, is in direct violation of the College's Code of Conduct **(Additional information follows)**.
6. Unauthorized entry into or use of campus facility.
7. Violation of civil or criminal law with respect to on-campus violations.
8. Assault and/or physical confrontation with a second party.
9. Violation of campus safety and motor vehicle violations
10. **Harassment, stalking, ridicule, and other forms of written, verbal, or physical intimidation are prohibited when the conduct is either (i) severe or pervasive such that it substantially disrupts or interferes with a student's educational experience, (ii) a true threat of harm, (iii) non expressive, physically harassing conduct, or (iv) otherwise violates applicable law. This includes in person conduct as well as conduct through use of social media/internet.**
11. Sexual Assault **(Additional information follows)**
12. Sexual Harassment **(Additional information follows)**
13. Domestic Violence **(Additional information follows)**
14. Dating Violence **(Additional information follows)**
15. Stalking **(Additional information follows)**
16. Unauthorized possession of firearms, other weapons, explosives, and/or chemicals which includes but may not be limited to: guns (inclusive of paint ball guns), bow and arrows, nunchakus, brass knuckles, slingshots, machetes, fireworks, and knives (excluding pocket knives, e.g. folding knives with more than one blade or folding knives with blades no longer than three inches in length). Students may carry mace or any of the various pepper sprays as allowed by the laws of the Commonwealth. Students who discharge mace or any of the various pepper sprays allowed by the Commonwealth for any reason other than self-defense will be guilty of the unauthorized use of the same **(Additional information follows)**.
17. Possession, use, or sale of illegal drugs and/or narcotics by students, regardless of age, is in direct violation of the College's Drug-Free Campus Policy. Additionally, persons found with any manner of drug paraphernalia which would include, but is not limited to baggies, pipes, marijuana seeds and scales, may be subject to the same procedure described herein as those found using or possessing. **(Additional information follows)**
18. Visitation with individuals under the age of 18. (Family members under the age of 18 are permitted in the residence halls during move in and Open House or with permission of the Director of Residence Life or Dean of Student Services.)
19. Disrespect and disorderly behavior which disrupts or obstructs classes, teaching, labs, seminars, administration, student conduct proceedings, and other college

activities, including the College's functions on or off campus.

20. Failure to identify or falsely identifies oneself (including not providing an I.D. upon request) when requested by a member of the College community acting in the performance of his or her duty and authority.
21. Violation of any published rules, policies, or procedures will subject you to disciplinary action.
22. Fails to comply with the request of or to show respect to the residence life staff, security, or any member of the College community acting in the performance of his or her duties and authority.
23. Participates in activity which recklessly or intentionally endangers the safety of oneself or others.

## **VAPING/TOBACCO POLICY**

Vaping/Tobacco use is prohibited in and on all College property, including College vehicles, with the exceptions listed below:

*Gazebos may be found at the following locations:*

- Orange Street location entrance
- Behind Mellor
- Between Herrington & Armstrong Hall
- Between Leonard & Woolworth Buildings
- Between Kreider & Leonard Buildings

*Designated smoking areas are located:*

- Outside MAC
- Hartzell Parking Lot
- Bulldog Drive
- Greenfield Parking Lot
- Greiner Campus

Tobacco is defined as any type of tobacco product including, but not limited to, chewing tobacco, snuff, cigarettes, cigars, cigarillos, pipes and bidis. Electronic cigarettes e-cigarettes are also restricted to the designated areas.

The progressive disciplinary sanctions for tobacco use outside of the designated areas typically will include the following; however, the College reserves the right to impose any

sanctions as outlined in the Student Handbook as deemed necessary on a case by case basis.

- Verbal warning
- Written warning and probationary period
- Loss of privilege
- Suspension from dorms and/or College

## **MULTI-STEMMED SMOKING DEVICES**

In the best interest of the student and the College, a Hookah, which is a multi-stemmed instrument for smoking flavored tobacco, is not permitted within the residence halls or on the Stevens campus. A Hookah can also be known as a Waterpipe, Narghile, Shisha, or Qalyan. If you are found to be in possession of a Hookah or a similar multi-stemmed smoking device, you will be asked to remove it from the residence hall and from the Stevens campus. Not complying with this request is a major violation of the College Code of Conduct.

## **NON ALCOHOLIC BEER OR ASSOCIATED BEVERAGES**

In the best interest of the student and the College, non-alcoholic beer and other associated beverages are not permitted on campus or in the residence halls. If you are found to be in possession of these beverages, you will be asked to dispose of or remove them from the campus. Not complying with this request is a major violation of the College Code of Conduct.

## **BEER BOTTLES, LIQUOR BOTTLES, OR SIMILAR CONTAINERS**

Thaddeus Stevens College of Technology is a dry campus and strives to promote an alcohol free learning environment. The College also receives grant money exclusively for the use of promoting drug and alcohol related educational seminars and workshops. With that in mind, it is in the best interest of the student and the College that empty beer bottles, liquor bottles or associated containers are not

permitted in rooms as decorative items. If you are found to be in possession of these items, you will be asked to dispose of them or remove them from the campus. If a student chooses not to comply with this request, he/ she will subject himself/ herself to appropriate disciplinary action ranging from probation to suspension from the residence halls for a period of time.

## **DISCIPLINARY SANCTIONS EXCLUSION FROM THE COLLEGE AND/ OR RESIDENCE HALLS**

The Student Services Office, with substantial input from members of the Stevens community and with the approval of the President, will determine the kinds of charges that will lead to exclusion from the College and/ or residence halls. Exclusion may take the form of suspension or expulsion. Typically, the charges resulting in exclusion from the College are defined as major violations indicated under Violations of the Code of Conduct, Major Violations in the previous section.

**Suspension** is exclusion from College and/or residence halls for a period of one to five consecutive College days. Suspensions are given by the Dean of Student Services or the Director of Residence Life. In cases of one to five days of suspension, no student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond to the College official initiating the suspension. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the College community is threatened. The President of the College shall be notified in writing when the student is suspended. The student is informed in writing of his/ her suspension from the residence halls or College for a specific period of time. The student's parents, guardians, or sponsors may be informed in writing of this action only upon consultation with the student.

**Residence Hall Suspension:** During

the time a student is suspended from the residence hall he/ she may attend classes; however, the student is not permitted in any of the residence halls. The student must leave campus after classes during the period of the residence hall suspension by 6:00PM or 20 minutes after their last class of the day ends.

**College Suspension:** During the time a student is suspended from the College a student is not permitted on campus and may not participate in any College sanctioned extracurricular activities regardless of where they take place (i.e. away sporting event, student organization activity, etc.).

**Interim Suspension:** The Dean of Student Services or Director of Residence Life may impose an interim suspension and/ or loss of privileges upon any student whose presence on campus constitutes a threat to the safety, welfare, or well-being to himself/herself or others in the Stevens community. In such cases, a disciplinary hearing shall be scheduled within five College days if the suspension exceeds ten College days.

**Expulsion** is exclusion from college and/ or residence halls for a period exceeding five College days and may be permanent expulsion from the College rolls. During the period prior to the hearing and decision of the President in an expulsion case, the student shall be placed in his/ her normal class except as set forth below.

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from the College for more than 10 days, if the formal hearing is not unreasonably delayed.

## **ADDITIONAL SANCTIONS**

These sanctions can be combined with suspension, expulsion, or one of the other additional sanctions listed below.

**Reprimand** is when a student is informed in writing of his/her violation of the Code of Conduct. It is understood that further misconduct will result in additional disciplinary action.

**Loss of Privilege** is when a student is not permitted to access a building, facility, residence halls, or participate in a College sponsored event or activity.

A student may lose one or several privileges for a period of time to be determined by the Dean of Student Services, the Director of Residence Life, or the President of the College.

**Loss of Grant** is when a student violates the Code of Conduct Loss of Grant Policy.

**Probation** is when the student is informed in writing that he/ she must show a change in behavior over a period of time. If the student engages in other violations of the College Code of Conduct during the probationary status period, further disciplinary action will be taken ranging from loss of services to suspension to recommendation for expulsion. The period of time shall not be less than 15 days and may last up to one calendar year.

**Restitution** is payment for the loss, damage, or other associated cost to the student(s)'s behavior which may include but is not limited to medical bills, fines, service fees, or cleanup cost.

**Fines** are monetary charges imposed upon individuals.

**Referral** is when a student is required to seek an evaluation from a College Counselor or other professional on or off campus. The student is required to pay for all cost associated with the referral and must comply with the recommendations made by the person who conducts the evaluation.

**Community Service/Civic Engagement** is when a student is required to take part in a special program based on their offense. They give time without receiving compensation to an on- or off-campus organization or department. This community service may not be counted for the student's community

service as required by the Stevens Grant or other College requirement or expectation.

### **Cease and Desist Order**

A cease and desist order can be imposed for an interim period pending hearing by the Dean of Student Services or his/her designee as a measure to de-escalate a potentially volatile situation between a student and any other party. Imposing a cease and desist order carries with it the expectation that formal charges have been or will be filed or deemed in the best interest of the student(s) or College. Continuation of a cease and desist order may be included as part of a judicial/student conduct sanction.

### **Second offense of the College Code of Conduct within a year following a suspension**

may result in a five-day residence halls suspension with recommendation for expulsion. If the student is a resident and retained by the College, then he/she may be suspended from the dorms for the remainder of the semester and continue to be on probation. In addition, the student will be held to the same constraints as outlined below for a commuting student. An individual's return to the residence halls at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director of Residence Life. If the student is a commuter and retained by the College, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 PM for the same time period. An individual's return to campus after 6:00 PM at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director of Residence Life.

## **DRUG-FREE CAMPUS POLICY**

### **POLICY PURPOSE**

Thaddeus Stevens College of Technology (hereinafter referred to as the "College") values its students, its reputation and is concerned with accident prevention and loss control. It recognizes that student substance

abuse negatively impacts student health and jeopardizes the College's resources. Additionally, substance abuse undermines the College's ability to operate effectively and efficiently. As part of its commitment to protect the safety, health and well-being of its students, to protect the College's assets, and to deter the illegal use of drugs, and the misuse of alcohol, controlled substances, inhalants, and/or other substances used as alternatives to illicit drugs, the College has established a Drug-Free Campus Policy (referred to as "the Policy").

## SCOPE AND APPLICABILITY

Students. Compliance with this Policy is a continuous condition of enrollment and it shall apply to all full-time and part-time students of the College (hereinafter all are referred to as "students").

**Contract Disclaimer.** This Policy does not create an express or implied enrollment agreement or alter any existing agreements, if any.

When Applicable. The College's Policy is applicable in the following instances:

- a. while on College premises;
- b. during all school hours (regardless of location);
- c. during lunch and other breaks;
- d. while operating tools or machinery on campus or at a college-sponsored event;
- e. while operating a motor vehicle on campus property;
- f. while attending College-sponsored events; or
- g. while conducting business on behalf of or representing the College.

**Policy Modification.** This Policy supersedes any other College policy or practice on the subject of student drug, controlled substance, inhalant, other substance used as alternatives to illicit drugs, and/or alcohol use, abuse, and testing. At any time, the College, with or without notice, may amend, supplement, modify or change any part of this Policy. This Policy shall automatically incorporate any changes to satisfy federal or state laws without notice to

students. Any failure to implement the Policy or any part thereof, any variation, addition, or omission to the procedures set forth in the Policy shall not confer any contractual or other rights or claims in favor of the student not otherwise conferred by law.

**Designated Information Representative (DIR).** An individual at the College will be identified as the DIR. This person will maintain confidential records of student test results and record passing a drug test as "completed Drug Testing" in the applicant's Jenzabar profile. Questions regarding this Policy will be emailed to the DIR who will forward the emails to Admissions, Counseling, or Student Services Office as appropriate.

Implementation. This Policy shall be effective August 1, 2014.

## STUDENT RESPONSIBILITIES AND DUTIES

Student Duties. This Section imposes duties on students and failure to comply with those duties constitutes a Policy violation separate from Section 4:

- a. Report to campus, class or activities at all times in a fit-for-duty capacity which includes free of drugs (including medical marijuana), alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, which pose a direct threat to campus safety.
- b. Review and understand the Policy, the negative effects of the use and/or misuse of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, the College's Policy on testing, and voluntarily seek help with such problems prior to problems arising at school.
- c. A student who is convicted of a drug law violation must notify the College's DIR no later than five (5) calendar days after the conviction or the plea of nolo contendere.
- d. Whenever a student is legally prescribed drugs or directed to take over-the-counter

medication, the student shall ask his/her prescribing physician whether the medication, if taken as directed, is likely to pose a direct threat to campus safety and if so, indicate this on his or her College physical. Students in safety sensitive programs are prohibited from being on campus under the influence of medical marijuana.

- e. A student shall notify DIR of prescription or over-the-counter medication use that may pose a direct threat to campus safety or significantly impair the student's fitness-for-duty prior to Enrollment or participation in campus or program related activities. When required to notify, a student is not required or asked to report his/her medical condition or the drugs used; the student should merely report that he/she is using medication that may pose a direct threat to campus safety. The student shall provide a copy of the physician's statement regarding the student's ability to perform the essential functions of his program of study and function safely on the College campus prior to participating in campus or program related activities.
- f. If a student is legally using a prescription or over-the-counter drug that poses a direct threat to campus safety, then the College shall determine whether the Student may continue to remain on campus or attend class during the course of treatment. The College may seek a second opinion from a medical professional of its choice and may require the student to undergo an examination by the College's chosen medical professional. The College may rely on the second opinion rather than that of the student's prescribing physician.
- g. Participate in and support College-sponsored drug, alcohol,

controlled substance, inhalant, or other substances used as alternatives to illicit drug education programs if instituted.

- h. Cooperate in any investigation and support the College's efforts to eliminate drug, alcohol, controlled substance, inhalant, other substances used as alternatives to illicit drug abuse among students where it exists.
- i. All student medications must be kept in their original containers while on campus. Students are prohibited from using or possessing medical marijuana on campus.

## **STUDENT PROHIBITED CONDUCT.**

**Illegal Drugs.** It is a violation of College Policy for a student to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence or test positive for controlled substances as defined in Section 4.1 (a) in contravention of federal or state law (or to attempt any of the foregoing acts).

- a. Controlled substance is defined in this policy as a drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.

**Prescription Drugs.** Prescription medication usage while the student is subject to the terms of this policy is not prohibited when taken in standard dosage and/or under a physician's written prescription, provided, however, that the prescribed drug would not pose a threat to campus safety or render the student unfit-for-duty. Abuse of prescription drugs is strictly prohibited including, but not limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended or using a prescribed medicine which was prescribed to another individual. Students are prohibited from using or possessing medical marijuana on campus.

**Over-the-Counter Drugs.** Over-the-

counter medication usage is not prohibited when taken in the standard dosage, provided, however, if taken as directed it does not render a student unfit to perform essential functions of program of study or otherwise negatively impact campus safety. The College prohibits students from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e. misuse of over-the-counter drugs) while subject to the terms of this policy.

**Alcohol.** The College prohibits students from illegally using, possessing, selling, buying, distributing or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including, but not limited to, driving under the influence and underage drinking violations, while subject to the terms of this policy .

For purpose of this Policy, the term alcohol includes any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols and includes any medication or food containing alcohol. Furthermore, the College prohibits its students from the alcohol-related conduct while subject to the terms of this policy:

- a. Possessing opened containers of alcohol;
- b. Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
- c. Operating a motor vehicle on campus property;
- d. Using or consuming alcohol within four (4) hours before arriving on campus, and participating in any campus related activities or program related coursework and operating any tools or machinery.
- e. consuming alcohol within eight (8) hours following an accident and/or before a post-accident test as specified in the Policy.

#### **Inhalants and Legal Substances.**

Students are prohibited from arriving on campus property or participating in campus related activities or program

related coursework and operating tools or machinery while under the influence of, or using while at school, any inhalant. An "inhalant" is defined as any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

The College also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses. Students are prohibited from arriving on campus property or participating in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at the College, any such legal substance for these purposes.

The College shall use reasonable suspicion to determine a Policy violation involving a student's use of inhalants or other substances used as alternatives to illicit substances. Reasonable suspicion may be based on, but is not limited to, any of the following circumstances:

- a. Observable behavior, such as direct observation of such use, possession or distribution of inhalants or other substances used as alternatives to illicit drugs, or the physical symptoms of being under the influence of inhalants or other such items such as, but not limited to, bad breath, substance odor on breath or clothes, runny nose, watery eyes, drowsiness or unconsciousness, poor muscle activity, mood swings,



irritability, anger, agitation, uncontrolled laughter, nausea, loss of appetite, vomiting, hallucinations, convulsions, facial rashes and blisters, constant sniffing and coughing, slurred speech, depressed reflexes, rapid movement of the eyeballs, and dilated pupils. Observation may include indications of the chronic and withdrawal effects of the use of inhalants or other legal substances;

- b. A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in college related activities which appears to be related to the use of inhalants or other legal substances;
- c. The identification of a student as the focus of a criminal investigation into the illegal use of inhalants or other legal substances;
- d. The admission by the student that he/she is involved in the illegal use of inhalants or other legal substances;
- e. Repeated violations of the College's safety or College's rules that pose a substantial risk of physical injury or property damage and that appear to be related to inhalant or other legal substance misuse that may violate the College's Policy; or
- f. A report of inhalant or other legal substance misuse provided by reliable and credible sources and which has been independently corroborated.
- g. Drug Paraphernalia. Students are prohibited from bringing paraphernalia related to the illegal use of drugs onto College property at any time.

## **STUDENT DRUG AND ALCOHOL TESTING**

**Testing a Condition of Enrollment.** The College may require its students to be tested for illegal use of drugs and/or alcohol in the circumstances listed below. In order to carry out such testing, a student may be asked to submit a

saliva, urine, blood or breath sample for testing. Student acceptance of testing when requested is a mandatory condition of initial and continued enrollment at the College through graduation.

The College identifies programs it considers to be "safety sensitive", including but not limited to: Automotive Technology, Cabinetmaking & Wood Technology, Carpentry Technology, Collision Repair Technology, Construction Electrical Technology, Electrical Technology, ElectroMechanical Technology, Electronic Engineering Technology, Heating, Ventilation, Air Conditioning & Refrigeration Technology, Machine Tool & Computer-Aided Manufacturing Technology, Masonry Construction Technology, Metal Castings Technology, Metal Fabrication & Welding Technology, Plumbing Technology, Residential Remodeling Technology, Water Environment Technology, Welding Program, and the Pre-Major program.

Students planning to enroll in safety-sensitive majors are subject to drug and alcohol testing. Failure to consent to any requested test will result in immediate withdrawal of the students offer of admission, or a recommendation for expulsion from the College.

- a. **Pre-Acceptance.** The College shall require a pre-acceptance (post offer) drug test to be administered to any applicant who has received a conditional offer of acceptance. Any applicant who is given a conditional offer of acceptance must provide a verified negative drug test result prior to enrolling in their courses and no later than 30 days prior to the start of the semester in which they plan to enroll. Additionally, any applicant who tests positive, refuses to submit to a pre-acceptance drug test, or attempts to tamper with a test or the testing procedures shall be treated as withdrawing his/her application and the College shall revoke its offer of

acceptance.

- b. **Random Drug Testing.** Students enrolled in safety-sensitive programs will participate in random drug testing. Students will be selected randomly for a drug test using computer generated random numbers to identify students for testing. Students selected for random drug test must comply and agree to be tested within 12 hours or test results will be recorded as positive and treated according to the Policy.

- c. **Reasonable Suspicion.** The College shall require a student to submit to reasonable suspicion drug and/or alcohol testing when, in the sole judgment of the College and based on information known at the time the decision to test is made, the student is unfit for duty or there is a reasonable suspicion to believe that a student is using drugs or alcohol in violation of the College's Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, objective facts and reasonable inferences. Such facts and inferences may be based on, but are not limited to, any of the following:

1. Observable behavior, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indications of the chronic and withdrawal effects of the illegal use of drugs;
2. A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in college related activities which appears to be related to substance abuse or misuse;

3. The identification of a student as the focus of a criminal investigation into unauthorized drug possession, use or trafficking;
4. The admission by the Student that he/she is involved in the illegal use of drugs or misuse of alcohol;
5. Repeated violations of the College's code of conduct, safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse or misuse that may violate the College's Policy;
6. A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
7. Evidence that an individual has tampered with a drug or alcohol test; or
8. A student's failure to report an accident

- d. **Post-Accident.** The College may require a student involved in a campus related accident or incident to submit to drug and/or alcohol testing following the accident. The College may also test any individual whose performance created a "near miss or unsafe condition" or was a contributing factor to a campus related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s) following an accident or to prohibit a student from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

In order to ensure the appropriate application of this policy, Students are required to report the occurrence of accidents to their instructor, nurse, residence hall director or other assigned staff within 24 hours of the occurrence and thereafter submit to a post-accident test as directed. The failure to timely report and submit to a post-accident test will constitute a refusal to test, subjecting the Student to discipline up to and including expulsion. It will also constitute reasonable suspicion to test the Student once the College receives notice of said accident, regardless.

For purposes of this Policy, a campus-related accident is defined as an unplanned, unexpected or unintended event that occurs on or involves college property, or occurs while representing the College off campus and results in any of the following:

1. a serious violation of a safety rule or the program standards;
  2. a fatality of anyone involved in the accident;
  3. a serious bodily injury requiring medical treatment
  4. other serious property, vehicular or equipment damage occurs.
- e. **Return-to-School.** The College shall require a student who has violated this Policy and desires re-admission to test negative on a return-to-school drug test before returning to school. Additionally, the College may require a return-to-school alcohol test if the prohibited conduct involved alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph, in no way obligates the College to make an offer to readmit a student.

- f. **Follow-up.** Following a determination that a Student is in need of assistance in resolving problems associated with alcohol misuse and/or the illegal use of drugs, the Student may be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The number and frequency of such follow-up testing shall be as directed by the treatment professional. The Student may be required to undergo follow-up testing for both alcohol and drugs, if the treatment professional determines that follow-up testing for both are necessary for that particular Student. Follow-up testing shall remain in place throughout the student's enrollment at the College from the date of the student's return-to-school. Inclusion of this paragraph in no way obligates the College to reinstate the student or conduct follow-up testing.

**Testing Procedures for Drugs.** Testing for illegal use of drugs normally will be conducted through a 9 panel plus alcohol urine specimens collected at a collection site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana (including medical marijuana), amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

**Testing Procedures for Alcohol.** The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content (BAC) is less than 0.02, the test is considered negative. If the

screening test results show an alcohol concentration level of 0.02 or greater, a confirmation test will be conducted. The confirmation test shall be performed by using breath specimen conducted on an Evidentiary Breath Testing (EBT) device approved for use in the United States Department of Transportation's Drug and Alcohol Misuse Prevention Program. If the confirmation test reads positive, 0.02 or greater, the test results shall be considered positive and the Student will be subject to disciplinary action as specified in this Policy.

**Screen and Confirmation Testing.** All urine samples will undergo an initial test. If the specimen tests above the screening cut-off levels set by the U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, then the screen test shall be considered positive. The sample shall then undergo a confirmation test. Test results indicating the illegal use of drugs at levels below the confirmation cut-off limits shall be considered negative and those above the confirmation cut-off levels shall be considered positive.

Review of Test Results by Medical Review Officer. All positive drug test results will be reviewed and interpreted by a Medical Review Officer (MRO) before the test results are reported to the College. A MRO is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

The MRO review of a positive test result may include conducting a medical review of the tested Student's medical history, or review of any other relevant biomedical factors. If the MRO determines that a legitimate medical explanation exists for the test results, then the MRO will report to the College that the test result is negative.

If after making all reasonable efforts and documenting them, the MRO is unable to reach a tested Student directly, the MRO shall contact the DIR,

who will direct the tested student to contact MRO as soon as possible. The College will use electronic or phone methods to contact the student. In such circumstances, the College will to the maximum extent possible, ensure that the requirement on a tested student to contact the MRO is held in confidence. If the tested student does not contact the MRO within three (3) days after being instructed to do so, the MRO will report the test as being positive.

**Validity Testing.** Additionally, validity testing of a student's urine specimen may also occur. Validity tests are the evaluation of the specimen to determine if it is consistent with normal human urine and include tests for creatinine concentration, specific gravity, pH, and substances that may be used to adulterate a specimen.

**Direct Observation/Monitoring.** The College reserves the right to have its collection site agent conduct a direct observation or monitoring of the urine specimen collection if the collection site personnel indicates an attempt to tamper, the specimen's temperature is out of range, the specimen appears to have been tampered with, if the laboratory reports an invalid test and the MRO states no medical reason, the result is positive, adulterated or substituted, cancelled, and for return-to-duty or follow-up testing.

**Dilute Specimens.** If the MRO informs the College that a drug test was positive dilute, the College will treat the test as a verified positive test. The College shall not direct the student to take another test based on the fact that it was dilute. For negative-dilute test results, the College shall require a student to take another test immediately, but it shall not be collected under direct observation unless there is another basis for use of direct observation. If the College directs another test, then the result of the second test, not the original test, becomes the controlling test result.

**Re-collections.** When the College directs the Student to take another test, the student shall be given the minimum possible advance notice that he or she

must go to the collection site. The result of the second test, not the original test, is the test of record. Any student required to take another test, which is also negative and dilute, will not be permitted to take a third test. Provided, however, that if the MRO directs the College to conduct a re-collection under direct observation, the College must immediately do so. If the College directs the student to take a second test and the student refuses, the test will be treated as a positive result.

**Verification Testing.** For urine drug testing, one portion of the specimen will be preserved for a very limited period of time after the student is told the test results. If the portion originally analyzed (the primary sample) is positive, the student shall have the right to specify a laboratory certified by the U.S. Department of Health and Human Services to which the preserved portion will be sent for independent analysis. The verification test cost is the responsibility of the student. The verification test result shall be controlling.

**Refusal to Test and Test Tampering.**

Any student who refuses to submit to testing, tampers, manipulates, adulterates or attempts to tamper with the testing will be treated as having a verified positive test result and violating this Policy. A refusal to submit to testing shall include, but not be limited to, the following:

- a. Fails to timely report a campus-related accident as outlined in Section 5.1(c) above;
- b. Fails to appear for any test within a reasonable time, to be determined by the College, after being directed to do so by the College;
- c. Fails to remain at the collection site until the testing process is complete;
- d. Fails to provide urine specimen when required for a drug test or a saliva or breath specimen for an alcohol test;
- e. In the case of directly observed or monitored collection in a drug test, fails to permit directly

- observed or monitored collection;
- f. Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- g. Fails or declines to take a second test as directed;
- h. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
- i. Fails to cooperate with any part of the testing process; or
- j. Is reported by the MRO as having a verified adulterated or substituted test result.

## **DISCIPLINE FOR POLICY VIOLATIONS.**

Student Discipline. Any student who is reasonably believed to have violated this Policy shall be subject to expulsion.

The College encourages its students who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems on campus. A student's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Students may not avoid imposition of discipline by first requesting such treatment or a leave of absence after being selected for testing or violating the College's Policy.

To determine the appropriate sanctions for the violation of the policy the following facts associated with a violation of the policy will be considered:

- The location of the violation. If the environment where the violation of the policy occurred or revealed during the investigation of the violation is in a safety sensitive area including but not limited to a program lab/shop, class related job site, internship placement related location, and/or at a college event the student will be recommended for expulsion.
- The amount of drugs/ paraphernalia

found. If the amount of marijuana found is greater than a gram, two joints, or a bundle greater than the size of a quarter (US Currency) the student will be recommended for expulsion. If the student is found with paraphernalia including but not limited to a needle (s) the student will be recommended for expulsion. A bong or roach clip alone and no other paraphernalia or violations of the Policy and/or College Code of Conduct would not cause the student to be recommended for expulsion.

- Other violations of the Policy and/or the Code of Conduct. Any violations of the College Code of Conduct in addition to a violation of The Policy would result in the student being recommended for expulsion.

Examples of violation of The Policy and corresponding sanctions:

- a. Student found smoking marijuana (a joint) in a car parked on campus with car turned off and no other drugs, drug paraphernalia, or persons in car. Pennsylvania State Police are called and no charges filled on the student.
  - Sanction- Student would be determined to have a 'minor' violation of The Policy and would be suspended from the dorm for five days, pay for a drug test, attend counseling, and produce a clean-drug test within 45 days of the violation of The Policy.
- b. Student appears to be high in cabinet shop. Student is taken for a drug test immediately and fails the drug test for marijuana.
  - Sanction- Student would be determined to have a 'major' violation of The Policy and would be recommend for expulsion from the College.
- c. Staff report that a student was in a fight in the residence hall and appeared to be in an altered state during the fight. During the investigation staff enters the student dorm room and finds

rolling paper and a scale.

- Sanction- Student would be determined to have a 'major' violation of The Policy and would be recommend for expulsion from the College.
- d. Student found to be intoxicated in the dorm. On his desk are three unopened cans of Budweiser.
    - Sanction- Student would be determined to have a 'minor' violation of The Policy and would be suspended from the dorm for three days attend counseling.

Referral to Law Enforcement. In addition to imposing discipline, the College may refer information about serious criminal activities and transfer any suspected illegal drugs or illegal drug paraphernalia to appropriate law enforcement.

Other Discipline Not Precluded. Nothing in this Policy prohibits a student from being disciplined or discharged for other violations and/or performance problems.

Automatic Suspension. In the event that a student is ordered to submit to a post-accident, random, or reasonable suspicion test the Student shall be suspended until the MRO verified test result is received. If the verified result is positive, then the student is subject to discipline as described herein.

## SEARCHES

College Property Searches. The College may provide lockers, storage areas, equipment, briefcases, computers, desks or workstations for use by students in order to perform the essential skills of their programs of study, or provide for housing. All such items and the data or materials generated using College property remains College property. The College reserves the right to search any College property, at any time, with or without notice or cause. No student shall maintain any expectation of privacy on College-owned property. The College also reserves the right to use other investigative methods when reasonable suspicion exists to indicate drug-free campus Policy violations. Refusal to cooperate in the conducting of a search



shall be considered a Policy violation.

**Personal Property Searches.** The College reserves the right to conduct a search of a student's personal property if a violation of this Policy is suspected. A search may include all personal property located in or brought onto College property such as wallets, purses, bags, briefcases, toolboxes, lunch bags, or vehicles. Entry onto College property and continued enrollment constitute consent to search. The search shall be conducted in the presence of two College trained representatives and the student. Refusal to cooperate in the conducting of a search shall be considered a Policy violation.

## **CONFIDENTIALITY**

**Test Results.** The College shall take reasonable efforts to insure that all aspects of the testing process are as private and confidential as reasonably practical. Actual test results will be provided to: a) the MRO and his staff; b) DIR c) the student tested upon request; d) any person(s) permitted or required by law or regulation to receive such information; e) any individual(s) with a student's written authorization; f) to law enforcement; g) the decision maker(s) in a legal action initiated by or on behalf of the student or placed at issue by the student in any legal, administrative or other proceeding; or h) to any governmental agency(ies) as required by federal or state law.

Nonspecific statistical information may be provided upon request to a corporation, which requires its vendors or subcontractors to maintain drug and alcohol testing programs in accordance with a contract, or to a governmental agency in accordance with law.

**Separate Files.** Testing results will be maintained in a locking file cabinet or a secured file room separate and apart from Student educational files.

## **Costs for Testing**

Students in the application process who are enrolling for the first time, or students who are requesting re-admission are responsible for the costs related to drug testing as this

is considered a part of the medical clearance and application process for students enrolling in safety sensitive programs of study.

Students who are requested to participate in drug testing as a result of an accident, random testing, or reasonable suspicion are required to pay for the drug testing, unless the testing results are negative and then the College will incur the costs.

Students who test positive and require on- going testing during their enrollment will incur the costs of all testing.

## **STUDENT HEALTH ISSUES**

The College encourages its Students who are chemically dependent to voluntarily obtain assistance/ treatment for substance abuse problems before they cause problems on campus. A Student's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Students may not avoid imposition of discipline by first requesting such treatment or a leave of absence after being selected for testing or violating the College's Policy.

## **LOSS OF STEVENS GRANT**

Below are the following infractions of the College Code of Conduct which will result in loss at Steven's Personnel and/ or contracted Service Personnel;

- Destruction of Property\*
- Failure to Show ID (2nd Offense); \*
- Failure to Clean Room within College Expectations (2nd Offense)
- Behavior Off Campus when Representing Thaddeus Stevens College which results in Harm/ Damage to the College's Name and Reputation (i.e., at Athletic Events, Organization trips, Community Service, Business Visitations and the like);
- Failure to Complete Community Service Obligation;
- Visitation Violation (2nd Offense) \*
- Four Minor Violations;
- Excessive absenteeism not resulting in Expulsion;
- Committing a Major Violation of the Code of Conduct while on probation;

- Failure to Attend Counseling Sessions as Deemed Necessary via the Office of Student Services, Director of Residence Life, and/or Counselors; and
- Major Vehicle Offenses Aside from Parking Violations (i.e. Speeding, Erratic Driving)

*IMPORTANT NOTE: Additional disciplinary action will be taken aligned with the College Code of Conduct.*

## OFF-CAMPUS CONDUCT POLICY

It is important that all students recognize their responsibilities within the framework of state and local law. Although the College cannot be held liable for the conduct of its students off campus, it adheres to a strong moral and social responsibility to take appropriate action if unlawful off-campus conduct jeopardizes the good name and reputation of Stevens.

Students are expected to adhere to the College Code of Conduct, regardless if the student is on or off campus. As a result, the College reserves the right to sanction a student up to and including dismissal from the residence halls, and/or college, if it has been determined that major violations of the College Code of Conduct or unlawful activities have taken place off campus. Any behavior, which may in turn jeopardize the educational atmosphere of the College, the security of the College, or the health and welfare of the students and/ or its employees, will not be tolerated.

## WEAPONS POLICY

It is the position of the Thaddeus Stevens College of Technology that weapons or items that have been altered to be used as such, for example: broken hockey sticks, baseball bats (broken or otherwise altered), metal poles and the like—are in direct opposition to a safe learning environment. Therefore, any student found in possession of such items will be subject to suspension or expulsion from the College. Other items qualifying as weapons include, but are not limited to, guns of any sort, bow and arrows, nunchakus, brass knuckles,

mace\*, black jacks, machetes, slingshots and knives (excluding pocket knives, e.g. folding knives with more than one blade or folding knives with blades no longer than 3” in length). These items when discovered will be confiscated by Stevens’ personnel and turned over to legal authorities where appropriate.

### First Offense:

Up to a five day college suspension and a recommendation for expulsion from the College. If the student is a resident and retained by the College, then he/she may be suspended from the residence halls for the remainder of the semester and continue to be on probation. In addition, the student will be held to the same constraints as outlined below for a commuting student. (An individual’s return to the dorm at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director for Residence Life.) If the student is a commuter and retained by the College, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00 PM for the same time period. (An individual’s return to campus after 6:00 PM at the outset of another semester will be subject to review and approval of the Dean of Student Services and Director for Residence Life.)

\*Students may carry mace or any of the various pepper sprays as allowed by the laws of the Commonwealth. Students, who discharge mace or any of the various pepper sprays allowed by the laws of the Commonwealth for any reason other than self-defense, will be guilty of the unauthorized use of the same and thereby subject to suspension or expulsion from Stevens.



# TITLE IX – SEX DISCRIMINATION IN EDUCATION

## 1. POLICY STATEMENT

Thaddeus Stevens College of Technology (the “College”) does not discriminate on the basis of, sex and is committed to providing a safe and healthy educational and workplace environment for all members of the College community. All students, and employees have a right to be treated with dignity and respect. These rights extend to application for admission, classrooms, workplaces, residences, and the entire College environment. Accordingly, the College prohibits discrimination, unlawful harassment, including sexual harassment, and any other victimization of individuals based on actual or perceived traits or characteristics. This Title IX Policy outlines the College’s policy and procedures regarding sex discrimination in education as prohibited by Title IX of the Education Amendments of 1972, and the Pennsylvania Human Relations Act, including sexual harassment. Title IX states that:

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”*

Consistent with Title IX, the College prohibits all forms of sex discrimination as defined by Title IX and Title IX regulations, and as explained in detail in this policy.

The College is committed to protecting, maintaining, and encouraging both freedom of inquiry, teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this Policy or the law. The College will balance the enforcement of this Policy with freedom of speech and academic freedom.

The procedures, including the grievance process, set forth in this Policy apply when an employee, student (or applicant for admission) is either a Complainant or Respondent (as the terms are defined in this Policy).

## 2. STATEMENT OF PURPOSE

This Policy establishes guidelines in accordance with the College’s obligations under Title IX. The purposes of this Policy include:

- Defining Sexual Harassment;
- Educating all students and employees on the different types of behavior that can be considered sexual harassment;
- Explaining procedures for reporting incidents of sexual harassment;
- Explaining the grievance procedures, including but not limited to, the investigation process, hearings, and appeals;
- Explaining training provided by the College to officials with Title IX responsibilities under this Policy; and
- Identifying the types of disciplinary actions that may be imposed upon persons who violate this Policy and the supportive measures that may be put in place.

## 3. APPLICABILITY

This Policy applies when the College has actual knowledge of allegations of sexual harassment in any of the College’s educational programs or activities against persons present in the United States by and among all members of the College community, including all faculty, staff, temporary employees, students, customers, and other third parties within the College’s control. As noted in Section 1, the procedures and grievance process for this Policy apply whenever a party is either a Complainant or Respondent. Sexual Harassment can be committed by both men and women and can

occur between people of the same or opposite sex. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. A separate set of procedures applies to allegations of sexual harassment and sex discrimination that do not meet the definition of sexual harassment under the federal regulations (not a VAWA offense) or that happens outside the College's jurisdiction or outside the United States, and will be handled under the College's Student Code of Conduct (students) or the Colleges Nondiscrimination Policy (employees).

Note: This Title IX Policy has been comprehensively updated, effective August 14, 2020, to comply with the Department of Education's new requirements effective on that date and is intended to treat Complainants and Respondents equitably. Unless otherwise stated, this Policy supersedes and overrides other policies and procedures of the College to the extent they may be inconsistent with this Policy.

## 4. DEFINITIONS

**Actual Knowledge:** Notice of Sexual Harassment or allegations for Sexual Harassment to any of the following:

- Title IX Coordinator
- Any official who has authority to institute corrective measures on behalf of the College. The actual knowledge standard is not met when the only official of the College with actual knowledge is also the Respondent.
- Individuals who have actual knowledge may become aware of Sexual Harassment if they witness Sexual Harassment; hear about Sexual Harassment or Sexual Harassment allegations from a Complainant (i.e., a person alleged to be the victim) or a third party (e.g., the Complainant's parents, friend, or peer); receive a written

or verbal complaint about Sexual Harassment or Sexual Harassment allegations; or by any other means.

**Advisor:** An individual who has agreed to serve as an informal provider of support and advice for a Complainant or Respondent. Both parties may select an individual of their choice to serve as their Advisor. Both parties have the right to have their Advisor present during any grievance proceeding or any related meeting, who may be, but not required to be, an attorney. The College will appoint an Advisor for parties who have not selected their own. The role of the Advisor is to assist and guide the party during all College Title IX proceedings. The Advisor, upon a party's request may:

- Accompany the party to related Title IX proceedings;
- Advise the party in the preparation and presentation at all related proceedings;
- Conduct cross-examination in Title IX hearings on behalf of the party; and
- Advise the party in the preparation of any appeals.

The Advisor may not perform any function in the process other than advising the party and may not make a presentation or represent the party, other than at the Title IX hearing. If, at any point, an Advisor becomes disruptive or fails to follow the rules of this Policy, the College reserves the right to remove the Advisor from the proceeding, and, if appropriate, any future proceedings. If a party's Advisor is removed, that party may choose another Advisor or otherwise will have one appointed for them by the College.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Consent:** An informed decision, freely given, made through mutually understandable words or actions that

indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep, unconscious, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

**Deliberately Indifferent:** A response that is clearly unreasonable, in light of the known circumstances.

**Education Program or Activity:**

Locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred whether such programs or activities occur on-campus or off-campus. Conduct that occurs outside of the College's program or activity as defined in this policy may be subject to another applicable College policy.

**Formal Complaint:** A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment.

**Hearing Officer:** The person who is the decision-maker with respect to the determination of responsibility after a live hearing. Hearing Officer may also mean a committee that is the decision-maker with respect to the determination of responsibility after a live hearing. A Hearing Officer cannot be the same person as the Title IX Coordinator or the Investigator.

**Notice Triggering the College's Response Obligation:** Notice to the Title IX Coordinator, or to an official with authority to institute corrective measures on the College's behalf, triggers the College's response obligations under this Policy. Such

officials include the Title IX Coordinator, Deputy Title IX Coordinators, the Dean of Student's Office, Human Resources, and other employees with supervisory authority.

**Officials with Authority:** A College employee who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student or employee could reasonably believe has this authority or duty. The following are considered Officials With Authority (OWA): all full-time, part-time, temporary, visiting, and volunteer faculty, administrators, staff, coaches, campus security and all other persons who conduct business with or on behalf of the College but are not employees.

**Party:** Either Complainant or Respondent. References to the plural "parties" includes Complainant and Respondent.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Harassment:** Consistent with the Title IX Regulations, "Sexual Harassment" for the purposes of this Policy means conduct, on the basis of sex, that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (sometimes referred to as "quid pro quo")
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- Sexual Assault as defined in the Clery Act, or dating violence, domestic violence or stalking as

defined in the Violence Against Women Act (VAWA). The Clery Act and VAWA are described in more detail below.

**Supervisor / Supervisory Authority:** A College employee who has the power to control or influence another person's academic advancement, employment, or extracurricular participation, including but not limited to, admissions, financial aid, athletic participation, employment conditions, compensation, promotion, discipline, or recommendations.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, and reasonably available, and without fee or charge, to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program and/or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and/or the educational environment, or to deter Sexual Harassment.

**Title IX Coordinator:** The Title IX Coordinator shall be responsible for monitoring compliance with all aspects of this Policy. Accordingly, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues (subject to the exception for confidential staff described in Section 7), even if the report or complaint was initially filed with another individual or office, or if the investigation will be conducted by another individual or office.

The Title IX Coordinator's contact information is as follows:

**Marian V. Wilson, PhD,  
Chief Diversity, Equity and Inclusion  
Officer and Title IX Coordinator  
Telephone: (717) 391-1365  
Email: wilson@stevenscollege.edu  
Address: 750 East King Street  
Lancaster, PA 17602**

The above contact information shall be provided to all current students and employees of the College, applicants for admission and employment with the College and must be prominently displayed on the College's website.

**Title IX Regulations:** The federal regulations at 34 C.F.R. Part 106, as amended effective August 14, 2020, or as thereafter amended.

**College Community:** Includes all full-time, part-time, temporary, visiting, and volunteer faculty, persons engaged in research, teaching assistants, administrators, staff, students, coaches, campus security and all other persons who conduct business with or on behalf of the College but are not employees.

**College Day:** For the purposes of this Policy means a day when classes or examinations are scheduled and held in accordance with the official academic calendar of Thaddeus Stevens College of Technology, excluding Saturdays and Sundays.

**Written Notice:** Notice to a student or employee to their official College

email account as well as a hard copy letter sent via first class USPS mail to their local address on file with the College. Students and employees have responsibility to regularly check their College-issued email accounts and ensure the local address on file with the College is current.

Written notice to individuals or entities that are not affiliated with the College will be sent to the email address and/or USPS mail address on file with the College, if any.

When notice is sent pursuant to this section by United States mail or courier service, the notice is effective on the date that the notice is mailed or delivered to the courier service. When notice is hand delivered to the student from the College, notice is effective on the date that the notice is delivered to the student or employee to whom the notice is addressed. When notice is sent by email, the notice is effective on the date the email is sent to the student's or employee's College provided email account.

## **5. RELEVANT FEDERAL LAWS**

### **5.1 TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities that receive federal funding.

The law provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et. seq.

The U.S. Department of Education's Office for Civil Rights mandates that schools respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent and is not

clearly unreasonable in light of, the known circumstances.

Title IX protects all students at recipient institutions in the United States regardless of national origin, immigration status, or citizenship status.

### **5.2 TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination based on sex, race, color, religion, or national origin. Accordingly, harassment of an employee, on the basis of sex violates federal law.

Cases that involve allegations of harassment or discrimination not related to dating violence, domestic violence, sexual assault, or stalking will be dismissed under the Title IX policy and investigated under the College's Non-discrimination Policy.

### **5.3 THE VIOLENCE AGAINST WOMEN ACT (VAWA)**

**The Violence Against Women Act** ("VAWA"), 42 U.S.C. § 13701, et seq. prohibits sexual assault, domestic violence, dating violence, and stalking. This federal legislation is sometimes referred to as the Campus Sexual Violence Elimination ("SaVE") Act.

### **5.4 THE CLERY ACT**

The Clery Act, 20 U.S.C. § 1092 (F) requires all colleges and universities that participate in federal financial programs to collect and disclose certain information about crime on or near their campuses, including sex offenses.

### **5.5 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232(g), protects the privacy of student educational records. FERPA is designed to ensure that students (and parents of students under the age of 18) may obtain access to the student's

educational records and challenge the content or release of such records to third parties.

## **6. PROHIBITED CONDUCT: BY THIS POLICY**

The following conduct is prohibited by this Policy:

### **6.1 SEXUAL HARASSMENT**

The College prohibits sexual harassment as defined in the Title IX regulations and Section 4 of this Policy.

#### **6.1.1 EXAMPLES OF SEXUAL HARASSMENT**

Sexual Harassment for the purposes of Title IX includes, for example, but is not limited to, the following types of misconduct, conduct based on sex:

- Rape/Sexual Assault (See Section 6.1.2 below);
- Dating Violence (See Section 6.1.3 below);
- Domestic Violence (See Section 6.1.4 below);
- Stalking (See Section 6.1.5);
- Offensive physical contact such as unwelcome touching, fondling, patting, pinching, brushing the body or other obscene gestures;
- Sexually degrading language or remarks of a sexual nature used to describe a person's body or clothing;
- Verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate, either explicitly or implicitly, that an individual's submission to, or rejection of, sexual advances will in any way influence any personnel or academic decisions regarding that person;
- Repeated unwelcome sexually oriented conversations or comments, including jokes or anecdotes of a sexual nature, and sexually degrading language,

including unwelcome or insulting sounds or whistles, and obscene telephone calls, emails, social media posts, or texts;

- Sexually explicit language or writings, including the content of text messages and emails;
- Display of sexually demeaning and suggestive objects, pictures, videotapes, audio recordings, computer communications, or literature placed in the work or study area. (Note: Materials with sexual content that are used or displayed in an educational setting must be related to educational purposes);
- Displaying or electronically transmitting lewd pictures;
- Threats that an individual's conditions of academic life may be adversely affected by refusing to submit to sexual advances;
- Promises, implied or expressed of academic benefit to a person who engages in sexual activities;
- Indecent exposure;
- Invasion of sexual privacy;
- Bullying;
- Quid Pro Quo Sexual Harassment (See Section 6.1.6 below);
- Hostile Educational Environment Harassment (See Section 6.1.7 below); and
- Any other conduct which, when viewed from the perspective of a reasonable person, is sufficiently severe, pervasive, or objectively offensive to alter the conditions of the individual's employment or status as a student and create a hostile working or learning environment.

#### **6.1.2 RAPE AND SEXUAL ASSAULT**

The College prohibits sexual misconduct

against an individual without consent or when an individual is unable to give consent, including rape and other types of sexual assault. "Sexual Assault" is defined for the purposes of Title IX and this Policy as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Rape includes acts of sexual intercourse that takes place against a person's will and that are accompanied by physical coercion or the threat of bodily injury. This includes the sexual penetration of any bodily orifice with a body part or other object. Rape also includes intercourse with a person who is unable to consent, as a result of conditions including, but not limited to, those caused by the intake of alcohol or drugs, or because intellectual or other disability prevents the person from having the capacity to give consent.

### **6.1.3 DATING VIOLENCE**

Prohibited "Dating Violence" is defined in the Violence Against Women Act, 34 U.S.C. § 12291(a)(10), as violence committed by a person—

- Who is or has been in a social relationship of a romantic or intimate nature with the victim;
- And where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship.
  - The type of relationship.

### **6.1.4 DOMESTIC VIOLENCE**

For the purposes of this Policy, prohibited "Domestic Violence" is defined consistently with the Title IX Regulations and the Violence Against Women Act, 34 U.S.C. § 12291(a)(8), to include "felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a

person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the [Commonwealth of Pennsylvania]."

### **6.1.5 STALKING**

Prohibited "stalking" is defined in accordance with the Title IX Regulations and the Violence Against Women Act, 34 U.S.C. § 12291(a)(30), to mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

### **6.1.6 QUID PRO QUO SEXUAL HARASSMENT**

The College prohibits "Quid Pro Quo" sexual harassment, which occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

### **6.1.7 HOSTILE ENVIRONMENT SEXUAL HARASSMENT**

"Hostile Environment" sexual harassment in education in violation of Title IX, the Title IX Regulations, and this Policy occurs when unwelcome conduct of a sexual nature when viewed from the perspective of a reasonable person is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

## **6.2 RETALIATION**

Retaliation in violation of Title IX is prohibited by the College. This prohibited conduct includes, but is not limited to, retaliation against a

person for: reporting discrimination and harassment; filing a complaint of discrimination or harassment; or participating in, or refusing to participate in, the investigation, grievance, or other procedures of this Policy. Retaliation is also prohibited against persons who assist others in bringing a complaint of discrimination or harassment by offering advice and moral support or by giving testimony or documentary evidence in response to a complaint.

Prohibited retaliation includes conduct that may reasonably be viewed to:

- Adversely affect an individual's educational, living, or work environment because of his or her good-faith participation, or refusing to participate, in the reporting, investigation, or other procedures in this Title IX Policy; or
- Discourage a person from filing a report or complaint of sexual harassment or participating in an investigation or other proceedings under this Policy, or, reporting to or participating in procedures with any other local, state, or federal complaint process, such as filing a complaint with the U.S. Department of Education.

Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this Policy.

Prohibited retaliation also includes retaliation against a person who reasonably protests against sexual harassment practices within the College.

The College will not charge an individual under a separate policy or Code of Conduct for conduct arising out of the same facts or circumstances reported as sexual harassment for purposes of interfering with Title IX protections. The

College is required to keep confidential the identity of complainants, respondents, and witnesses, except as where may be required by law, permitted under FERPA, or deemed necessary to carry out the Title IX process.

### **6.3 CONSENT AND THE USE OF ALCOHOL AND/OR OTHER DRUGS**

Being intoxicated does not diminish an individual's responsibility to obtain the consent of the other party before engaging in sexual activity. Being intoxicated or under the influence of any other controlled substance is never an excuse for sexual misconduct.

### **6.4 CONSENSUAL AMOROUS OR FAMILIAL RELATIONSHIPS**

A Relationship between members of the College community in which one party exercises academic or administrative authority over another, or where the parties are related, may be inappropriate even if not in violation of Title IX, because of the inherent risks in any familial, romantic/sexual relationship (such as faculty and staff, or faculty/staff and undergraduate student). These relationships have the potential to involve:

- Conflict of Interest
- Exploitation
- Favoritism
- Bias

Given the power imbalance between the parties, the relationship may be less voluntary for the subordinate than to the supervisor/family member. In some cases, relationships change, and conduct that was previously welcomed by the subordinate may become unwanted and unwelcome. Further, the College and the supervisory individual could be challenged if a consensual amorous relationship results in an allegation of hostile work environment by the subordinate or family member, or others



who feel they have been denied an opportunity or treated unfairly, as a result of the relationship.

Therefore, when Thaddeus Stevens College of Technology faculty and staff members exercise power and authority over students or other employees, where the supervisory, instructional, or other professional authority creates a potential power imbalance, the faculty or staff member must report the situation promptly to Human Resources so that appropriate steps can be taken to insure unbiased supervision or evaluation of the person supervised.

## 6.5 HARASSMENT BASED ON SEXUAL ORIENTATION

This Policy prohibits sex-based harassment and bullying, including harassment based on gender, sexual orientation, and gender identity. The actual or perceived sexual orientation or gender identity of the parties, including lesbian, gay, bisexual, transgender, and queer (LGBTQ), does not change the College's obligations under this Policy.

## 7. REPORTING PROCEDURES AND RESPONSE OBLIGATIONS

### 7.1 IN THE EVENT OF A SEXUAL ASSAULT

If you or someone you know has recently been assaulted:

- Immediately **get to a safe place.**
- Students and employees who believe that they have been victims of sexual assault or other criminal sexual misconduct are encouraged to report the incident **immediately to Campus Security at 717-606-1564** (24 hours a day, seven days a week) or to **law enforcement** by dialing 911.
- To best preserve evidence, in cases of assault:
  - Try not to wash your face or hands, bathe, brush your teeth, drink, or eat, douche, or change clothes if you can

avoid it. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic). It is important to preserve as much evidence as possible should you later decide to press criminal charges.

- Try to preserve all physical evidence.
- **Seek medical attention.** The College Health Offices may be contacted by dialing:
  - (Main Campus) 717 299 7769  
(Branch Campus) 717 606 1560
  - For urgent medical treatment, call 911.
- When you feel ready to do so, **please contact the Title IX Coordinator** or other resources described in this Policy for ongoing support.

### 7.1.2 REPORTING AND FILING COMPLAINTS WITH THE TITLE IX COORDINATOR

Any incident of sexual harassment in violation of Title IX and this Policy may be reported to the Title IX Coordinator whose contact information as of the effective date of this Policy is as follows:

**Marian V. Wilson, PhD,**  
**Chief Diversity, Equity and Inclusion**  
**Officer and Title IX Coordinator**  
**Telephone: (717) 391-1365**  
**Email: wilson@stevenscollege.edu**  
**Address: 750 East King Street**  
**Lancaster, PA 17602**

Forms and procedures for reporting complaints of sexual harassment in violation of Title IX are available in the Counseling Offices, Office of Human Resources and on the College's website (<https://stevenscollege.edu>).

### 7.1.3 ADDITIONAL INFORMATION ON REPORTING Confidential Employees: Professional licensed counselors, health services

professionals, and pastoral counselors who provide mental, health, and counseling services to members of the College community **are not permitted** to report any information without the complainant's permission.

**Reports:** When a report is made to the Title IX Coordinator, it is helpful if the report provides all relevant details, including the names of the Complainant and Respondent (if known), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

**Anonymous Reporting:** Any member of the College community may report a violation of this Policy by calling the College's reporting hotline, (7 days a week, 24 hours a day) at 717-391-7225. Callers will speak with a live operator who will ask you questions and complete a report. Callers will also be able to provide further details as needed anonymously.

**Timing.** There is no time limit for reporting prohibited conduct to the College under this Policy; however, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the College.

**Deputy Coordinators** have been designated by the Title IX Coordinator to provide assistance with the Title IX process. The Deputy Coordinators are:

**Heather Burky**  
**Human Resources Specialist**  
**(717) 391-6935**  
**Email [Burky@stevenscollege.edu](mailto:Burky@stevenscollege.edu)**  
**Address: 750 East King Street**  
**Lancaster, PA 17602**

**Chris Metzler, PhD,**  
**Dean of Student Services**  
**(717) 299-7794**  
**Email: [Metzler@stevenscollege.edu](mailto:Metzler@stevenscollege.edu)**  
**Address: 750 East King Street**  
**Lancaster, PA 17602**

**Office for Civil Rights.** In addition to the procedures in this Policy for reporting to the Title IX Coordinator, individuals may also contact the Office for Civil Rights (OCR):

### **US Department of Education**

Office for Civil Rights  
Lyndon Baines Johnson Department of  
Education Bldg. 400 Maryland Avenue,  
SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012  
TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## **7.2 OVERVIEW OF RESPONSE OBLIGATIONS.**

Upon receiving notice of potential sexual harassment prohibited under Title IX, the College is obligated to promptly respond in a manner that is not deliberately indifferent and is not clearly unreasonable, in light of, the known circumstances.

Mandatory response obligations of the College as required by the Title IX Regulations are as follows:

- The College must offer supportive measures to the Complainant and Respondent.
- The Title IX Coordinator must promptly contact the Complainant confidentially to inform the Complainant of the availability of supportive measures and consider Complainant's requests with respect to supportive measures; inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain the formal complaint process and all other options such as mutual no-contact orders, informal resolution (except where Complainant-student and Respondent-employee are involved), investigation, other, i.e. if not dating, domestic violence, stalking or sexual assault.

- The College must follow the grievance process set forth in this Policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a Respondent.
- The College must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth and Fourteenth Amendment, when complying with Title IX.
- The College must investigate sexual harassment allegations in any Formal Complaint, whether filed by a Complainant or signed by a Title IX Coordinator.
- The College should respect a Complainant's wishes with respect to whether it investigates the reported incident unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable, in light of, the known circumstances.

## 8. GRIEVANCE PROCESS

### 8.1 COMPLAINT OF SEXUAL HARASSMENT

As explained in Section 7 above, informal reports of sex discrimination may be made by anyone, including anonymously, to the College's Title IX Coordinator. If that occurs, the Title IX Coordinator will promptly review the allegations to determine if they may constitute sexual harassment in violation of this Policy that may warrant the filing of a Formal Complaint by the Title IX Coordinator.

A **Formal Complaint** may be filed with the College Title IX Coordinator in person, by online portal, mail, or by electronic mail, by using the contact information listed in this Policy for the Title IX Coordinator.

Submission to the Title IX Coordinator of a Formal Complaint alleging sexual harassment and requesting investigation will immediately trigger the College's Title IX Grievance Process. For the purposes of this Policy, a "Formal Complaint," consistent with Section 106.30 of the Title IX Regulations, is defined as a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. (When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not considered to be a "Complainant.")

At the time of filing a Formal Complaint, a Complainant **must be participating in or attempting to participate in an education program or activity of the College** in order, to implicate the College's Title IX formal grievance process.

### 8.2 NOTICE OF ALLEGATIONS

Upon receiving a Formal Complaint, the College must complete a prompt, fair, and impartial investigation of the allegations. The entire grievance process is intended to treat the Complainant and Respondent equitably. **Respondents are presumed not responsible** for the alleged conduct and no determination regarding responsibility will be made until the conclusion of the grievance process. The investigation shall be handled by one or more investigators appointed by the Title IX Coordinator.

The Respondent (and Complainant) will be promptly provided with a **"Notice of Allegations"** that meets the requirements of Section 106.45(b) (2) (i)(B) of the Title IX Regulations. At a minimum, such Notice shall include the allegations of conduct potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial

interview. Such details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The Notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process. The Notice will also inform the parties that they may each have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The Notice will also inform the parties of any provision in the Student Code of Conduct that prohibits knowingly making false statements to College officials, including Code Section XII, Major Violations, Paragraph, 1.

The Notice of Allegations shall be provided as soon as reasonably practicable but no more than seven (7) College Days after the receipt of a Formal Complaint.

### **8.3 INVESTIGATION BY THE COLLEGE**

An investigation shall be promptly conducted by the College through one or more investigators (“Deputy Coordinators”) who will not be the Title IX Coordinator. When investigating a Formal Complaint (and throughout the entire grievance process), the College will, in accordance with the Title IX Regulations:

- Ensure that the burden of proof and the burden of gathering evidence is on the College and not on the parties. However, the College cannot access, consider, disclose, or otherwise use a party’s medical/psychological records without that party’s voluntary, written consent to do so;
- Provide an equal opportunity for the parties to present witnesses,

including fact and expert witnesses, and other evidence;

- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- The parties will have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and evidence, whether or not obtained by the College, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the College will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will be given at least ten (10) calendar days to submit a written response, which the investigator will consider prior

to completion of the investigative report. All such evidence will be made available for the parties' inspection and review at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

- Create an investigative report that fairly summarizes relevant evidence and, allows at least ten (10) calendar days prior to a hearing (if a hearing is held) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

The investigation stage of the process, ending with the issuance of the investigative report shall be completed in no more than sixty (60) College Days, but may be extended in intervals of fourteen (14) College Days, with written notice explaining the reason for the extension.

## **8.4 OPTIONS FOR INFORMAL RESOLUTION AFTER FORMAL COMPLAINT IS FILED.**

Except in cases where the Respondent is an employee and the Complainant is a student, the College in appropriate situations in which a Formal Complaint has been filed may in its discretion offer and facilitate an **informal resolution process** if each party, after being fully informed, voluntarily agrees in writing to participate in such process. The process, which would be handled in compliance with Section 106.45(b) of the Title IX Regulations, could involve such informal processes as a mediation or restorative justice.

An informal resolution process may be used only when both the Complainant and Respondent voluntarily agree to participate, and only after a Formal Complaint has been filed. If the parties

elect to proceed with an offered informal resolution process, this process would be in lieu of a Formal Hearing (discussed below). No one can be forced to go through the informal resolution process.

If an informal resolution option is offered by the College, both parties, prior to making a decision on whether to participate in the informal resolution process, will be provided with written notice describing the process and implications of participating. The notice will describe the allegations against the Respondent. It will also describe the informal resolution process, including the right of either party at any time prior to the voluntary agreement to a resolution, to withdraw from the informal resolution process and requiring the matter to resume under the Formal Hearing process. It will also describe the consequences of proceeding to a conclusion under the informal resolution process, including the bar to the Complainant of later pursuing a Formal Complaint arising from the same allegations after a final informal resolution has been agreed to by the parties.

If in a particular case expulsion is a proposed sanction, it, like all other potential outcomes, can only occur if both parties agree to it as part of resolution.

Any mediators or other individuals offered by the College to facilitate an informal resolution process will be trained, including with respect to, among other things, the definition of sexual harassment under the Title IX regulations, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within sixty (60) College Days of the agreement of all parties to use the informal resolution process unless an extension of time is agreed to by all parties. If either party withdraws

from the informal process, or no mutually agreeable resolution can be reached during the timeframe for the informal resolution process, the formal grievance process shall resume. (The time frames applicable to the formal grievance process shall be put on hold, or “toll,” during any informal resolution process and shall restart if the informal resolution process is terminated without an agreed upon resolution.)

## 8.5 DISMISSAL OF FORMAL COMPLAINT

If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in Section 106.30 of the Title IX Regulations, even if proven, did not occur in the College’s education program or activity, or did not occur in the United States, then the College will dismiss the Formal Complaint with regard to that conduct for purposes of sexual harassment under Title IX, and refer the complaint to the appropriate College official i.e., the Offices of the Dean of Students, Human Resources or Diversity, Equity and Inclusion as appropriate to be reviewed under the Student Code of Conduct, Human Resources policies or the Non-discrimination Policy.

If the conduct alleged is contrary to the College’s policies but occurred outside the College’s Title IX jurisdiction (i.e., not within a College education program or activity) yet the behavior has significant impact on the operations of the College, the matter will be referred to the appropriate College official to be reviewed as a non-Title IX disciplinary proceeding regarding such conduct under the College’s Student Code of Conduct Policy for students, through the Human Resources policies for employees or the Non-discrimination Policies for students or employees.

In addition, the College may dismiss a Formal Complaint or any allegations therein, if at any time during the investigation or hearing: a Complainant

notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled at or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

An appeal may be taken by either party from a dismissal of a Formal Complaint or any allegations therein within the timeframe and on any of the three grounds specified below in the Appeals section of this Policy.

## 8.6 LIVE HEARING

Except for cases in which the parties have agreed to proceed with an offered informal resolution process, a live hearing will be held before a trained decision maker(s) appointed by the College. The decision-maker(s):

- Will not be the Title IX Coordinator or the investigator(s);
- Will be free from conflict of interest or bias, including bias for or against Complainants or Respondents; and
- Will have been trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainants, and any technology to be used at the hearing.

At the hearing, each party, in accordance with Section 106.45(b)(6), shall be **permitted through an Advisor** of the party’s choosing, to cross-examine and ask relevant questions of the other party and all witnesses. The Advisor may be, but is not required to be, an attorney. In no event will a party (Complainant or Respondent) be permitted to personally cross-examine another party or witness. If a party does not have an Advisor present at the live hearing, the College will provide, without charge to that party, an advisor

of the College's choice to conduct cross-examination on behalf of that party.

At the request of either party, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. At the discretion of the College, hearings may be conducted with all parties physically present in the same geographic location or any or all parties, witnesses, and other participants appearing at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) is prohibited under the Title IX Regulations from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, no negative inference about the determination regarding responsibility shall be drawn solely on the basis of a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. The College is not required to provide a copy to be taken by the party.

The College uses a “**preponderance of the evidence**” standard to determine responsibility. The same standard of evidence applies for Formal Complaints against students as for Formal Complaints against employees, including faculty.

## 8.7 DETERMINATION REGARDING RESPONSIBILITY

Following the hearing, the decision-maker(s) shall issue a **written determination** of responsibility or non-responsibility. The written determination shall be issued as soon as reasonably practicable after the hearing, but not later than ten (10) College Days after the close of the hearing.

The written determination must include the following:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the College's policy, and if applicable, code of conduct to the facts in the event that the College exercises its discretion to apply any College policies and procedures not otherwise required under Title IX;
- A statement of, and rationale for,

the result as to each allegation, including:

- A determination regarding responsibility;
- Any disciplinary sanctions the College imposes on the Respondent;
- And whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
- The applicable procedures and permissible bases for the Complainant and Respondent to appeal (as described below).

## 8.8 APPEALS

Either the Complainant or the Respondent may appeal from either:

- A determination of responsibility/non-responsibility; or
- The dismissal of a Formal Complaint or any allegations therein, to both parties, on the following three grounds, and no other grounds:
  - A procedural irregularity that affected the outcome of the matter;
  - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- Any such Notice of Intent to Appeal must be filed by either party within two (2) College Days of the issuance

of a determination regarding responsibility or the dismissal of a formal complaint with the Title IX Coordinator.

- The Notice of Intent to Appeal must be followed within three (3) additional College Days by the filing of a detailed written "Statement of Appeal" identifying grounds for appeal and explain with specificity the facts supporting the basis of the appeal.
- Failure to timely file either the Notice of Intent to Appeal or the Statement of Appeal will result in the appeal being dismissed.

The College will immediately provide a copy of any Notice of Intent to Appeal and of the appealing party's Statement of Appeal to the non-appealing party. The non-appealing party will have five (5) College Days from the date appeal was sent to College email, if desired, to submit a written "**Response to Statement of Appeal.**" If such Response to Statement of Appeal is filed, a copy will be immediately provided by the College to the appealing party, but the appealing party shall not have the right to submit an additional statement.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be **submitted in writing to:**

Pedro Rivera, President  
Office of the President  
Mellor Building  
Thaddeus Stevens College of  
Technology  
750 East King Street  
Lancaster, PA 17602

Non-punitive supportive measures, such as mutual class scheduling adjustments (where possible), and mutual no-contact orders, may be continued during the pendency of an appeal, but any disciplinary sanctions will be stayed until the completion of the appeal process. The President or President's designee



will review the appeal, including all party submissions, and issue a written decision to all parties involved within thirty (30) College Days, or as soon as is reasonably possible, but not later than forty-five (45) days after receipt of the written Notice of Intent to Appeal.

This is the final step in the College's Formal Complaint procedure.

## **9. DISCIPLINARY ACTIONS**

Employees and students who violate this Policy are subject to appropriate discipline by the College. If an investigation results in a finding of responsibility, that this Policy has been violated, the mandatory minimum discipline is a written reprimand.

Upon the finding of a serious violation of this Policy, the College reserves the right to take disciplinary action, up to and including, termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions necessary to address the violation.

Appropriate disciplinary actions shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint regarding a violation of this Policy will be treated as a separate and distinct violation of the Policy. Specifically:

- A student found to have retaliated in violation of this Policy shall be subject to measures up to, and including, suspension and/or expulsion.
- A College employee found to have retaliated in violation of this Policy shall be subject to measures up to, and including, termination of employment.
- A College non-employee found to have retaliated in violation of this Policy shall be subject to measures

up to, and including, exclusion from a College relationship and College grounds.

Persons who violate this Policy may also be subject to civil damages or criminal penalties.

## **10. SUPPORTIVE MEASURES**

Supportive measures by the College may include, but may not be limited to:

- Providing escorts to ensure that individuals can safely move between classes and activities;
- Where possible and as appropriate, assure that the Respondent and Complainant do not attend the same classes;
- Moving the Complainant and/or Respondent to a different residence hall;
- Providing counseling and/or medical services for the Respondent and Complainant;
- Providing academic support services, such as tutoring to the Respondent and Complainant.

The College may also provide remedies for the broad College community, including additional training and education.

## **11. SPECIAL RULES AND PROCEDURES WHERE THE RESPONDENT IS A COLLEGE EMPLOYEE**

When the Respondent is an employee of the College and the Complainant is a student, the following special rules and procedures shall apply with respect to such Respondent:

- The Title IX Coordinator shall notify the President and coordinate the investigation with a trained investigator.
- Under no circumstances shall the informal resolution process of this Policy be available when the Respondent is a College employee,

and the Complainant is a student.

- Employees who are found responsible for violating this Policy shall be subject to disciplinary action, up to and including termination of employment. Disciplinary action other than termination may include, but not be limited to, demotion, reassignment, a suspension without pay from employment, written warnings, and oral warnings.
- Employees subject to discipline based on a determination of responsibility for violating this Policy who are members of a collective bargaining unit represented by a labor union at the College shall have the right, to the extent consistent with federal law, including the Title IX Regulations, to pursue any directly applicable grievance and arbitration procedures under the applicable collective bargaining agreement with respect to such disciplinary action.
- When determined by the College to be appropriate under the circumstances, and to the extent consistent with any applicable collective bargaining agreement, an employee who is a Respondent may be placed on administrative leave during the pendency of a grievance process.
- **Note:** Any complaint that does not meet the definition of Sexual Harassment under the federal regulations or that happens outside the College's jurisdiction, (or outside the United States), will be handled outside the 106.45 procedures and reviewed under the College's Student Code of Conduct (students) or the College's Nondiscrimination Policy (employees).

## 12. EDUCATION AND PREVENTION

### 12.1 GENERALLY

Education is an essential component in the prevention and elimination of sexual harassment. To accomplish an adequate Title IX educational program, the College shall:

- Educate members of the College community on what constitutes prohibited conduct under this Policy.
- Inform members of the College community of this Policy and training programs to assure their implementation.
- Ensure that the College has sufficiently trained staff to carry out educational programs and training regarding the procedures established by this Policy.

### 12.2 TRAINING

The Title IX Coordinator shall oversee and coordinate training regarding Title IX and the prevention of sex discrimination. To the extent training relates to employees, the Title IX Coordinator shall coordinate such training with the Office of Human Resources.

### 12.3 DISSEMINATION OF THE POLICY

A copy of this Policy shall be distributed throughout the campus and shall be published on the College's website.

### 12.4 PUBLIC NOTIFICATION OF CLERY ACT STATISTICS

To the extent required by law, including the Clery Act, the College shall collect and annually report statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, the College will alert the campus community of incidents and developments of immediate concern occurring within its jurisdiction.

## 12.5 RESOURCES

**Information on Counseling and Victim Services:** For further information on the counseling services available to student victims of harassment and sexual assault, contact:

- **Title IX Coordinator directly at:**  
**717-391-1365**
- **Counseling Services directly at:**  
**717-299-7408**
- **Employee Assistance Program:**  
**1-800-692-7459**
- **Health Services:**
  - **Main Campus 717-299-7769**
  - **Branch Campus 717-606-1560**

## 12.6 TITLE IX RECORDKEEPING

The College shall maintain for a period of seven (7) years, records of:

- Each sexual harassment investigation including any determination regarding responsibility, any audio or audiovisual recording or transcript required under the Title IX Regulations, any disciplinary sanctions imposed on respondents, and any remedies provided to the complainants designed to restore or preserve equal access to the recipient's education program or activity;
- Any appeal and the result of the appeal;
- Any informal resolution and the results there from;
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These training materials will be publicly available on the College website; and
- Any actions, including supportive measures.

## 12.7 QUESTIONS/CONTACT

Any questions or concerns that the College has not met its obligation under this Policy, please contact the Title IX Coordinator.

Please find the official Title IX Thaddeus Stevens College of Technology Student/Employee Sexual Misconduct and Harassment Reporting Form at the bottom of: [www.StevensCollege.edu](http://www.StevensCollege.edu)

**STUDENT/EMPLOYEE SEXUAL MISCONDUCT AND HARASSMENT  
REPORTING FORM**

The information contained in this document is confidential and must be submitted to the Title IX Coordinator, except for matters which only involve employees, with no students involved as Complainant or Respondent. In such cases, the form should be submitted to the Office of Human Resources.

Name: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Local Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM / PM  
Location of Incident: \_\_\_\_\_  
\_\_\_\_\_

Identify the name(s) of the individual(s) against whom you are submitting this complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of the incident, providing as much detail as possible to assist with the investigation of this complaint.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the names and contact information of any witness(es).

Name/Status	Address	Telephone #

If additional space is required, please use an additional form, and just provide your name in the top section of the form)

Acknowledgment: By signing this form I understand that this complaint will be investigated, and the alleged harasser(s), any witnesses, and persons of interest will be interviewed. The information provided in this Sexual Harassment Reporting Form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Complainant Date

Special Note: Students and employees who believe that they have been victims of sexual misconduct should report their complaint/incident immediately to the Title IX Coordinator (717-391-1365). If you have an after-hours report, you should contact Campus Security at (717-396-7165) on the Main campus and (717-391-7225) on the Orange Street Campus.

## **DUE PROCESS**

Students will be afforded all appropriate elements of due process if they are to be expelled from the College. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

This hearing will be held before an internal discipline committee comprised of three faculty members and two students, with the Vice President for Academic Affairs or his designee presiding and with subsequent recommendation to the President.

The following due process requirements are to be observed with regards to the formal hearing:

1. Notification of the charges shall be sent to the student.
2. Sufficient notice of the time and place of the hearing must be given.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student has the right to have counsel.
5. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any such witnesses appear in person and answer questions. In most cases witnesses are questioned in person.
7. The student has the right to present his/her case and present witnesses on his/her behalf.
8. A record must be kept of the hearing, either by video or by digital recorder. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. The process of appeal is such that if a student disagrees with the punishment meted out by a given College official or body, that student has the right to appeal to the next highest authority. If the student finds punitive action meted out by

the Director of Residence Life to be unacceptable, he/she can appeal to the Dean of Student Services. If the student is not satisfied with the outcome of the ruling he/she can appeal. The appeal may be heard by the President or his/her designee. The President is the final appeal opportunity for the student.

At any point in the due process, the student retains the right to waive his/her procedural protections.

## **APPEALS PROCESS**

A student may appeal a decision for the following reasons:

1. To determine whether the sanction(s) imposed were appropriate for the violation of policy for which the student was found responsible;
2. To determine presence of any procedural error which substantially affected the outcome of the case; and
3. To determine if new information that is discovered which was not available at the time of the investigative process could have affected the outcome of the case.

### **Process for Appealing**

A student wishing to appeal should submit his/her written appeal stating the reasons for such a request to the Dean of Student Services within two (2) days of receipt of the original decision. Appeals are due by 4:30 p.m. on the second day following the original decision. Sanctions may be in effect while a case is under appeal. Appeals are heard by the President or his/her designee. The decision of the President is final.

## STUDENT RIGHTS AND RESPONSIBILITIES

The responsibilities of the student include regular attendance, conscientious effort in college work, and conformity to College rules and regulations. Most of all, students share with the administration, faculty, and staff, a responsibility to develop a climate within the College, which is conducive to wholesome, safe learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. Other responsibilities are:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them;
2. Be willing to volunteer information in disciplinary cases and cooperate with the College staff should one have knowledge of importance in relation to such cases;
3. Dress and groom so as to meet standards of decency;
4. Understand that until a rule is waived, altered, or repealed, it is in full effect;
5. Assist College staff in operating a safe environment for all students;
6. Be aware of and comply with the federal, state and local laws;
7. Protect and care for the College's property; and
8. Attend classes daily, except when excused.

The student's rights are:

1. The right to see all academic records, including grades, and to retain tests, papers, and work he/she has completed for a specific course;
2. The right to privacy;
3. The right to live in an atmosphere conducive to studying and learning;
4. The right to a hearing, formal or informal, prior to loss of College services;
5. The right to file a grievance or

appeal; and

6. The right to an education free of ridicule or harassment by any member of the Stevens community.

Thaddeus Stevens College of Technology is committed to the principles of free speech and free expression; yet, just as the American people often must subordinate free speech and free expression to the common good, whether voluntarily or legally, the members of the College community have such a responsibility.

## COMMITTEES THAT HEAR CASES

Students who have violated any of the rules and regulations of the Commonwealth, Lancaster City, or College are sanctioned by the College according to the nature of the offense committed. All offenses are considered on an individual basis. Disciplinary sanctions range from a warning to suspension for minor offenses, and from restitution, suspension and/or expulsion in cases of serious misconduct.

There are multiple bodies identified below that could hear discipline cases:

1. The Dean of Student Services and/or the Director for Residence Life handles any disciplinary procedure for any of the rules and regulations of the College, or any discipline situations referred by any staff member or student. Either or both may issue appropriate punitive action in accordance with the College Code of Conduct. This action can range from warnings to financial restitution to suspensions to recommendation for expulsion.
2. The Discipline Committee is a body comprised of three faculty members and two students organized by the Vice President for Academic Affairs to consider appeals by students who have been involved in major violations of the College Code of Conduct and are facing expulsion or suspension greater than five college days.
3. Students may be assigned to the restorative justice board if the case

does not include police involvement.

The President of the College will receive recommendations from the Discipline Committee. The President may accept the recommendation of the Discipline Committee, reject the recommendation or issue different penalties. The President will act as the final administrative officer to whom all discipline cases involving student expulsion and/or suspension must be brought.

## **GRIEVANCE PROCEDURE**

Students are encouraged to discuss their grievances informally with the person involved, prior to initiating any formal grievance procedure.

If the situation cannot be remedied by an informal discussion among the persons involved, then the student is encouraged to discuss the grievance with either the Dean of Student Services or the Director for Residence Life or submit a grievance electronically on the College's website.

If the student is not satisfied with the procedures and/or the results that are obtained from the meeting with the administrator (appropriate director, Dean, or Vice President), he/she may file a formal grievance in writing to the President for the College.

**Students may also make a formal complaint to the state by visiting the Pennsylvania Department of Education's at web site <http://www.education.pa.gov/>**

## **JONES DINING HALL CODE OF CONDUCT**

As Thaddeus Stevens College of Technology is committed to the personal and social development of its students, the College adheres to a strict Code of Conduct as it relates to appropriate behavior in all areas of the campus. The dining hall serves as a central focal point for students, faculty, and prospective students and families. It is essential that students understand the impact of their behavior on their peers, staff, and visitors alike.

Moreover, as the College is a disciplined community, students accept their obligation to the group and as such, will exhibit behavior that enhances the common good of the larger community.

In keeping with that philosophy, students shall understand that the following regulations are in effect in the Jones Dining Hall:

1. Students shall refrain from language that is lewd, indecent, or obscene and that runs counter to a healthy dining environment;
2. Students shall treat each other, dining service staff, security, and other personnel with common decency and respect;
3. Students shall refrain from loud or unruly behavior that runs contrary to a wholesome dining experience;
4. Students shall refrain from removing food and/or drinks from the dining hall;
5. Students shall understand that no manner of physical confrontation will be tolerated
6. Students shall understand that it is their responsibility to return dining trays, eating utensils, and trash to the appropriate deposit area;
7. Students shall understand that "jumping line" is not an acceptable practice;
8. Students shall understand that derogatory comments directed at dining hall personnel as they pertain to the quality of food served or food service delivery will not be tolerated;
9. Students shall understand their responsibility to treat dining hall furnishings with common respect; and
10. Students shall understand their responsibility to present a proper I.D. upon entering the dining facility. Students must have their ID card for Dining Services i.e. Jones Dining Hall, Bulldog Café I & II. A meal pass can be issued in the Student Services Office but only one time a semester after that a student will be required to purchase a replacement card.

**Failure to comply or adhere to these regulations shall result in disciplinary action as presented below:**

**First offense:** Written reprimand with possible loss of dining hall privileges for a period of time.

**Second offense:** Loss of dining hall privileges for a period of time, to possible suspension from the College for a period of time, or a combination of both.

**Jones Dining Hall Meal Hours**

Monday - Friday

Breakfast: 6:30 AM – 8:30 AM

Lunch: 10:45 AM – 1:00 PM

Dinner: 4:30 PM – 6:30 PM

Weekends/Holidays

Brunch: 10:30 AM – 12:00 PM

Dinner: 4:00 PM – 5:00 PM

**Campus Grille (Schwalm)**

M-T: 10:00 AM – 10:00 PM

Friday: 10:00 AM – 6:00 PM

Saturday/Sunday Closed

**Orange Street Café (Orange Street)**

M-T: 6:30 AM – 10:00 PM

Friday: 6:30 AM – 3:00 PM

Saturday/Sunday Closed

**Times subject to change. Please visit the College portal for most up-to-date schedule and hours.**

**COMPUTER RESOURCES  
ACCEPTABLE USE POLICY**

The following policy contains the governing philosophy for regulating the use of Thaddeus Stevens College of Technology's (TSCT) computing/information network facilities and resources. Access to the College's computing/network facilities and resources is a privilege granted solely to TSCT faculty, staff, registered students, and those with special accounts. All users of the computing/information network's facilities must act responsibly and maintain the integrity of these resources. The College reserves the rights to limit, restrict, or extend computing/information network privileges and access to its resources.

Those who do not abide by the policies

listed below are subject to suspension of computer privileges and possible referral to the appropriate judicial process.

The Office of Student Services should be notified about potential violations of laws and policies governing information use, intellectual property rights, or copyrights. Computer and Network Services should be notified about potential loopholes in the security of its computer systems and information networks as well as in the investigation of misuse or abuse. Should the security of a computer system information network be threatened, suspected user files may be examined.

**Policies**

1. An individual shall use only the network I.D. that was assigned to him/her, unless multiple accesses have been authorized for the I.D.
2. Users may use only the password(s) provided to them and shall not try in any way to obtain a password for another user's network I.D.
3. Attempting to disguise the identity of the account or machine one is using is prohibited
4. Use of the College's network resources to gain or attempt to gain unauthorized access to remote computers is prohibited.
5. Any deliberate act which may seriously impact the operation of computers, terminals, peripherals, or networks is prohibited. Such acts include but are not limited to the following: tampering with components of a local area network (LAN) or the high speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
6. No person shall knowingly run or install on any of the College's computer systems, or give to another, a program which could result in the eventual damage to a file, computer system, or information network, and/or the reproduction



- of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, bitminer programs and worms.
7. No person shall attempt to circumvent data protection schemes or uncover security loopholes.
  8. All persons shall abide by the terms of all software licensing agreements and copyright laws. In particular, unauthorized copying of copyrighted software is prohibited, unless the College has a site license specifically allowing the copying of that software. Furthermore, the copying of site- licensed software for distribution to persons other than TSCT faculty, staff, and students, or the copying of site licensed software for use at locations not covered under the terms of the license agreement, is prohibited.
  9. Deliberate acts which are wasteful of computer and/or information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, uploading music and the like, or printing or creating unnecessary network traffic.
  10. The following types of information or software cannot be placed on any College owned computer system:
    - a. That which infringes upon the rights of another person;
    - b. That which may injure someone else and/ or lead to a lawsuit or criminal charges; examples of these are: pirated software, destructive software, pornographic materials, or libelous statements; and
    - c. That which consists of any advertisements or commercial enterprises.
  11. No person shall use the College's computer resources to engage in conduct otherwise prohibited by the College Code of Conduct.
  12. Use of the College's computer/ information network resources to monitor another user's data communications, or to read, copy, change, or delete another user's files or software, without permission of the owner, is prohibited.
  13. Use of the College's servers, workstations, or information networks must be related to a Thaddeus Stevens College of Technology course, research project, work-related activity, departmental activity, or for interpersonal communications. Use of these resources for personal or financial gain is prohibited. If the non-business usage of information services results in a direct cost to the College for any reason, it is the individual's responsibility to reimburse the College.
  14. Any network traffic exiting the College and/ or using College resources/infrastructure is subject to the acceptable use policies of the network through which it flows (Internet, D&E), as well as to the policies listed here, such as abusing Internet service providers (ISP) services using College network/ resources.
  15. Existing College policies such as the Sexual Harassment Policy, will be enforced as they relate to a violation of the Computer Resources Acceptable Use Policy.
  16. Potential violators may also be subject to criminal prosecution under federal or state law, and should expect the College to pursue such action.
- Consequences  
Violation of one or more of these published policies will result in a loss of access to the College computing/ information network systems with possible referral to the appropriate judicial process.

## Student Email

Your official Thaddeus Stevens e-mail address (example@stevenscollege.edu) is where we send you important information regarding your student life at the College as well as the communication platform for you and your instructors. It is important that you activate your student email and check it frequently.

## MyStevensCollege.edu

MyStevensCollege.edu is your “one-stop-shop” online tool. It is a secured site that introduces single sign on access to Stevens applications, including your student email. It also offers a variety of customized information and resources to help students track their academic progress and get the most out of their college experience at Stevens. MyStevensCollege can be accessed from the College website or visit <http://my.stevenscollege.edu>.

We will regularly send you announcements and reminders that are essential to your success at Stevens. If you redirect your student email from your official College email address to another personal email account, please be aware that you are still responsible for all the information you receive through your student email account, including any lost content. Sometimes, we also mail important information to your street address or call your listed phone number.

## Social Media

Social media sites can be effective tools for exchanging information. Thaddeus Stevens College of Technology embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U. S. Constitution and the state Constitution. However, any online behavior that violates the College’s Code of Conduct which is brought to the attention of any College official may be treated as any other violation of the Code of Conduct. The College reserves the right to adjudicate such violations when the incident involves endangering the lives of others or self, or incidents of an extreme nature.

Students should remember that any information or behavior exhibited or shared on social media sites could affect membership in clubs, organizations, and campus employment as well as internships and jobs outside of Thaddeus Stevens College of Technology.

## MOBILE DEVICE POLICY

Students are permitted to carry cellular phones, tablets or other devices.. Mobile communication devices may only be used in the classroom with the permission of the instructor. If a student is found on campus processing, using or selling illegal drugs, along with the disciplinary action as outlined in the College Code of Conduct, that student may forfeit his/her privilege of carrying any and all mobile communication devices on the Stevens campus.

## DRESS CODE

An important part of Thaddeus Stevens College’s mission is to prepare our students for success in the workforce upon graduation. In order to provide a professional and safe atmosphere for our students to learn and prepare for success in the work force, the following dress code will be applied.

In preparing this code, four factors are taken into account: safety, health, sanitation, and consideration of fellow students, faculty and staff.

In general, the following dress code applies:

1. No head gear, hats, hoodies or covered heads inside of classrooms, with the exception of religious caps and garments, and for approved medical conditions;
2. No headphones or ear buds are allowed in the class rooms;
3. No sweatpants, tank tops or pajamas in the class rooms;
4. No pants or outer garments displaying excessive holes or skin;
5. No undergarments showing or displayed as part of outer garments; or
6. No clothing displaying lewd, indecent, or obscene languages or images.

Additional guidance is provided based on the four factors above:

1. In Lab Areas: Conform to all safety standards as determined by the individual major such as the wearing of safety glasses, long pants, steel toed boots, etc. Program instructors may approve the wear of various head gear described above if it is appropriate based on the required task and weather conditions; In addition, earphones and ear buds may be used in lab areas based on individual instructor permission, consistent with the work environment affiliated with the program of study;
2. In Dining Areas: In addition to above, appropriate attire, be neat, well groomed, no athletic gear, cut off clothing, or shower clogs;
3. Off Campus (Field trips, athletic trips, work, etc.): Appropriate for the season and occasion, and or as specified by the College personnel in charge; and
4. Programs of study are authorized to develop additional dress codes that support their program of study such as the wear of professional or distinctive clothing that mirror the future graduate work force environment.

Typical sanction: first offense - verbal warning; second offense – progressive discipline

## **HYGIENE POLICY**

As members of the campus community students are expected to maintain good personal hygiene to reduce the incidence of illness and disease associated with poor hygiene. Students will be asked to correct any behavior related to hygiene and odor in order to be permitted to live in the residence hall, to be in the classroom and to attend social activities on campus.

Typical sanction: first offense - verbal warning; second offense – progressive discipline

## **STUDENT GOVERNANCE**

Student Government Association:

Members are elected each fall. This representative body provides a forum or the expression of student opinion on campus social, cultural and academic life. It also serves as a means of communication between and among students, faculty and administration.

Residence Hall Council: Each building will have a council. Any resident can attend meetings within her/ his building. The members of each individual building will elect officers that will be responsible for the initiation and execution of minor policies governing life in the residence hall. The Residence Hall Council serves as a means of communication among students, residence hall personnel and administration. Each council plays an important role in establishing activities for residents.

Members of the councils meet as the Joint Residence Hall Council to discuss common issues. Each of the resident halls is responsible for hosting such a meeting at least once during the combined fall/spring semester sessions.

## **FACULTY SENATE**

The Faculty Senate is an important component of the shared governance at Thaddeus Stevens College of Technology. Composed of a representative body of faculty elected by the faculty, the Faculty Senate recommends policy in the areas of teaching and learning. The Senate is supported by a system of standing committees designed to work through a representative group of faculty who make up the Thaddeus Stevens College of Technology Faculty Senate. In short, Faculty Senate represents the collective view of the Stevens faculty. In order to ensure open communication throughout the College, meetings of the Faculty Senate and its standing committees and task forces are open to all members of the Stevens community. Exceptions to this policy are meetings of committees

in the Thaddeus Stevens College of Technology Education Association, the collective bargaining association for Steven's faculty.

The Faculty Senate will:

1. Provide the administration with the academic opinions and expertise of the faculty;
2. Provide the faculty with an organization that acts for and represents faculty views on governance issues not covered by the collective bargaining association;
3. Maintain a standing committee system that recommends policy to the administration;
4. Provide faculty with participation on the President's Council if invited by the President;
5. Provide a faculty organization with full opportunity for participation in meeting the Stevens' mission;
6. Provide a faculty organization that promotes trust, cooperation and partnership with the administration;
7. Provide effective communication and professional debate about critical issues pertaining to teaching and learning; and
8. Provide faculty leadership.

## **COLLEGE RESPONSIBILITIES IN STUDENT ACCIDENT/ ILLNESS/ LOSS**

1. Thaddeus Stevens College of Technology cannot assume responsibility other than routine dispensary treatment for loss or injury.
2. Loss or injury sustained off the College campus cannot be assumed as an obligation of the College.
3. All students are required to carry or acquire medical coverage (insurance) as the College cannot be held liable for injury or illness which requires external medical services – (e.g., emergency room expenses, dental, vision, orthopedic needs, etc.)
4. Removable objects on the person of the student cannot be claimed

as damaged if lost or broken, unless they are essential to the performance of the activity and proper safety equipment was being used.

5. On questions requiring a decision, a Vice President and/or ultimately the President will determine which activities are College responsibilities and which are not.

# XIII. EXTRA-CURRICULAR ACTIVITIES

## COMMUTING STUDENTS

Commuting students are encouraged to become involved in the various governmental committees and activities that Stevens has to offer. They are further urged to avail themselves of the various services Stevens has to offer including library, tutorial, counseling, and medical services as needed.

## STUDENT CLUB AND ORGANIZATIONS

Thaddeus Stevens College of Technology strongly supports student organizations which will contribute meaningful experiences for students and that will enhance their cultural, social, physical, and spiritual development. Student clubs and organizations are open to all members of the student body. Any student interested in starting a club or organization may contact the Dean of Student Services for assistance.

American Design Drafting Association (ADDA): This Student Chapter of the American Design Drafting Association (ADDA) shall operate in accordance with the Articles on Student Chapter activities as set forth in the ADDA Constitution and By-Laws. The purpose of the Student Chapter shall be to disseminate technical information for improving the science of graphic communications and design, to initiate and encourage a continued program of education so as to provide self-improvement and progress through increased knowledge, and to foster a spirit of fellowship among its members. The means by which the Student Chapter shall attain the foregoing purposes shall be: (1) meetings for presentation and discussion of educational subjects relating to design and drafting; (2) committee activities; and (3) field trips. The Student Chapter shall be operated on a non-profit basis. No endorsement or approval shall be given to or made for any product,

individual, firm, corporation, union, or other trade organization.

American Institute of Architectural Students (AIAS): The American Institute of Architecture Students (AIAS) is an international organization for college-level students of architecture. It is the primary membership and advocacy organization for architecture students in the United States.

Black Student Union (BSU): This chapter of the National BSU is a resource for all students who wish to learn and explore minority cultures, and gives voice and preparation to students who may face future challenges because of their race or socioeconomic status.

Latino Scholars: A representative body of students of Hispanic origin for the purpose of providing a supportive social and academic network of peers as well as to celebrate their cultural heritage throughout the campus community.

Outdoors Club: Students interested in the great outdoors will learn everything from archery to turkey calling.

Phi Theta Kappa: Invitation to join the Beta Nu Delta Chapter honor society is extended to full-time students maintaining a grade point average of 3.5 or higher. Personal enrichment is gained through the organization's four hallmarks of scholarship, leadership, service, and fellowship.

Power Source: Students meet on a regular basis to fellowship and share faith-based experiences.

Residence Hall Council: A representative body of students initiating and carrying out relevant policies concerning individual residence hall life for each residence hall. The purpose of the organization is to promote the general welfare of resident life at Stevens; to constitute a medium for expressing student opinions on resident life; to provide a communicative medium between and among students, residence hall personnel and administration; and to provide experience for its members

in the principles and practices of democratic government. The residence hall advisor of each residence hall is also a member of the Residence Hall Council. Students who wish to participate in Residence Hall Council should submit their names to their respective residence hall advisor, who will, along with present Council members, conduct an election for that hall's Council. These elections will occur within the first five weeks of the fall semester and at the end of the spring semester. Elected members are then encouraged to participate in a training program to assist them in developing interpersonal and intervention skills related to their leadership role in the residence hall. The advisor for the Residence Hall Council is the Director of Residence Life.

Skills USA: A high school and post-secondary competition that starts regionally, then moves into state level, winners qualify for a national competition. SkillsUSA's mission is to empower its members to become world class workers, leaders and responsible American citizens. Every major at TSCT is mirrored in some way in one or more of the nearly 100 competition areas.

Society of Manufacturing Engineers (SME), Chapter S228: A student organization dedicated to inspire, prepare, and support students for the advancement of manufacturing. See more at <http://www.sme.org/> strategic-plan.

Spectrum LGBTQ+ Alliance: Building an alliance of understanding and support of LGBTQ+ students and the campus community at the College.

Student Government Association (SGA): A representative body voicing student opinions concerning cultural and academic life and sharing proportionately in the development of College policy. The purpose of the organization is to promote the general welfare of the College; to constitute a medium for expressing student opinion on cultural events and academic life; to provide experience for its members in the principles and practices of democratic government; and to provide a communicative medium between and among students, faculty and administration. The SGA president attends the meetings of the Faculty Senate and Board of Trustees.

Tech Phi Tech: Fraternity whose purpose is to encourage activities devoted to the ideals of community service, scholarship, and brotherhood.

Women In Trades and Technology (WITT): The primary function of Women in Trades and Technology is to provide support for women in non-traditional fields. WITT also provides female students at TSCT with social activities, learning opportunities and formal and informal support networks.

Yearbook Staff: Entails opportunity for students to contribute to various aspects of the Stevensonian production process.

## ATHLETICS

Stevens maintains an athletic program of five major intercollegiate sports: football, cross-country, basketball, wrestling, and track and field. Contests are scheduled against colleges' and universities' junior varsity teams as well as junior and community colleges in the Mid-Atlantic States. The basketball, cross-country, wrestling, and track and field programs are presently affiliated with the National Junior College Athletic Association. This affiliation allows Stevens' athletes to compete in regional and national competition when qualifying standards are met. Additionally, the basketball, wrestling, track and field, and cross-country teams have memberships in the Eastern

Pennsylvania Athletic Conference. The football team has membership in the Seaboard Conference. Special recognition and awards are given at an annual athletic awards banquet to the athletes cited by the coaches for their outstanding athletic achievement and contribution to athletics.

## **INTRAMURALS**

The intramural program is one of the most popular and most important student activities on the Stevens campus. The goal of the intramural program is to offer a wide variety of sports and recreational activities to each student. The program is established to allow each student the opportunity to participate in both individual and team activities. Among the activities are the following: team volleyball, team dodgeball, team racquetball, team basketball, individual 3-Point contest and Slam Dunk contest, and one-day team flag football. Play-offs are held in all sports with a trophy and party for the winners.

Student Identification (ID) cards are needed each night of participation in any intramural sport. Students' guests are not permitted to participate in intramural sports.

Student athletes practicing and/or competing on an intercollegiate athletic team may not participate in an intramural sport. Only during the team's off season may the athlete participate in intramural sports.

## **MULTIPURPOSE ACTIVITY CENTER**

The 61,000 square foot Multipurpose Activity Center (MAC) opened in the spring of 2002. It features a spacious gymnasium with a primary basketball arena, flanked by courts on either side. Two racquetball courts, an elevated 110-meter track, coaching offices, a training center, extensive locker room facilities, and seating for approximately 2,000, highlight the Center.

Complementing this high profile facility is the adjoining Stauffer gymnasium that features a state-of-the-art cardio theater

and an array of free weights with a separate circuit training area and several cardiovascular apparatuses.

**\*Students are not permitted to have guests in the MAC and must swipe their ID card each time they enter the building.**

Students must be prepared to show their ID card at any time when visiting the MAC. Rules for the MAC are posted throughout the building. If MAC rules are broken, disciplinary sanctions may be issued.

The MAC is available to students at the following days/ times during the fall and spring semesters:

Monday - Thursday: 8:00 AM-10:00 PM

Friday: 8:00 AM - 9:00 PM

Saturdays: 8:00 AM - 4:00 PM

Sundays: 8:00 AM - 9:00 PM

Summer/Holiday Hours:

Monday - Friday: 8:00 AM - 7:00 PM

Saturday/Sunday: 8:00 AM - 4:00 PM

## **STUDENT CENTER**

The Schwalm Student Center is one of the focal points of student activity on campus. Completely renovated by students, instructors, and alumni, this center boasts three floors encompassing the following: TVs; snack bar; lounge and study areas; private offices for student-led activities; and the Bulldog Café Main.

## **XIV. AVAILABLE SERVICES**

### **HOUSE OF CHAMP COLLEGE STORE**

House of Champ, the college store, is located at the rear of the Alumni House. The store offers items that reflect the pride and colors of Thaddeus Stevens College of Technology. Some of the many items that can be purchased are t-shirts, sweatshirts, polo shirts, college jackets, hats, and other wearables. House of Champ also offers coffee, snacks and some personal and school supplies. The store's regular hours are M - T - TH - F 8:30 AM - 3 PM (closed on Wednesdays).

### **COUNSELING SERVICES**

Professional Counseling services are provided by the Mental Health Counselor, Ms. Jacqueline Bareuther, located on the first floor of Stevens at Orange, and the Counseling/Accessibility Coordinator, Ms. Debra Schuch, located in Hartzel Hall on Main. The Counseling Service helps students to develop coping strategies to improve their opportunity for success in college, work and life. Interventions build on strengths and encourage healthy lifestyle choices. Counseling services are available weekdays, and some evenings. Students use the online scheduler, email or call ahead to schedule an appointment. Counseling is provided at no additional cost and offered in a confidential setting where students may freely discuss any concerns. When appropriate, the counselor may refer students to community-based providers. Students may seek counseling for depression, stress, anxiety, family and relationship difficulties, grief and loss, substance abuse, poor academic performance, disabilities, and career guidance. Local resources and self-help information is available via the Intranet and portal.

Ms. Jackie Bareuther - 717-391-7213,  
Bareuther@stevenscollege.edu

Ms. Debra Schuch - 717-299-7408  
Schuch@stevenscollege.edu

### **ACCESSIBILITY SERVICES**

In accordance with the Americans with Disabilities Act, Amendment Act of 2008. Section 504, Section 508 of the Rehabilitation ACT of 1973, The Counseling/Accessibility office of Thaddeus Stevens College of Technology supports and guides students with disabilities to understand the essential academic, social and emotional skills needed to graduate, obtain and maintain employment. Students who qualify for admission to the College are eligible for accommodations after they have disclosed, by providing documentation of a disability. The Counseling/Accessibilities Coordinator reviews documentation and approves accommodations if they do not alter the pace, content or essential skills required for each course and program. Accommodations that are reasonable are approved, but may not be provided in the exact manner that the student requests. Some accommodations are integrated in compliance with Universal Design practices. Disability information is protected under laws such as FERPA and HIPPA; which limits the sharing of information to only individuals who have a specific need to know, and to those individuals whom the student has designated through a signed release. Students agree to share information when they sign the Services Agreement, which is included with the Approved Accommodations Form.

Disclosure: The student and not an individual acting on behalf of the student must disclose. The student may disclose at any time, however, accommodations are not retroactive. Documentation must be current, define the disability, show evidence of affecting a major life activity, and cite accommodations that relate directly to the disability. Documentation must be from a licensed professional, such as a



psychologist, or treating physician. The most recent IEP/504 and Evaluation report from the student's high school should be from the junior or senior year. In general, documentation should not be older than three years. Disclosure should occur as early as possible, preferably during the admissions process and prior to enrollment. This allows reasonable time for a Transitional Interview, which is required for all students who request Accommodations, and implementation of accommodations at the beginning of the semester. Documentation provided by applicants who are not admitted will be maintained for only one academic year.

### **Community Supports/**

**Accommodations:** If a student is receiving services provided by a community based provider (i.e. OVR) while the student is enrolled the individuals providing these services are required to coordinate with the Counseling/Accessibility Coordinator to assure continuity, appropriate levels of intervention, and coordination of visits to campus.. For more information contact Ms. Schuch, at [schuch@stevenscollege.edu](mailto:schuch@stevenscollege.edu) or review information available at [www.stevenscollege.edu](http://www.stevenscollege.edu) under Counseling/ Accessibility tab.

### **Accommodations Implementation:**

Any questions regarding the approval or implementation of accommodations should be discussed with the Accessibilities Coordinator. Any issues will be resolved through discussion, among the instructor, Accessibilities Coordinator, student, and if necessary the Dean of Student Success and Vice President of Academic Affairs. The student is responsible for meeting with the Counseling/Accessibility Coordinator at the beginning of each semester, and following through with communication related to accommodations. The student will inform instructors and others with a need to know by providing them with a signed copy of the Approved Accommodations Form. Accommodations may not be provided to the student if the instructor has not received this appropriate form. Various individuals on campus may

provide accommodations and support services. The student's signature on the Approved Accommodations Form indicates his or her understanding of procedures to obtain accommodations, and acknowledges permission to share information with members of the Retention Team.

### **Challenge of Approved**

**Accommodations:** If a student disagrees with the Accessibilities Coordinator's determination, or believes that approved accommodations are not being provided as approved; the student has the right to have the decision reviewed or file a grievance. The student will need to permit sharing information related to his/her disability with faculty, staff, administrators, and legal counsel to determine appropriate action.

Steps to Follow:

1. Student informs Accessibility Coordinator requests in a review of his or her accommodations.
2. Student requests a meeting with the individual who is responsible for providing the accommodation. Student may ask Accessibility Coordinator to sit in.
3. Student schedules a meeting to discuss situation with the Accessibility Coordinator.
4. If the situation is not resolved, then the student should request meeting with the VP of Academic Affairs or Dean of Student Success

## WOMEN'S CENTER

The Women's Center at Thaddeus Stevens College exists to increase awareness of issues facing women in non-traditional careers, as well as to create a culture on campus and in the community which will exemplify equality and respect for all.

The Women's Center will:

- Provide opportunities to network with women role models;
- Provide opportunities to network with women role models;
- Build a support system of community and campus resources;
- Offer programs by coordinating a calendar of events;
- Offer advocacy for personal and academic challenges.

## STUDENT EMPLOYMENT

Students interested in seeking on-campus employment at Stevens can do so through the Office of Student Services, located on the first floor of the Mellor Hall. Work opportunities exist in the following areas: Learning Resources Center, Athletic Department, residence halls, tutorial services, intramural department, the MAC and offices throughout campus.

Students are encouraged to submit applications for employment as soon as possible upon arrival at Stevens, since student work opportunities are limited. Students may also be required to obtain clearances (fingerprinting and child abuse history) before beginning to work.

## CAREER SERVICES

Students have access to assistance with job placement for full-time employment upon graduation and full and part-time internships during school and summer. Working together with technical faculty and industry leaders, the Career Services office works with students to help them get connected starting as early as their first semester of college via job shadows, internship workshops, mock interviews, and via Career Fairs and other recruiting events. Utilizing College Central Network, the

college's job posting website, students are able to upload their resume, search jobs posted for Thaddeus Stevens' students and graduates, and connect directly with employers in their field. A comprehensive list of all services provided by the Career Center can be found via the "My Career Services" page of the portal under "Student Services"

The Career Services office is located in Hartzell Building, room 106.

For additional information, please contact Laurie Grove, Director of Career Services.

Phone: (717) 396-7188

Email: [grove@stevenscollege.edu](mailto:grove@stevenscollege.edu)

LinkedIn: <https://bit.ly/3Aln01S>

Top 10 Employability Power Skills all Employers Want

- Data Literacy
- Critical Thinking
- Tech Savviness
- Adaptability and Flexibility
- Creativity
- Emotional Intelligence (EQ)
- Cultural Intelligence and Diversity
- Leadership Skills
- Judgment & Complex Decision Making
- Collaboration
- Bonus: Self-Motivation, Prioritization/Time Management, Stress Management, Sense of Curiosity

## Learning Resources Center

The Kenneth W. Schuler Learning Resources Center (LRC) Library is open to all members of the college community. The library is staffed by professional librarians who strive to provide students with the information they need to successfully complete their technical training programs and earn their degrees.

The library is also committed to maintaining substantial collections of supplemental and recreational materials. The library materials in the Learning Resources Center (LRC) are for the use of Stevens' students, alumni, faculty, and staff. The collection is open and

available to any member of the Stevens community holding a valid, legible ID card.

The LRC is also home to the Math and English Tutoring Labs, a computer classroom, and the Academic Center.

**Hours of Operation during the Academic Year**

Mon-Thurs 7:00 AM - 10:00 PM

Fri 7:00 PM - 5:00 PM

Sat Closed

Sun 2:00 PM - 10:00 PM

(Holiday and summer hours vary and will be posted.)

**Lending:** The library lends books, DVDs, journals, magazines, laptops, games, calculators, headphones, phone chargers, and more.

**Renewing Items:** Patrons can renew items online through the library catalog using "My Account". Each student will be set up with a library borrowing account upon registration.

**Course Reserves:** Faculty place materials on reserve when class assignments necessitate unusually heavy use. Ask for reserve materials at the circulation desk.

**Interlibrary Loan:** Thaddeus Stevens College of Technology participates in a national database for interlibrary loan. We will request educational/ technical materials on the individual's behalf from other libraries. Forms are available in hard copy in the library or electronically on the library page of the Portal.

**Online Resources:** The library subscribes to many online resources that can be accessed 24 hours a day at <https://stevenscollege.libguides.com> or through the library page of the Portal.

**Reference:** Professional reference assistance is available during most operating hours. You may also request assistance by emailing [LRCstaff@stevenscollege.edu](mailto:LRCstaff@stevenscollege.edu).

**AV Equipment:** The library lends AV equipment for use in class presentations. It must be reserved a week in advance using the form found on the library page of the Portal or at the Circulation Desk.

**Computer Lab:** Computers are loaded with Microsoft Office and specialized technical software available for student use.

**Print/Copy/Fax/Scan:** Black-and-white printing and copying is available free for school-related projects. A color printer is available for a dollar a page. Students may also scan and fax items related to school.

**Study Rooms:** Group study rooms with AV equipment and white boards are available.

**Lounge Areas:** Several seating and study areas can be found throughout the library.

**Archives:** Historically significant documents, artifacts, and other materials pertaining to the College and its founder, Thaddeus Stevens, are on display. The Archives are open during the library's hours of operation, provided a staff person is available to accompany visitors.

**See the library page of the Portal for more information about the library, links to library materials, online resources, and more.**

## **ACADEMIC SUPPORT SERVICES**

The Academic Center staff, including Academic Coaches and Tutors, are here to help ! The TSCT Academic Center, located on the third floor of the LRC, provides academic services and resources to help students achieve academic success. These services are available in person, online via Zoom, or by phone per student request. Students are encouraged to reach out to us with any questions. Request academic services in person or by using the link on the Stevens Portal home page to **Book a Virtual Appointment.**

## **Hours of Availability:**

### **Academic Coaches**

Monday – Friday 8AM – 4:30PM  
Mr. Spencer Harper  
Mrs. Michelle Mostoller

### **Director of the Academic Center/ PreMajor Program:**

Monday – Friday | 8AM – 4:30PM  
Mrs. Sheri Wright

### **Professional Tutors for Math and English Labs:**

Monday – Thursday 8PM-8PM  
Friday 8AM-12NOON (Math available  
until 4:30PM.)

Sunday 1PM-5PM

English:

Mrs. Kim Klugh (AM) & Mr. Philip  
Malin (PM)

Math:

Mrs. Barbara Starin & Mr. Mike Day  
(PM)

**Online Tutoring via Tutor.com 24/7**  
online

A full list of academic support services is  
on the following pages:

## ACADEMIC SUPPORT SERVICES – FALL 2021

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24/7 online

ACADEMIC SUPPORT SERVICE	DESCRIPTION	HOW TO ACCESS ACADEMIC SUPPORT
Academic Advising	Academic Advisors provide information to students regarding registration and requirements leading to an <u>Associate's Degree</u> in their program.	services will be available in person, online via live Zoom video-conferencing and/or by phone. Email your advisor directly. Consult <a href="#">Advisors for Students</a> on the Academics tab on the portal for a list of advisors by program. (Be sure to log on to the portal first.)
Academic Coaching	Academic Coaches assist with organization, creating a study plan, determining an effective study method, note taking and more.	Email <a href="mailto:tutor@stevenscollege.edu">tutor@stevenscollege.edu</a> to schedule an appointment or drop by the Academic Center on the 3rd Floor of the LRC
Academic Seminars	Academic Seminars are available on topics such as Note Taking Systems, How to Study, Time Management, Test Taking Strategies and more.	Academic Seminars are presented live and are also available in voice narrated PowerPoints on the portal. Consult <a href="#">Academic Seminars</a> under My Academic Success on the Student Services page of the portal. (Be sure to log on to the portal first.)

<b>English Lab - Professional Tutoring</b>	Walk-in and online appointments are available. Students may also choose to submit a paper for review by a professional tutor and schedule a time to review.	Request tutoring using the link on the homepage of the website Student Online Resources <a href="#">Book a virtual appointment here</a> or stop in the Lab located just before the entrance to the LRC accessible through the blue door.
<b>Learning Accommodations/ Testing Accommodations</b>	Students with accommodations approved by Mrs. Schuch may contact an Academic Coach to implement them.	Email Mrs. Mostoller at <a href="mailto:mostoller@stevenscollege.edu">mostoller@stevenscollege.edu</a> or stop by the Academic Center on the 3rd Floor of the LRC.
<b>Math Lab - Professional Tutoring</b>	Walk-in and online appointments are available.	Request tutoring using the link on the homepage of the website to <a href="#">Book a virtual appointment here</a> or stop in the Lab located just before the entrance to the LRC accessible through the blue door.
<b>Peer Tutoring Support</b>	Peer Tutors vary by program.	The <a href="#">Peer Tutor Schedule</a> will be posted on the My Academic Success page as it becomes available. Consult your instructor for additional details.
<b>PreMajor Support</b>	Study support, information regarding the PreMajor Program and general questions should be directed to the Director of the PreMajor Program.	Stop by the Academic Center (3rd Floor of the LRC) or email Mrs. Wright at <a href="mailto:wright@stevenscollege.edu">wright@stevenscollege.edu</a>
<b>Study Groups</b>	Students who wish to form an informal study group are invited to do so in the Academic Center.  Students who wish to form a facilitated study group may contact an Academic Coach.	Email <a href="mailto:tutor@stevenscollege.edu">tutor@stevenscollege.edu</a>

<b>Study with an Academic Coach</b>	Academic Coaches are available to assist students one-on-one by request.	Request tutoring/ studying in person, by using the link on the homepage of the website <b>Student Online Resources</b> <a href="#">Book a virtual appointment</a> here or email <a href="mailto:tutor@stevenscollege.edu">tutor@stevenscollege.edu</a> .
<b>Tutor.com access</b>	On-line 24/7 live tutoring available in most General Education courses.	Students have access to 10 free hours of tutoring at <a href="https://tutor.com/stevenscollege">https://tutor.com/stevenscollege</a> (For assistance with technical difficulties or to request additional hours email Mrs. Wright at <a href="mailto:wright@stevenscollege.edu">wright@stevenscollege.edu</a> )
<b>General Academic Appointments</b>	For any academic support service not listed above, please make a general appointment request.	<a href="#">Request an appointment</a> by logging onto the portal and visiting the My Academic Success page found under the student services tab (Scroll down toward the bottom of the page.) or email <a href="mailto:tutor@stevenscollege.edu">tutor@stevenscollege.edu</a> .

## **XV. RESIDENTIAL LIFE**

### **PHILOSOPHY: RESIDENCE LIFE PROGRAM**

The expressed purpose of the institution's residence life program is to foster self-development, good citizenship, and democratic principles.

These goals are accomplished through various modes of learning inside the residence hall to expand student decision making skills and through the promotion of values such as respect for fellow students and staff, honesty, and the involvement of students in the residence hall.

It is also recognized that residence life assumes an important role in the retention of students. Therefore, it is important that those involved in the establishment and implementation of the student life policies are mindful of the impact of the resident student. Here the student voice becomes an essential element in the policy development process in the residence hall.

Given that the residence halls at Stevens are smaller and more intimate than those found on larger campuses, students are granted a greater amount of individual attention, which is advantageous to their total educational experience. This occurs through extensive student interaction with one another as well as with staff members.

The program also seeks to create an environment of understanding and appreciation for the values of students from diverse backgrounds. It is through the development of this kind of sensitivity that students grow personally, which impacts directly on other program purposes of citizenship and emulation of democratic principles as set forth in the College's mission and purpose.

### **PHILOSOPHY: RESIDENCE LIFE STAFF**

It is the purpose of the residence life staff to create a safe living environment which is conducive to student diversity, resident unity, group cohesiveness, and the promotion of an atmosphere of

trust, caring, and mutual respect within the confines of the residence halls.

These concepts are accomplished through student meetings within each residence hall with respective Advisors, as a group or individually. Residence Hall meetings also serve to reinforce the importance of living within a community comprised of students of varied backgrounds and values, emphasizing the necessity for granting appropriate consideration to the rights of others. Student activities and passive programming within each residence hall further contribute to this goal.

An equally important aim of the residence life staff is to impress upon students that rules and regulations have as their purpose, the protection of the student. If the student is dissatisfied with current regulations, there is a mechanism in place to effect change, beginning with the Residence Hall Council.

Another essential aspect of the residence life philosophy is the role of staff members in working with the student in his/her developmental process. As the residence halls are relatively small, the advisor has substantial contact with students which allows for a large degree of interchange between the two. This in turn increases the opportunity for the advisor to have a greater impact on students. At the same time, staff members are careful not to intervene when the situation does not warrant their involvement.

An attitude of caring about the well-being of students is also an important element of the residence life staff. This concern is demonstrated in the advisors being accessible to the student, assisting the student in his/ her adjustment process from home to college, and by allowing for personal change through the independent decision-making process.



## 8 WAYS TO STAY SECURE IN THE RESIDENCE HALLS

Below, you will find regulations to help you move in

1. Unpack as soon as possible: It is not a good idea to leave property in your vehicle for extended periods, especially overnight. Even if you arrive late at night, it is best to unload immediately.
2. Get acquainted with your neighbors on your floor and your building as quickly as possible. Every resident has a role to play in security. Part of that role is to know who belongs and who doesn't.
3. Always lock your door, whether you are home or, "just down the hall for a minute", or out of the building, always keep your door locked. Ask your roommates to do the same. If your roommate is taking a nap when you leave, lock the door.
4. Secure your personal property: especially expensive and easily transportable items. Lock them up. Use cables to secure electronic components. Engrave items with unique identifiers.
5. Do not allow entry into your building to those whom you do not know: Don't let them "tailgate" when you use your access card.
6. Do not prop doors! Propping doors open is the most abused security issue found on campuses. To prop a residence hall door open is to invite anyone, thief or other felon, into your room or the building. Don't do this to your neighbors and don't let them do it to you.
7. Keep wallets, purses, checkbooks, and jewelry out of sight: and keep locked up if possible. Do not leave large sums of money on hand and routinely check your checkbook to see if any checks are missing.
8. Do not loan your keys to anyone, and do not attach your keys to your College I.D. Lending your keys to others is a violation of policy.

## RESIDENCE HALL REGULATIONS

Residence life is considered an integral part of the student's overall educational program and individual development. The entire residence life program and the necessary regulations have been established with due consideration for the student's educational and social needs, safety, and health standards as well as overall educational objectives of the College.

Below you will find regulations as they relate to residence life. (It should be noted that the items listed are not all inclusive of residence hall regulations.)

1. Smoking or vaping of any kind or the burning of any substance is prohibited in any area of the residence halls.
2. Narcotics of any kind are prohibited. See Drug-Free Campus Policy for details.
3. The use, possession, or transportation of alcoholic beverages is prohibited. See Drug-Free Campus Policy for details.
4. Any student or guest of a student who fails to comply with the request of or show respect to the residential life staff, public safety staff, or any member of the College community acting in the performance of his or her duties and authority will be subject to disciplinary action.
5. Hoods, ski masks, Halloween masks, or any other material or item that covers the face cannot be worn inside the residence halls. This is to ensure that all individuals can be easily identified by staff members and reduce the likelihood of an intruder being able to get into the halls. The student must have working College I.D. to enter dorms.
6. The student is responsible for damage caused by the hanging of pictures on the walls. NO items should be hung on the doors.
7. Doors/Windows: nothing, including trash, should be thrown from the windows. Screens are not to be unscrewed or removed from windows. Windows are not to be used as a means of exit or entrance

- to a room. Students are not permitted to sit in windows at any time. For the safety of all residents, locked exterior doors may not be propped or otherwise disabled.
8. Sunday through Thursday, students are prohibited after 11:59 PM from being in a residence hall except the one in which they reside without permission from the Residence Hall Advisor or the Director of Residence Life.
  9. All room furnishings are to remain in the room at all times and all lounge furniture is to remain in the lounge.
  10. Student rooms are part of a larger community and steps are taken to protect the safety of all students in the community. Fire Safety violations will be taken seriously as they are a safety issue for the individual's room as well as the surrounding rooms and persons inhabiting those rooms. Fire safety violations include, but are not limited to, the following:
    - a. Tampering with fire extinguishers, fire alarms, smoke detectors, sprinkler systems, or any type of fire safety equipment, including hanging items from fire safety equipment, covering them with any object, and taking the batteries out of any fire safety equipment.
    - b. Students should not have open flames, burn incense or candles, or conduct themselves in such a manner as to increase the risk of flames in the residence halls.
    - c. Students who fail to leave the building during a fire alarm will be subject to severe sanctions.
    - d. The use of the following equipment is not permitted in the residence hall: heating and immersion coils (including space heaters, toaster, etc.); electrical cooking devices (e.g. hot plates, skillets, etc.); and irons, etc. Students should check with their Residence Hall Advisor if in doubt about the use of a given electrical appliance.
  10. Students who reside in a particular room are responsible for the behavior of any guests in the room.
  11. No animals, fish, insects, or other pets are permitted.
  12. Bicycles may be stored in the basement (in a designated area).
  13. Excessive weights are prohibited in the room.
  14. An atmosphere conducive to normal living and study must be maintained 24 hours a day in the residence halls, and surrounding areas. As always, respect for the rights and freedoms of other residents should be the basic guideline for behavior. Violations of Public Disturbance Policy are included, but not limited to the following:
    - a. Radios, stereos, and TV sets must be played discreetly at all times. Stereo speakers are not to be played out windows.
    - b. Musical instruments are not to be practiced in the residence halls, including lounges. Acoustic instruments or electronic keyboards may be practiced with roommate permission, only within the resident's room.
    - c. Hall sports are prohibited. This includes using baseballs, basketballs, and other sports equipment in the residence halls.
    - d. Snowball, food, and water throwing/ fights (ex. balloon, bucket, gun), shaving cream battles, etc. shall be considered public disturbances and shall be deemed as such.
  15. The following study/quiet hours have been established for residence halls: Sunday through Thursday, 10 PM. to 8 AM, Friday and Saturday, midnight to 8 A.m. At times other than study and quiet hours, courtesy hours are in effect. During courtesy hours, students are expected to respond positively to requests from other residents, the Residence Life staff, or Security for increased quiet. Students returning to the residence hall after quite hours have begun are expected to show consideration for other residents of the hall.
    - a. During posted quiet hours, noise

should not be heard outside any room or between rooms. Any noise that can be heard clearly outside one's room or excessive noise heard in the common areas, including the parking lot and areas surrounding the residence halls, is prohibited. Once a room is documented for quiet hours, everyone in the room that isn't an occupant of that room will be asked to leave to prevent further violations.

- b. During finals week, the residence halls will observe 24 hour quiet hours. Any individual creating noise which can be heard in the hallways, between rooms, or common areas will be subject to disciplinary action.
16. To protect against potential hygiene problems, students are expected to regularly wash clothing and bedding and not store food for long periods of time nor hang food items from the window.
17. Report any damages to the residence hall advisor immediately.
18. Only furniture assigned or approved by the College will be permitted in the room
19. Visitation between and among men and women is permitted as designated within the Visitation Policies.
20. The student assigned to a room is responsible for damages that occur in the room, unless the individual who caused the damage is apprehended.
21. The College cannot be held accountable for theft from the student, his room, or vehicle. Responsibility for loss rests with the student. Loss or suspected thefts should be reported immediately to the Director for Residence Life, Residence Hall Advisor, Dean of Student Services, or Security. NOTE: security guards are scheduled to work hours which are aimed at reducing thefts and vandalism as

well as to provide a safe campus environment.

22. It is expected that room decorations will reflect the good taste and decency of the Stevens' name. Anything deemed offensive or inappropriate will need to be removed.
23. Small refrigerators are permitted in the room (no larger than 5.0 cubic feet).

## **ROOM ASSIGNMENTS**

Thaddeus Stevens Grant students will be given priority in securing living space on campus. Every effort will then be made to assist those non-grant students who desire to reside in a residence hall. The College reserves the right to make residence hall assignments, room and temporary room assignments, consolidations, and reassignments where necessary, or when it is believed to be in the best interest of a particular student and/or residence hall. When assigned to a particular room, a student will normally reside in that room for the student's school year at Stevens except in cases noted above.

## **ROOM CARE**

Your residence hall advisor will inspect each room with the students who reside in that room at the beginning and end of the year. Each student will be charged for any damages or missing property. Examples of some charges that a student may incur are:

Room Cleaning: \$75.00\*

Ceiling Tile Repair: Time + Materials

\*All costs are subject to change without notice, depending on the actual price of repairing or replacing damaged property.

Any additional damage in the residence hall for which the identity of the person responsible is not known will result in the students who live on a particular floor or the entire residence hall population sharing the cost of repair.

It is understood that you may want to personalize your room to a certain degree. Any decorations that will be

used in your room are to be displayed according to residence hall rules and reflect the good taste and decency of the Stevens' community.

Residence hall room furniture belonging to Thaddeus Stevens College of Technology may not be disassembled, stacked or altered in any way. Adding to or changing the preset configuration of furniture items within a residence hall room may only be done upon authorization from the residence hall advisor or the Director for Residence Life.

You are required to maintain your room on a daily and weekly basis. Your room will be inspected by the residence hall advisor or the Director for Residence Life to make sure that this obligation is completed and to ensure that standards of health and safety are met. The College retains the right to enter a room for maintenance purposes and also on matters relating to the comfort and safety of your fellow students (e.g. to turn off an alarm, to turn down a stereo, to preclude drug and/or alcohol usage, etc.)

## ROOM KEY

Each resident student will be issued a key or card to his/ her room. In rooms with an electronic card reader, the key (if issued) must be returned to the Residence Hall Advisor upon the activation of the student's ID Swipe Card. At that point, the ID Swipe Card will be used to gain access to the dorm room.

If you temporarily misplace your key or ID swipe card and are locked out of your room, contact your residence hall advisor and Security as needed.

Security is available 24 hours a day. Note: Security will provide admittance to your dorm room in the case of a misplaced key. However, if this privilege is abused, information will be forwarded to the Director of Residence Life for review.

If your room is not equipped with an electronic card reader, you are required to have a key at all times. If you lose your key, for safety purposes, the lock

core will be changed and new keys will be issued. The student will be charged accordingly (\$55.00) for the new lock core, keys and associated labor.

## COMMUNITY MEETINGS

In keeping with our Residence Life mission, the Residence Life Staff will hold regular community meetings with each floor. These meetings are designed to provide residents with a forum to share ideas and discuss issues and concerns, as well as for the Residence Hall Advisor or Director of Residence Life to communicate important information. For an effective community to emerge, it is imperative that all residents not just attend but participate in these regular meetings. Additionally, Residence Life Staff may periodically find it necessary to call a mandatory meeting for a room, floor, or building to address various concerns or share important information. Notification will be given to the residents at least 48 hours in advance whenever possible, and will be in the form of either a written notice to the student's inbox, email or flyers posted in the residence hall. Non-attendance at any mandatory meeting can result in a fine of \$25, community service, or other appropriate sanction. If a student is unable to attend a mandatory meeting, he/she should notify their Residence Hall Advisor at least 24 hours in advance.

## WIRELESS IN THE RESIDENCE HALLS

Setting up personal wireless access points in the residence halls is strictly prohibited. All of the residence halls on both main and Orange Street location have wired networking available in each room which is faster and more secure than existing wireless network options.

Setting up personal wireless routers/ access points in a dorm room or Thaddeus Stevens College of Technology residence hall is strictly prohibited. Setting up a personal router can upset the ability of our Wi-Fi and internet to work. All of the residence halls have wired networking available in each room and some of the residence

halls also have WI-FI. It is important that students use our networking capability as it is faster and much more secure

## **VISITOR AND GUEST POLICY**

A resident's right to privacy and comfort takes precedence over the community member's privilege to have visitors. It is important for roommates to discuss visitation and to arrive at an agreement acceptable to all roommates in the room. A non-resident is defined as any person who is not a resident student. Non-residents must possess a valid photo ID (driver's license, work/college ID) and be signed in at the Security desk during visitation hours. Non-residents must be in the presence of the host resident at all times. The visitation policy will be strictly enforced. Residents will be subject to student conduct sanctions if the guest visitation period is exceeded. The storage of guest/visitor property within the room is prohibited. Non-residents or other resident students living in a different room, may not use a resident's keys or access card. Non-residents are prohibited from visiting the residence halls for an extended period of time (more than two consecutive nights).

Any non-resident can be asked to vacate the residence halls at the discretion of the Residence Hall Advisor, Security, Director of Residence Life, or the Dean of Students at any time. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the residence halls as well as all areas immediately surrounding the residence halls. Failure to abide by this issuance may result in the arrest of the individual and judicial action upon the host. Non-residents must comply with all college policies and residence hall rules/ regulations. Residents that host non-residents are responsible for the non-residents' behavior. If a non-resident creates a disruption and affects a roommate, other residents, or the community, they may be asked to leave the halls and the resident may be held accountable for their actions. In cases where a non-

resident damages property or violates hall/college policy, the resident host may be subject to student code of conduct sanctions and/ or restitution. This includes items found during searches.

- All guests and commuters must contact their host to be signed in.
- Residents will be limited to signing in two (2) non-residents.
- There is a 4 - person occupancy limit on 2-person rooms.
- There is a 6 - person occupancy limit on 3-person rooms.
- Hosts will be required to bring their Thaddeus Stevens College IDs to the Security desk (at Orange Street or the MAC when signing in non-residents.
- All guests and commuters will be required to sign in at the desk and receive a guest pass.
- All non-residents will be required to present a valid photo ID with date of birth at the desk in order to be properly registered. The ID must be a college ID, driver's license or other appropriate form of identification.
- Children under the age of 18 are not permitted to visit the Residence Halls except on Move-in Days or Move-out Days.

## **RESIDENT STUDENTS**

Resident students are required to be with their guests at all times. Resident Students are permitted to have visitors, guests, and commuters during the following times:

- Sunday through Thursday: 12:00 P.m. to Midnight
- Friday & Saturday: 12:00 P.m. to 2:00 A.m.
- Resident students are not permitted in another student's room after midnight on weeknights and after 2:00 A.m. on weekends.

## OVERNIGHT GUEST/VISITOR POLICY

24. Please refer to the College's Health and Safety Plan for regarding the current visitation policy for students in the residence halls.

## VISITATION RULES AND REGULATIONS:

1. Guests are not allowed access to the MAC.
  2. Violations of the visitation policy as it pertains to individuals under the age of 18 will receive discipline action as follows:
    - a. First Offense: Three days' suspension from the residence halls, 30 days' loss of visitation privileges, and 30 days' probationary status.
    - b. Second Offense: Five days' suspension from the residence halls, no visitation privileges, and probationary status for the remainder of the semester.
  3. Violations of the visitation policy as it pertains to individuals 18 and over will receive discipline in accordance with the Stevens College Code of Conduct. Along with this disciplinary action, the following additional disciplinary action will take place:
    - a. First Offense: Loss of visitation privileges for a period of one week (seven consecutive days), discounting holidays or other college-related breaks.
    - b. Second Offense: Loss of visitation privileges for a period of 30 consecutive days, discounting holidays or other college related breaks. The individual will also be placed on probation for a 30-day period.
    - c. Third offense: Three days' suspension from the Residence Halls; loss of visitation privileges for the remainder of the semester and placed on probation for that period of time.
  4. Violators of this Visitation Policy for
- Students shall receive the following discipline in accordance with the Stevens Code of Conduct:
- a. First Offense: Loss of visitation privileges for a period of one week (seven consecutive days), discounting holidays or other college-related breaks.
  - b. Second Offense: Loss of visitation privileges for a period of 30 consecutive days, discounting holidays or other college-related breaks. The individual will also be placed on probation for a 30-day period.
  - c. Third Offense: Loss of visitation privileges for the remainder of the semester and placed on probation for that period of time.
5. When the loss of visitation privileges occurs due to a violation, the following stipulations are to be followed:
    - a. During the loss of visitation privileges the student(s) involved may not have any non-student visitors coming to see them within any of the residence halls.
    - b. During the loss of visitation privileges where two Stevens students of the opposite sex are involved, the students involved may not visit a residence hall or residence hall room of a student of the opposite sex nor have a student of the opposite sex visit their residence hall or residence hall room. **Note:** They are also not permitted in any dorm room where a student of the opposite sex may be visiting.

- c. During the loss of visitation privileges where the same sex is involved, the student(s) involved may not visit each other within any of the residence halls.
6. If a student has concerns over visitation, he/ she may address the concerns to the appropriate Residence Hall Advisor or the Director for Residence Life.

**Note:** Stevens does not assume responsibility for personal harm nor theft or damages to personal property.

## **MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY**

In compliance with the Higher Education Authorization Act and consistent with Thaddeus Stevens College of Technology's commitment to student safety, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident students who is believed missing.

A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware where they may be.

This policy establishes notification procedures in the event that a residential student is defined as missing. Specific requirements are outlined as follows: At the beginning of each academic year, Thaddeus Stevens College of Technology will inform students residing in on campus housing that Thaddeus Stevens College of Technology will notify either a parent or an individual selected by the student within 24 hours after the time the student is determined to be missing. Residential students are responsible for ensuring that the contact information is current and accurate. The

information will include the following:

Students have the option of identifying an individual to be contacted by the College no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Office of Student Services. The Office of Student Services will maintain the registry of the student's confidential contacts. If the student is under 18 years of age, and not an emancipated individual, Thaddeus Stevens College of Technology is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing. Thaddeus Stevens College of Technology will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing. If Security or the law enforcement personnel has been notified and makes a determination that a student who is subject to a missing person report has been missing for more than 24 hours and has not returned to campus, Thaddeus Stevens College of Technology will initiate the emergency contact procedures in accordance with the student's designation.

Thaddeus Stevens College of Technology will follow the following notification procedure for a missing student who resides in on campus housing: Once the College receives a missing student report via security, Office of Student Services or other source, the following offices will be notified: Thaddeus Stevens College of Technology Security, President's Office, Vice President for Finance and Administration, Dean of Student Services, Director of Residence Life.

Any official missing person report relating to this student will be referred immediately to security. If Thaddeus Stevens College of Technology Security, after investigating the official report, determines the student has been missing for more than 24 hours, the College will contact the individual identified by the student, the custodial

parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply. Upon notification from any source that a student may be missing, Thaddeus Stevens College of Technology may use any of the following resources to assist in locating the student. These resources may be used in any order any combination.

Through the Director of Residence Life, the Resident Hall Director or Security may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates. Security may search on campus public locations to find the student (library, cafeteria, etc.) Security may issue an ID picture to assist in identifying the missing student. Security, Dean of Student Services, Director of Residence Life, may try to contact known friends, family, or faculty members for last sighting or additional contact information. Security may access card access logs to determine last use of the card and track the card for future uses. Security may access vehicle registration information for vehicle location and distribution to authorities. IT may be asked to look up email logs for last login and use of Thaddeus Stevens College of Technology email system.

If there is any indication of foul play, the PA State Police will immediately be contacted for assistance. If circumstances warrant, this policy and procedure may be implemented in less than 24 hours.

Student notification of this policy: Thaddeus Stevens College of Technology Website, Student Orientation, included in the annual Campus Security Report, sent to students by university e-mail, Resident Hall meetings.

## PERSONAL BELONGINGS

Thaddeus Stevens College of Technology takes no responsibility for students' personal belongings. Residents should protect themselves by carrying fire, theft and liability insurance as the College insurance does not include your personal property or personal liability at any time.

Students who withdraw from the residence halls, for any reason whatsoever, are solely responsible for the removal of their personal belongings from the residence halls as expeditiously as possible. It is important to remember that the College assumes no responsibility for these items nor will it attempt to send these items to the owner. The College will make a reasonable effort to contact the student regarding any item(s) left in the residence halls. This will take place by telephone, certified mail, or both. If it is impossible to contact a student, due to a change of address with no forwarding address, a phone number that has been disconnected or any other reason, the items will be bagged or boxed and stored for 30 days. **If the student fails to claim these items during that time period, they will be declared abandoned and will be disposed of or possibly donated to a local charitable organization.**

## SEARCH AND SEIZURE

Students, as citizens, are protected against any unreasonable search and seizure. However, this does not prohibit College authorities from conducting searches of residence hall rooms, shop lockers, or vehicles if the authority has reasonable or just cause to believe that a student is using the room, locker, or vehicle for a purpose that is either illegal or would otherwise seriously interfere with the educational atmosphere or is in violation of the College Code of Conduct. If comprehensive room searches occur, two of the following individuals will be present; the Residence Hall Advisor, Director of Residence Life, Dean of Students Services, or Security. The student of the



room that is being searched should be present if he/ she is available. Such all-encompassing searches are most likely to occur during the week, when both the majority of students and the Residence Hall Advisors are present. They are completed with great discretion in cases where there is reasonable evidence that a person is engaged in illegal activities or behaviors that are contrary to the College Code of Conduct or in emergency situations.

**Note:** All students, prior to residing in the residence halls, must read and sign a Search and Seizure Form indicating that they have read and understand the Search and Seizure Policy as stated in the handbook and as enforced by the College.

Examples of reasonable or just cause for a residence hall room search consist of the following:

1. Smoke, whether caused by a fire, a cigarette, incense, candle, or the burning of some form of illegal substance.
2. The strong smell of alcohol coming from a residence hall room, vehicle or locker.
3. Considerable evidence gathered from a variety of sources regarding possible illegal activity or activity contrary to the College Code of Conduct being conducted within a residence hall room or vehicle.
4. Considerable evidence indicating the presence of a weapon(s) within a residence hall room, locker, or vehicle.
5. Considerable evidence indicating an activity in the Residence Hall, in a classroom, in a vehicle, or in a locker that may threaten the health, safety and welfare of fellow students. (Possible presence of explosives, etc.)

This listing indicates only some of the reasons that would produce reasonable or just cause for a room search.

**Please note that this listing is NOT all inclusive.**

It is not the intent of the College to conduct unreasonable and unwarranted room searches. The sole intent of the College is to ensure a safe and secure environment for students to reside, study, and continue the pursuit of their educational goals

## **LAUNDRY FACILITIES**

All residence halls have washers and dryers for student use at no cost. Students are expected to stay with their laundry, as the College is not responsible for any losses or damage. Students are expected to use courtesy and remove laundry as soon as the machine cycle is completed. Please remember to NOT use laundry detergent pods in our machines and to not overload the machines. The laundry area is locked at 11:00 PM each day.

Note: It is not permissible to use the laundry facility at the MAC for personal use. Doing so will result in appropriate disciplinary action.

## **VACATIONS**

During the vacations around Thanksgiving, winter and spring breaks, the dining hall and residence halls will not be in operation. Students who have problems securing housing during these vacations should contact the Dean of Student Services, Director for Residence Life, or a counselor. The dining hall will serve meals up to and including the noon meal on the day the vacation begins and will not serve again until the evening meal prior to classes resuming on the following day. The residence halls will close at 6:00 P.m. or 60 minutes after your last class on the day of the vacation period. They will normally reopen at 10:00 A.m. upon the return from vacation.

## XVI. GENERAL INFORMATION

### CAMPUS TELEPHONE NUMBERS

Below you will find campus office phone numbers which you may use in locating a certain major, academic, or service area

(All phone numbers use area code 717).

### TECHNICAL PROGRAM

#### FACULTY

##### Architectural Technology

2nd Year (Jana Belack).....299-7633

1st Year (Tedd Williams)..... 391-7217

##### Automotive Technology

2nd Year (Martin Christian)..... 299-7737

1st Year (Naaman Hedge)..... 299-7737

##### Business Administration

2nd Year (Danielle Fox).....299-7614

1st Year (Elizabeth Wagman)..... 391-3521

##### Cabinetmaking & Wood Technology

2nd Year (Rob Tobias).....391-7205

1st Year (Stephen Latta)..... 299-7733

##### Carpentry Technology

2nd Year (Dan McCord).....299-7323

2nd Year (Andrew Snively)..... 299-7323

1st Year (Tim Draper)..... 299-7724

1st Year (Dan Noel)..... 299-7783

##### Collision Repair Technology

2nd Year (Steven Johnston).....391-3533

1st Year (Jason Weiler)..... 299-7739

##### Computer Integrated Machining

2nd Year (Ronald Schwartz).....391-6956

1st (Jared Keim)..... 295-7813

1st Year Instructor (Kyle Young)299-7736

##### Computer & Network Systems

##### Administration

2nd Year (Jameson McFarlane)391-6939

1st Year (Tim Headings)..... 391-6963

##### Computer Software Engineering

##### Technology

2nd Year (Arafat Hassan).....391-7203

1st Year (Mainul Chowdhury).... 391-7203

1st Year (Fahim Shams)..... 391-7203

##### Electrical Technology

2nd Year (Brian Kochan)..... 299-7743

2nd Year (Fred Bube).....391-6960

1st Year (Jon Kramer).....391-6951

1st Year (Andrew Jacobs)..... 299-7738

##### Construction Electrician

(Michael Oxenford).....391-7208

##### Electronic Engineering Technology

2nd Year (Bruce Schreiner).....299-7786

1st Year (Thomas Evans) .....299-7699

##### Electro Mechanical Technology

2nd Year (Daniel Rodgers)..... 391-7212

1st Year (Don Dagen)..... 391-7211

##### Engineering CAD Technology

2nd Year (Donald L. Hart)..... 391-7215

1st Year (James R. Knapp Sr.).... 391-7214

##### Graphic Communications & Printing

##### Technology

2nd Year (Mike Brady).....299-7767

1st Year (Megan Zettlemoyer) ...299-7768

##### Heating, Ventilation, Air Conditioning & Refrigeration

2nd Year (Ty Christman) ..... 391-3526

2nd Year (Barry Walters) ..... 299-7797

1st Year (Bart Heagy).....391-3542

1st Year (Matthew Bixler) .....391-3542

1st Year (Tim Strunk).....391-3541

##### Masonry Construction Technology

2nd Year (Chad Hummel) ..... 299-7735

1st Year (Michael Gardner) .....391-3539

##### Mechanical Engineering Technology

2nd Year (Christopher Way) .....299-7697

1st Year

(Amy Jo Mumma-Frank) .....299-7709

##### Metals Fabrication & Welding

##### Technology

2nd Year (Christopher Unruh).....299-7766

2nd Year (Stacy Gillis)..... 391-6968

1st Year (Joseph Battle)..... 391-6954

1st Year (James Stewart)..... 391-7219

##### Plumbing Technology

2nd Year (Vince Skimski).....391-6952

1st Year (Kemon Papadimitrou).....

299-7765

##### Residential Remodeling Technology

2nd Year (Charlie Byers) .....391-3545

1st Year (Loren Bishop).....391-6955

##### Water & Environmental Technology

2nd Year (Heath Edelman)..... 391-6948

1st Year (Shannon Butler) ..... 391-7229

##### Welding Technology

2nd Year (Jeffrey Swoyer).....391-6931

2nd Year (Joshua Seitzer) ..... 391-7233

1st Year (Michael Marino) .....391-6931

1st Year (Andrea Biesecker) .....391-7202

## GENERAL EDUCATION FACULTY

### Computer Information Systems

Tara Faro..... 391-3505

### Economics and Business Management

Heriberto Arjona..... 295-7819

### English

Marla Bucy ..... 299-7759

Patricia Meley ..... 299-7760

Dr. Lisa Marie Middendorf..... 391-7223

Ann Reading ..... 299-7703

Melissa Weathers..... 391-7209

### Math

Trina Hess..... 391-7239

Nora Othman ..... 391-3501

Renee Alshouse ..... 391-3520

Dr. Nasser Bogale..... 391-3515

### Physical Science

David Manning. .... 299-7692

### Science

Dr. Patricia McKinney..... 299-7238

### Sociology

Dr. Vincent Miles ..... 299-7763

## CAMPUS SECURITY

Main Number..... 606-1564

Security Cell# ..... 286-4607

Head of Security..... 717-891-0726

## RESIDENCE LIFE PHONES

Director Jason Kuntz..... 391-7322

### MAIN CAMPUS Residence Halls

#### Armstrong Hall (Men)

Director: Reggie Minter..... 391-7325

#### Bourne Hall (Men)

Director: Ginene McDowell..... 606-1542

#### Brenner Hall (Women)

Director: Ginene McDowell. .... 606-1542

#### Herrington Hall (Men)

Director ..... 391-7207

#### Metzger Hall (Women)

Director: Kelly Montgomery..... 299-7779

### Orange Street Residence Halls

2nd Fl. Director..... 391-7226

3rd Fl. Director:

Samantha Weekley ..... 391-7228

## SERVICE AREA PHONES

President ..... 299-7722

VP for Academic Affairs..... 391-1364

VP for Finance & Admin. .... 391-6947

Dean of Student Success. .... 391-3506

Dean of Student Services. .... 299-7752

Director of Residence Life..... 391-7322

Alumni Office & Foundation .... 295-9666

Assessment & Accountability..... 391-3595

Career Services..... 396-7188

College Development..... 391-7285

Counseling &

Accessibility Services..... 299-7408

Diversity, Equity & Inclusion..... 391-1365

Employment (Student) ..... 299-7752

Enrollment Services ..... 537-0641

Financial Aid ..... 391-3510

Athletic Director. .... 299-7752

Food Services..... 299-7740

Information ..... 299-7730

Intramurals..... 391-1349

Learning Resources Center ..... 299 7753

Lost and Found..... 299-7730

Maintenance..... 299-7782

Marketing/Public Relations..... 299-7702

Medical Services..... 299-7769

Parking ..... 391-6947

Personnel..... 391-6935

Purchasing ..... 299-7787

Receiving..... 299-7781

Registrar ..... 391-7231

Security (Multipurpose

Activity Center)..... 396-7165

Security (Orange Street)..... 606-1564

Student Services ..... 299-7752

Student Payroll..... 391-3518

Student Transcripts..... 299-7796

Veterans Information ..... 299-7793

# STEVENS SUCCESS STRATEGIES

## #1 CAREER PLANNING TIMELINE AT TSCT

### 1st Year Student - First Semester

- Take time to review the My Career Services page of the college portal found under the “Student Services” tab here: [https://my.stevenscollege.edu/ICS/Students/My\\_Career\\_Services.jnz](https://my.stevenscollege.edu/ICS/Students/My_Career_Services.jnz)  
(Note: you must be logged in to view this page).
- Attend one of the Internship Workshops offered in October to get prepared for your summer internship.
- Prepare a resume (samples by program major available on the **My Career Services** page of the portal).
- Begin thinking about where you may wish to intern during the summer between your 1st and 2nd year of college.
- Get involved in a campus club or activity.

### 1st Year Student - Second Semester

- Complete a job shadow(s) over winter break.
- Have résumé edited and finalized (including reference sheet).
- Register with **College Central Network** (our job posting website) and upload your resume (available on the **My Career Services** page of the portal).
- Research summer jobs.
- Attend one or more of the College’s job fairs throughout the year.
- Follow-up with all employers visited at the Job Fair.
- Contact companies and apply for summer employment/internship.
- Attend Mock Interviews (available through the Career Services office).

### 2nd Year Student - First Semester

- Update resume after completing summer internship – upload new version onto **College Central Network**.
- Collect letters of reference from

supervisors, teachers, coaches...

- Attend Mock Interviews (available through the Career Services office).
- Practice interviewing (interviewing tools can be found on the My Career Services page of the portal)

### 2nd Year Student - Second Semester

- Prepare for upcoming job fairs (utilize all tools available to you via the My Career Services page of the portal to successfully navigate each job fair event).
- Finalize résumé and have someone edit it for you to be sure it is free from mistakes.
- Follow up with all employers visited during any job fair events you attend.
- Attend Mock Interviews (available through the Career Services office).
- Practice interviewing (interviewing tools can be found on the **My Career Services** page of the portal)
- Apply for open positions!

## **STEVENS SUCCESS STRATEGIES**

### **#2 COLLEGE ISN'T LIKE A JOB... OR IS IT?**

**Stevens prepares students for employment. What employers expect of their employees is what faculty expects of their students.**

**Students and Employees are expected to:**

- Come to class and work every day...on time.
- Make smart decisions.
- Follow directions.
- Concentrate on their work and care about the quality of their work.
- Read, write, and calculate well.
- Be cooperative.
- Have a positive attitude.
- Recognize problems and find solutions.
- Finish a job when they are supposed to without sacrificing quality.
- Be honest and dependable.
- Take the lead and work hard.
- Communicate well and get along with other people - especially customers, guests, fellow workers, supervisors, and instructors.
- Dress properly and practice good grooming.

## STEVENS SUCCESS STRATEGIES

### #3 CONFLICT RESOLUTION (RETHINK)

#### **Recognize when you are angry...**

Recognize when you are feeling angry and when anger is a cover-up for other feelings like fear, shame, stress, fatigue, or embarrassment.

- What are you thinking about when you are angry?
- Who is angry? You or the other person?
- What is the cause of your anger?
- What is the cause of the other person's anger?

#### **Empathize and see the other person's point of view...**

What is the other person, feeling, thinking, experiencing? Can you remember having the same feeling?

- If you were in the other person's shoes, how would you feel?
- Can you think of a few reasons the other person did what he/she did—other than intentionally wanting to hurt you?

#### **Think about what gets you angry...**

Often anger comes from the way we look at things.

- Can the situation be viewed in a different way?
- Is there humor in the situation?
- What can you tell yourself to change how you feel?

#### **Notice how your body feels when you are angry...**

When you are angry do you experience increased heart rate, change in breathing, headache, upset stomach, or tension in your muscles? What helps you to calm down?

- What is your heart doing when you are angry?
- What does your neck feel like when you are angry?
- Do you know how to relax your body? Do you know the type of exercises that will make you feel better?

- What does your head feel like when you are angry?

Do you know that it is OK to walk away when someone else is losing control?

#### **Keep the conversation in the present...**

Keep your attention on the present problem. Don't bring up old grudges.

Focus on the action that is causing the problem. Talk about that problem and the possible solutions.

- Do you know how to avoid opening old wounds?
- Do you know how to forgive and forget?
- Why do you think it is important to forgive and forget?
- Do you know what it means to "pick your battles carefully"?
- Do you know how to control yourself so you don't bring up hurts and problems that were left unresolved in the past?

## STEVENS SUCCESS STRATEGIES

### #4 FINANCIAL PLANNING

Regardless of where your money comes from—jobs, loans, parents—and how good you are at budgeting your money as a college student, you still need to plan in advance to avoid the typical college student scramble. (The student scramble is when college students go through their clothing, car seats, dorm floor, etc., to locate enough money to pay for the pizza they just ordered.) To avoid this and other money problems, students need to be proactive in planning, budgeting and cost cutting as soon as possible. Below are some tips to consider!

- Create a monthly budget. Make sure there is more money in the “in” (or income) column than the “out” (expenses) column or you need to make cuts.
- List what money comes in (income) and list what money goes out (expenses) monthly. Indicate those that can change week-to-week and those that are always the same. Rank them in order of importance.
- Determine what expenses are unnecessary items or how you can reduce cost if needed.
- Open a checking and savings account. This will reduce the amount of cash lying around. Cash in hand is easier to spend than when in the bank.
- Limit credit card use and pay off immediately. If you don't have the funds to do this, then don't spend it!
- Consider a part-time job on weekends or weekdays if needed. CAUTION: Don't forget that you are a student and need time to study and do your homework.
- Maintain your car to limit major problems.
- Wait to make that purchase that you “need” in your mind but in reality can wait to buy until after college. Things

like flat-screen TVs and car stereos can wait.

- Utilize your discount stores, clearance aisles and garage sales to buy items that cannot wait.
- Stick to the budget! After you make your reductions and cuts, make sure you stick with the plan!

## **STEVENS SUCCESS STRATEGIES**

### **#5 WHEN TO SEEK COUNSELING SERVICES**

The number of college students reporting difficulties with depression, anxiety, and social anxiety has increased significantly. Many students arrive on campus feeling uncertain, and unprepared to cope with the stress of college life.

The transition to college presents new ideas, new experiences, new expectations, change, and growth. Stress is a naturally occurring response to transition. For some students this transition and the related stress is more easily managed if they seek help from a counselor to develop coping strategies. In fact, talking about situations in the early stages, sometimes keeps small problems from becoming unmanageable and overwhelming. Counseling allows students to freely express their concerns and explore solutions that reflect their values and personal goals so that they can be successful in college and in life.

A student who is experiencing any of the following should consider seeing a counselor:

- Unmanageable anxiety or fear
- Uncontrollable emotions
- Feelings of hopelessness, sadness, or depression
- Increased or ongoing stress
- Feeling overwhelmed
- Difficulty concentrating or making decisions
- Rage or excessive anger
- Difficulty in getting along with others
- Conflicts marriage, family, relationships, work or school
- Low self-esteem
- Reliance on alcohol or drugs
- Changes in eating or sleeping patterns
- Chronic physical problems where no organic or medical cause can be found
- Any symptom or problem that feels out of your control and is creating difficulties in your daily life
- Difficulties with social interaction and expectations



## **When and How to Refer Another Student to Counseling**

Students may notice the above problems in their peers and want to help. Students may want to help a friend who confides in them, but not know what to do. The following are some examples of difficult and concerning behavior, with suggested tips to handle and refer:

### **Student Experiencing Anxiety or Panic Attack**

Uncertainty about expectations, interpersonal conflicts can contribute to feelings of anxiety. Students may feel overwhelmed, inadequate, and frightened. Panic attacks are characterized by an inability to move, dizziness, hyperventilation, tunnel vision, chest pain, nausea, hot/cold flashes, sweating, sensation of tingling, burning or prickling of skin, extreme need to leave situation, or fight, de-realization which may appear like shock. Allowing the person to sit in a quiet space, being calm and reassuring, offering water, and helping them to slow their breathing is helpful. Do not overwhelm the student with suggestions or information, but do encourage them to seek help after they have regained composure.

### **Depression**

Many students will experience a down period, but when this state of mind remains, with an inability to manage day to day, there is greater concern. Symptoms may include feelings of worthlessness, low self-esteem, and inadequacy, lethargy, and disinterest in daily activities. It is important to let the student know you are concerned. Encourage the student to express feelings, and ask about suicide if it may be a possibility. Do not dismiss or minimize feelings by saying things that contradict the student's feelings in an attempt to make them feel better. Do not offer advice or solutions.

Even if you are asked not to tell anyone, it is imperative that the counselor knows about students who are depressed. Students cannot assess level of risk, and letting the appropriate staff know could save a life.

### **Student demonstrating odd or aggressive behavior**

Students may find themselves interacting with students who due to extreme stress, substance use, or illness may demonstrate the following characteristics: verbally abusive, agitated, suspicious, out of touch with reality. Remain calm, and express concern for the person. Do not escalate the situation by arguing, shouting, responding in a hostile tone, or demanding an explanation. Do not try to reason with the person, or make physical contact. Take care of yourself, assess your safety and report the student to Security, Residence life Director, Dean of Student Services, Counseling, or any nearby staff, if needed. Security can be reached by using any of the red phones on campus.

### **Key phone numbers**

Security on Orange	717-391-7225
Security on Main	717-396-7165
Student Services	717-299-7794
Residence Life	717-391-7322
Counseling Office	717-299-7408

Counseling services are free and confidential. Services are offered in accordance with the Commonwealth of Pennsylvania policy of non-discrimination based on race, color, national origin, sex, age, sexual preference, disability, religion, ancestry or any other legal classification.

## STEVENS SUCCESS STRATEGIES

### #6 HOW TO BE A RESPONSIBLE PERSON (AND FEEL GREAT)

#### **When You Agree To Do Something, Do It**

If you let people down, they will stop believing you. When you follow through on your commitments, people take you seriously. Many college assignments and work projects require a team effort.

When one person does not do his/her part the team loses and businesses can fail.

#### **Answer For Your Own Actions**

Don't make excuses or blame others for what you do. When you take responsibility for your actions, you are saying, "I am the one who's in charge of my life."

#### **Take Care Of Your Own Matters**

Don't rely on parents, peers, or other adults to remind you when you're supposed to be somewhere, what you're supposed to bring, or what you are supposed to do. Take responsibility.

#### **Be Trustworthy**

If someone trusts you to borrow or take care of something, take care of it. If somebody tells you something in confidence, keep it to yourself. It's important for people to know they can count on you.

#### **Always Use Your Head**

Think things through and use good judgment. Consider the effect that a behavior or decision will have on others, your future, your college, your employer.

#### **Don't Put Things Off,**

**When You Have A Job To Do, Do It** Doing things on time helps you take control of your life and shows that you can manage your own affairs. Delaying your contribution to a project can affect job quality and increase costs.

Employers are looking for responsible employees. Stevens serves students who are motivated to learn. The responsible employee and student have similar characteristics. These are individuals who are punctual, focused on their job, who work efficiently, strive for high quality, challenge themselves to learn more, and who seek success.

Taking responsibility is a key factor in your future success.

# STEVENS SUCCESS STRATEGIES

## #7 FIRST YEAR STUDENT SURVIVAL SKILLS

### **Be Prompt and Punctual**

Plan to arrive on campus early for registration and orientation. Plan to arrive for class before the class starts. Commuters need to consider driving time, traffic, and weather as frequent tardiness will cost grade points and possibly failure or a need to drop a course.j

### **Make sure your alarm clock is set and working!**

### **Manage Your Money**

Open a local bank account; try to pay bills ahead of time with money earned over the summer. Financial Aid is not distributed the first day of school. You will need cash on hand for several weeks prior to getting some types of aid.

### **Start a Filing System for Important Papers**

Read and keep all Stevens correspondence/paperwork mailed to your home. DO NOT dump all correspondence, phone calls and contact with College on your parents.

They are no longer responsible for your education - YOU are!

### **Use a Monthly Planner**

Learn to schedule and manage time, documenting important appointments, phone numbers, assignments, tests, etc.

### **Expect to Attend ALL Classes as Scheduled**

Arrange any planned trips or appointments for times outside your scheduled class time during the

academic year.

### **Plan to be Responsible for Your Education**

Find and read your student handbook, your college catalog, your schedule, your agreement of admission, and most importantly your TEXTBOOKS.

### **Expect to Use a Computer**

Be prepared to access e-mail for campus information, appointments, schedule changes, grades, etc. All writing assignments should be typed.

### **Get Involved**

Campus Life does not just happen to you; your college experience is as a good as you make it.

### **Get to Know Important People**

Director of Financial Aid, Registrar, your advisor, instructors, resident hall advisor, counselor, tutor, and roommate are just a few.

### **Attitude**

Arrive with a positive outlook and a desire to learn. ASSUME that you know nothing and ask about everything to make sure you understand what is expected. There are NO dumb questions.

### **Expect to Study Every Night**

A basic rule is two hours of study for every one hour of class time.

### **Plan to Use the Tutorial Labs**

Labs are open weekday afternoons and/or evenings. Instructors expect students to seek the help they need.

**You are not in high school anymore.**

**You have just started your career.**

Your relationships with peers,  
administrators, faculty, and staff;  
participation in extracurricular activities;  
and your performance in the classroom  
ALL contribute to future success in the  
workforce.

## STEVENS SUCCESS STRATEGIES

### #8 TEST TAKING TIPS

- Prior to the test, budget your time, allowing sufficient time to study and prepare.
  - Go to test reviews. Pay attention to any hints the instructor may provide. Take careful notes and ask questions when you are confused.
  - Make sure that you attend class right before the test to gather any other instructor hints.
  - Review material from previous tests, homework, sample problems, the textbook, and class notes—anything that might be included on the test.
  - Eat before taking a test; having food in your stomach will give you energy and help you focus, but make sure to avoid heavy foods which can make you groggy.
  - Don't pull an all-nighter! Get at least three hours of sleep before the test.
  - Organize the study information onto a sheet that can be quickly reviewed many times, as this makes it easier to retain key concepts.
  - Try to show up at least five minutes before the test starts.
  - Set your alarm and have a backup alarm as well.
  - Go to the bathroom before walking into the exam room.
  - Bring at least two pencils/pens with good erasers, calculator with enough batteries, and any other resources permitted by your instructor.
  - Bring a watch so that you can pace yourself.
  - Keep a positive attitude through the whole test.
  - Try to stay relaxed. If you start to get tense or nervous, take a few deep breaths to relax.
  - Keep your eyes on your own paper.
- You don't want to appear to be cheating and cause unnecessary trouble for yourself.
- Do not talk to your classmates during the test.
  - When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.
  - Do the easiest problems first. Don't stay on any problem too long.
  - First complete questions with the greatest value points.
  - Don't rush, pace yourself, read the entire question, and look for key words.
  - Ask the instructor for clarification if you don't understand the instructions or questions.
  - Write legibly. If the grader can't read what you wrote, he/she will most likely mark it wrong.
  - Read the whole question carefully. Don't make assumptions about what the question might be.
  - If you don't know an answer, skip it. Go on with the rest of the test and come back to it later. Other test questions may provide clues.
  - Don't worry if others finish ahead of you.
  - Focus only on your test.
  - When you are finished, look over your test and make sure that you have answered all the questions. Watch for careless mistakes.
  - Only change an answer if you misread or misinterpreted the question.
  - Check to make sure you have your first and last name on the test.

## Notes

[illegible]

[illegible]

## Notes

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# **WEEKLY PLANNER**

Fall 2021 - Spring 2022

# August 15 - 21

**Sunday, August 15**

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**Monday, August 16**

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**Tuesday, August 17**

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**Wednesday, August 18**

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**Thursday, August 19**

New Student Orientation

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**Friday, August 20**

New Student Orientation

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**Saturday, August 21**

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**NOTES**

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# August 22 – August 28

**Sunday, August 22**

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**Monday, August 23**

Fall Classes Begin  
- Drop/Add Begins

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**Tuesday, August 24**

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**Wednesday, August 25**

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**Thursday, August 26**

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**Friday, August 27**

Drop/Add Ends

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**Saturday, August 28**

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**NOTES**

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# August 29 - September 4

**Sunday, August 29**

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**Monday, August 30**

Class in Session

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**Tuesday, August 31**

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**Wednesday, September 1**

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**Thursday, September 2**

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**Friday, September 3**

Fall Semester Officially  
Enrolled Census Date

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**Saturday, September 4**

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**NOTES**

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# September 5 - 11

**Sunday, September 5**

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**Monday, September 6**  
Holiday - College Closed

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**Tuesday, September 7**

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**Wednesday, September 8**

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**Thursday, September 9**

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**Friday, September 10**

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**Saturday, September 11**

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**NOTES**

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# September 12 - 18

**Sunday, September 12**

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**Thursday, September 16**

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**Monday, September 13**

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**Friday, September 17**

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**Tuesday, September 14**

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**Saturday, September 18**

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**Wednesday, September 15**

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**NOTES**

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# September 19 - September 25

**Sunday, September 19**

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**Monday, September 20**

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**Tuesday, September 21**

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**Wednesday, September 22**

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**Thursday, September 23**

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**Friday, September 24**

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**Saturday, September 25**

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**NOTES**

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# September 26 - October 2

**Sunday, September 26**

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**Thursday, September 30**

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**Monday, September 27**

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**Friday, October 1**

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**Tuesday, September 28**

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**Saturday, October 2**

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**Wednesday, September 29**

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**NOTES**

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# October 3 - 9

**Sunday, October 3**

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**Monday, October 4**

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**Tuesday, October 5**

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**Wednesday, October 6**

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**Thursday, October 7**

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**Friday, October 8**

Review/Approval of Spring  
Schedule

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**Saturday, October 9**

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**NOTES**

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# October 10 - 16

## HOMECOMING WEEK

**Sunday, October 10**

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**Thursday, October 14**

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**Monday, October 11**

No Classes

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**Friday, October 15**

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**Tuesday, October 12**

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**Saturday, October 16**

Homecoming

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**Wednesday, October 13**

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**NOTES**

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# October 17 - 23

**Sunday, October 17**

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**Monday, October 18**

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**Tuesday, October 19**

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**Wednesday, October 20**

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**Thursday, October 21**

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**Friday, October 22**  
Mid-Term Grades Due

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**Saturday, October 23**  
Open House

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**NOTES**

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# October 24 - 30

**Sunday, October 24**

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**Thursday, October 28**

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**Monday, October 25**

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**Friday, October 29**

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**Tuesday, October 26**

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**Saturday, October 30**

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**Wednesday, October 27**

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**NOTES**

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# October 31 - November 6

**Sunday, October 31**

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**Monday, November 1**

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**Tuesday, November 2**

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**Wednesday, November 3**

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**Thursday, November 4**

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**Friday, November 5**

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**Saturday, November 6**

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**NOTES**

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# November 7 - 13

**Sunday, November 7**

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**Thursday, November 11**

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**Monday, November 8**

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**Friday, November 12**

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**Tuesday, November 9**

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**Saturday, November 13**

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**Wednesday, November 10**

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**NOTES**

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# November 14 - 20

## Sunday, November 14

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## Monday, November 15

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## Tuesday, November 16

Sophomore Registration for Spring 2022

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## Wednesday, November 17

Freshman Registration for Spring 2022

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## Thursday, November 18

Pre-Major Registration for Spring 2022

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## Friday, November 19

Fall Break – No Classes

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## Saturday, November 20

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## NOTES

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# November 21 - November 27

**Sunday, November 21**

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**Monday, November 22**

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**Tuesday, November 23**

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**Wednesday, November 24**

Deadline to Withdraw from  
Courses without Penalty

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**Thursday, November 25**

Fall Break Begins - No Classes

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**Friday, November 26**

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**Saturday, November 27**

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**NOTES**

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# November 28 - December 4

**Sunday, November 28**

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**Monday, November 29**

Last Day of Fall Break  
Student Academic Opinion  
Survey

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**Tuesday, November 30**

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**Wednesday, December 1**

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**Thursday, December 2**

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**Friday, December 3**

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**Saturday, December 4**

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**NOTES**

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# December 5 - 11

**Sunday, December 5**

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**Thursday, December 9**

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**Monday, December 6**

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**Friday, December 10**

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**Tuesday, December 7**

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**Saturday, December 11**

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**Wednesday, December 8**

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**NOTES**

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# December 12 - 18

**Sunday, December 12**

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**Monday, December 13**

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**Tuesday, December 14**

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**Wednesday, December 15**

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**Thursday, December 16**

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**Friday, December 17**

Classes End

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**Saturday, December 18**

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**NOTES**

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# December 19 - 25

**Sunday, December 19**

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**Thursday, December 23**

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**Monday, December 20**

Grades Due at 12 Noon

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**Friday, January 24**

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**Tuesday, December 21**

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**Saturday, January 25**

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**Wednesday, December 22**

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**NOTES**

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# December 26 - January 1

**Sunday, December 26**

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**Thursday, December 30**

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**Monday, December 27**

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**Friday, December 31**

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**Tuesday, December 28**

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**Saturday, January 1**

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**Wednesday, December 29**

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**NOTES**

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# January 2 - 8

**Sunday, January 2**

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**Thursday, January 6**

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**Monday, January 3**

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**Friday, January 7**

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**Tuesday, January 4**

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**Saturday, January 8**

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**Wednesday, January 5**

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**NOTES**

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# January 9 - 15

**Sunday, January 9**

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**Monday, January 10**

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**Tuesday, January 11**

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**Wednesday, January 12**

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**Thursday, January 13**

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**Friday, January 14**

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**Saturday, January 15**

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**NOTES**

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# January 16 - 22

**Sunday, January 16**

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**Thursday, January 20**

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**Monday, January 17**

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**Friday, January 21**

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**Tuesday, January 18**  
Spring Orientation

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**Saturday, January 22**

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**Wednesday, January 19**  
Spring Classes Begin - Drop/  
Add Begins

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**NOTES**

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# January 23 - 29

**Sunday, January 23**

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**Thursday, January 27**

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**Monday, January 24**

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**Friday, January 28**

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**Tuesday, January 25**

Drop/Add Ends

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**Saturday, January 29**

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**Wednesday, January 26**

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**NOTES**

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# January 30 - February 5

**Sunday, January 30**

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**Thursday, February 3**

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**Monday, January 31**

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**Friday, February 4**

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**Tuesday, February 1**

Spring Semester Officially  
Enrolled Census Date

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**Saturday, February 5**

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**Wednesday, February 2**

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**NOTES**

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# February 6 - 12

**Sunday, February 6**

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**Monday, February 7**

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**Tuesday, February 8**

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**Wednesday, February 9**

Career Fair

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**Thursday, February 10**

Career Fair

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**Friday, February 11**

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**Saturday, February 12**

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**NOTES**

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# February 13 - 19

**Sunday, February 13**

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**Thursday, February 17**

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**Monday, February 14**

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**Friday, February 18**

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**Tuesday, February 15**

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**Saturday, February 19**

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**Wednesday, February 16**

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**NOTES**

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# February 20 - 26

**Sunday, February 20**

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**Monday, February 21**  
No Classes

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**Tuesday, February 22**

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**Wednesday, February 23**

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**Thursday, February 24**

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**Friday, February 25**

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**Saturday, February 26**

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**NOTES**

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# February 27 - March 5

**Sunday, March 7**

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**Thursday, March 11**

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**Monday, March 8**

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**Friday, March 12**

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**Tuesday, March 9**

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**Saturday, March 13**

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**Wednesday, March 10**

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**NOTES**

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# March 6 - 12

**Sunday, March 6**

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**Monday, March 7**

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**Tuesday, March 8**

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**Wednesday, March 9**

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**Thursday, March 10**

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**Friday, March 11**

Review/Approval of Fall  
Schedule

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**Saturday, March 12**

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**NOTES**

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# March 13 - 19

## SPRING BREAK WEEK

**Sunday, March 13**

Spring Break - No Classes

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Spring Break - No Classes

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**Monday, March 14**

Spring Break - No Classes

CORE Survey

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**Friday, March 18**

Spring Break - No Classes

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**Tuesday, March 15**

Spring Break - No Classes

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**Saturday, March 19**

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**Wednesday, March 16**

Spring Break - No Classes

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**NOTES**

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**Thursday, March 17**



# March 20 - 26

**Sunday, March 20**

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**Monday, March 21**

Mid-Term Grades Due - 12  
Noon

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**Tuesday, March 22**

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**Wednesday, March 23**

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**Thursday, March 24**

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**Friday, March 25**

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**Saturday, March 26**

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**NOTES**

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# March 27 - April 2

**Sunday, March 27**

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**Monday, March 28**

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**Tuesday, March 29**

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**Wednesday, March 30**

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**Thursday, March 31**

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**Friday, April 1**

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**Saturday, April 2**

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**NOTES**

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# April 3 - 9

**Sunday, April 3**

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**Monday, April 4**

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**Tuesday, April 5**

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**Wednesday, April 6**

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**Thursday, April 7**

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**Friday, April 8**

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**Saturday, April 9**

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**NOTES**

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# April 10 - 16

**Sunday, April 10**

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**Thursday, April 14**

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**Monday, April 11**

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**Friday, April 15**

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**Tuesday, April 12**

Currently Enrolled Pre-Major/  
Freshman Registration for Fall  
2022 & Summer

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**Saturday, April 16**

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**Wednesday, April 13**

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**NOTES**

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# April 17 - 23

**Sunday, April 17**

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**Monday, April 18**  
No Classes

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**Tuesday, April 19**

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**Wednesday, April 20**

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**Thursday, April 21**

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**Friday, April 22**  
Deadline to Withdraw from  
Courses without Penalty

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**Saturday, April 23**

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**NOTES**

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# April 24 - 30

**Sunday, April 24**

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**Thursday, April 28**

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**Monday, April 25**

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**Friday, April 29**

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**Tuesday, April 26**

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**Saturday, April 30**

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**Wednesday, April 27**

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# May 1 - 7

**Sunday, May 1**

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**Monday, May 2**

Student Academic Opinion  
Survey

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**Tuesday, May 3**

Awards Banquet

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**Wednesday, May 4**

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**Thursday, May 5**

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**Friday, May 6**

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**Saturday, May 7**

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# May 8 - 14

**Sunday, May 8**

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**Thursday, May 12**

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**Monday, May 9**

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**Friday, May 13**

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**Tuesday, May 10**

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**Saturday, May 14**

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**Wednesday, May 11**

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# May 15 - 21

**Sunday, May 15**

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**Monday, May 16**

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**Tuesday, May 17**

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**Wednesday, May 18**

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**Thursday, May 19**

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**Friday, May 20**

Classes End

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**Saturday, May 21**

Commencement - 1 PM

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**NOTES**

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# May 22 - 28

**Sunday, May 22**

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**Thursday, May 26**

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**Monday, May 23**

Grades Due - 12 Noon

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**Friday, May 27**

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**Tuesday, May 24**

Course Assessments Due

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**Saturday, May 28**

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**Wednesday, May 25**

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# Thaddeus Stevens

College of Technology

[www.StevensCollege.edu](http://www.StevensCollege.edu)

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