

# Thaddeus Stevens College of Technology Office for Student Services

## Student Handbook Acknowledgment Form

The school handbook has been compiled to acquaint 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 willingness to comply with 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.
- Students are expected to attend every class. If a student is absent for 5 days they are subject to dismissal.
- 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.

**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: \_\_\_\_\_

# Thaddeus Stevens College of Technology

## Office for Student Services

### Search and Seizure – As stated in the Student Handbook

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 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 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 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. 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: \_\_\_\_\_

# 2017 - 2018 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 Betty Tompos, Affirmative Action Officer, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602.  
Phone: (717) 391 -6947.

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# 2018 - 2019 ACADEMIC CALENDAR

## FALL SEMESTER 2018

August 15 - New Faculty Orientation  
August 16 - 17 Faculty Professional Development  
August 17 - NOCTI /ASE Pretesting - Freshmen  
August 20 - Fall Classes Begin & Drop/Add Begins  
August 21 - Change of Major Deadline  
August 24 - Drop/Add ends for General Studies  
August 27 - Sept 7 ETS Pretesting - Freshmen in POS and Pre-Major  
August 31 - Fall Semester Officially Enrolled Census Date  
September 3 - Holiday - College Closed  
September 13 - Scholarship Dinner  
September 28 - Review/Approval of Spring Schedule  
October 8 - Faculty/Staff Development - No Classes  
October 15 - October 20 Homecoming Week  
October 19 Mid - Term Grades Due by 12 Noon via College Portal  
October 20 - Open House/Homecoming  
October 30 - Dec 1 Sophomore Registration for Spring 2019  
October 31 - Dec 1 Freshman Registration for Spring 2019  
November 1 - Dec 1 Pre - Major Registration for Spring 2019  
November 21 - Deadline to Withdraw from Courses without Penalty  
November 22 - Nov 26 Fall Break - No Classes  
December 3 - Dec 14 Student Academic Opinion Survey Window  
December 14 - Classes End  
December 17 - Grades Due - 12 Noon via College Portal  
December 18 - Course Assessments due in Office of Assessment

## SPRING SEMESTER 2019

January 2 - 4 Spring Orientation  
January 3 - ETS Pretesting (Spring entering Academics Only, POS & Pre-Majors)  
January 7 - Spring classes begin - Drop/add begins  
January 11 - Drop/add ends  
January 18 - Spring Semester Officially Enrolled Census Date  
January 21 - Holiday - No Classes  
January 16 - January 30 NOCTI/ASE Pretesting (Spring Entering Pre-Majors & POS )  
February 14 - Career/Job Fair  
February 18 - Faculty/Staff Development No Classes  
February 25 Review/Approval of Fall Schedule  
March 4 - 8 Spring Break - No Classes  
March 11 Mid - Term Grades Due by 12 Noon via College Portal  
March 12 - April 12 CORE Survey  
March 14 - Emeritus Receptions @ 10:00 a.m.  
April 2 - May 3 Currently Enrolled Pre-Major/ Freshman Registration for Summer and Fall 2019  
April 6 - Spring Open House  
April 12 - Deadline to Withdraw from Courses without Penalty  
April 15 - April 19 ETS Post - Testing (Sophomores & Certificate Programs)  
April 16 - Sports Banquet  
April 22 - Faculty/Staff Development - No Classes  
April 22 - May 8 Student Academic Opinion Survey Window  
April 23 - April 29 NOCTI Post - Testing (Sophomores & Certificate Programs)  
April 27 - Alumni Banquet  
April 30 - Awards Banquet  
May 1 - ASE Post - Testing (CORT Sophomores)  
May 2 - ASE Post - Testing (AUTO Freshmen)  
May 3 - ASE Post - Testing (AUTO Sophomores)  
May 8 - Classes End  
May 11 - Commencement - 1:00p.m.  
May 13 - Grades Due -- 12 Noon via College Portal  
May 14 - Course Assessments due in Office of Assessment

## I. INTRODUCTION

Welcome to Thaddeus Stevens College! You are now one of the over 1,000 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, its regulations, and its methods of operation.

We will do all that we can to guarantee your success as a citizen 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 "Ask Joe" feature or Complaints & Grievances 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

Thaddeus Stevens College of Technology educates Pennsylvania's economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever changing workforce and for full effective participation as citizens.

## 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:**

DR. WILLIAM GRISCOM

Oversees operation of the College.

**First Floor Mellor Hall  
Phone: 717-299-7722**

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

DR. ZOANN PARKER

Supervises academic/technical staff.

Contact person for industry members and curriculum inquiries.

**First Floor Mellor Hall  
Phone: 717-299-7793**

### **VICE PRESIDENT FOR FINANCE & ADMINISTRATION:**

BETTY TOMPOS

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

**First Floor Mellor Hall  
Phone: 717-391-6947**

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

DR. CHRIS METZLER

Responsible for student discipline;

Residence Life; Women's Center; Schwalm

Student Center; extra-curricular activities;

and intercollegiate athletics.

**First Floor Mellor Hall  
Phone: 717-299-7794**

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

MICHAEL DEGROFT

Responsible for admissions and registrar functions of the college.

**Hartzell Building  
Phone: 717-391-3506**

**College Development Office  
Phone: 717-391-7285**

### **DIRECTOR OF THADDEUS STEVENS FOUNDATION:**

ALEX MUNRO

All charitable donations whether they be cash or gifts in kind are handled by the Thaddeus Stevens Foundation. The Foundation works intently in promoting philanthropy and works one-on-one with potential donors in developing wills, trusts, estate planning, and annuities. The Foundation conducts capital campaigns and fundraising for special campus projects and scholarships, and hosts events for the cultivation and recognition of donors. The Foundation also perpetuates the housing project through securing building sites.

**Thaddeus Stevens Alumni House  
Phone: 717-295-9666**

### **DIRECTOR OF THADDEUS STEVENS ALUMNI ASSOCIATION:**

ALEX MUNRO

Communicates with nearly 7,000 alumni, publishes "The Tower" quarterly newsletter and conducts special events of the Alumni Association including special reunions, a spring alumni Awards Banquet, fall Homecoming and Car Show, and campus beautification projects.

**Thaddeus Stevens Alumni House  
Phone: 717-295-9666**

### **DIRECTOR OF FINANCIAL AID:**

MELISSA WISNIEWSKI

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: 717-391-6969**

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

VALDIJAH BROWN

Provides leadership and guidance in student support and retention. Additionally, this office provides under resourced students with guidance and oversight in an effort to ensure opportunity for collegiate success.

**Lower Level Branch Campus  
Phone: 717-391-7299**

### **DIRECTOR OF THE ACADEMIC CENTER:**

SHERI WRIGHT

Serves as Director for the Pre-Major Program. Facilitates student academic success through providing direct support,



supervising Academic Coaches, Peer Tutoring and Professional Tutoring Services.

**Hartzell Building**  
**Phone: 717-391-1375**

**DIRECTOR FOR RESIDENCE LIFE:**

JASON KUNTZ

Directs resident life operations.

**Second Floor MAC**  
**Phone: 717-391-7322**

**COUNSELOR/ACCESSIBILITY  
COORDINATOR:**

DEBRA SCHUCH, LPC, NCC, ATR

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

**Hartzell Building**  
**Phone: 717-299-7408**

**DIRECTOR FOR ASSESSMENT &  
ACCOUNTABILITY:**

CHERYL LUTZ

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**

**DIRECTOR OF GRANTS:**

DEB STRUBEL

**Directs all fundraising development**

activities within the College's Advancement/Development Office. Plans, organizes, and manages the grant development functions of the College's Advancement Office, including overseeing all grant-seeking and grant stewardship for both the College and Thaddeus Stevens Foundation.

**College Development Office**  
**Phone: 717-391-7294**

**DIRECTOR FOR 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 Fair, and annual Graduate

Employment Survey. 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: 717-396-07188**

**DIRECTOR OF MARKETING & PUBLIC  
RELATIONS:**

ADAM AURAND

Responsible for the Marketing and Public Relations functions of the college including, but not limited to advertising, press materials, photography, portal, website, social media, sports information, digital signage, etc.

**Lower Level Mellor Hall**  
**Phone: 717-299-7702**

**COORDINATORS OF DIVERSITY, EQUITY  
& INCLUSION:**

JOE MORALES

Coordinates activities to provide an inclusive environment that celebrates diversity and fosters equity for all students. Activities include informative events, guest speakers, and opportunities for interaction and open dialogue.

**Schwalm, 3rd Floor**  
**Phone: 717-391-7123**

**COORDINATOR OF WOMEN'S CENTER/  
PREVENTION SPECIALIST:**

MARY ROSS

Responsible for coordinating campus events, speakers, community events, etc. for the Women's Center at Thaddeus Stevens College of Technology

**Lower Level Mellor Hall**  
**Phone: 717-391-3599**

**DIRECTOR OF THE KENNETH W.  
SCHULER LEARNING RESOURCES  
CENTER (LRC):**

SHARON McILHENNEY

Directs all aspects of library services, including reference and research, electronic resources, collection development, InterLibrary Loan, cataloging, and supporting student learning in academic and technical education.

**Library/LRC Building**  
**Phone: 717-299-7754**

## VI. NON-DISCRIMINATION

### NON DISCRIMINATION

The College's non discrimination policy states that "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."

The Pennsylvania Department of Education will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, age, sexual preference, disability, 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 Educational Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for challenged persons, should contact the Equal Education Opportunity Officer, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA (717) 126-0333. Phone: (717) 787-1953.

### PROCEDURE FOR REPORTING DISCRIMINATION

Students and employees who believe that they are being discriminated against with regard to any of the above should contact one of the following:

Title VI, race discrimination issue:

Chris Metzler: 299-7794

Metzler@stevenscollege.edu

Title IX, sex discrimination issue:

Betty Tompos, 391-6947,

Tompos@stevenscollege.edu

Section 504, physically-challenged discrimination issue:

Betty Tompos, 391-6947,

Tompos@stevenscollege.edu

These persons can inform individuals of their rights and the appropriate grievance procedure. Students who are exhibiting behavior that infringes on the rights of others or who are experiencing difficulties that may be a result of harassment or discrimination may have their situations reviewed by the Committee on Diversity and Equity. Students may approach any member of this committee to discuss their concerns or a committee member may approach a student. After the student meets with a committee member, it may be necessary to involve the Committee on Diversity and Equity to intervene or to develop a recommendation for action. A list of the members of this committee can be found on the portal in the Student Services Office. Confidentiality is stressed, and the student is apprised of all aspects of the process.

Cases involving Sexual Harassment and Sexual Assault follow the procedures outlined in the Code of Conduct section of the handbook.

Emergencies or services beyond routine care are referred to Lancaster General Hospital.

## VII. SAFETY INFORMATION

### CALL CAMPUS SECURITY FOR ANY AND ALL EMERGENCIES

Security personnel can respond most quickly and will initiate emergency procedures by dispatching emergency responders and contacting the administrators. If ever you are unsure who to call in serious emergency situations or for medical emergencies call 911 first, then call campus security.

#### Primary Emergency Contact Telephone Numbers:

Campus Security

Officer on Duty (Branch Campus 24/7)  
717-606-1564

Head of Campus Security 717-391-7210

### NON-EMERGENCY

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

There are licensed Registered Nurses on duty on Main Campus and on Branch Campus as follows:

#### Main Campus Health Office

Contact: Melissa Meshey, RN

First Floor Brenner Hall

7:30am - 4:00pm Monday - Friday

[Meshey@stevenscollege.edu](mailto:Meshey@stevenscollege.edu)

717-299-7769 Fax: 717-391-3561

#### Branch Campus Health Office

Contact: Marianne Topka, RN

First Floor

7:00am - 12:00pm Monday-Friday

[Topka@stevenscollege.edu](mailto:Topka@stevenscollege.edu)

717-606-1560

After 12pm students should see nurse on Main Campus. From 4:00pm to 7:00am, students report to the Director of Residence Life, a Residence Hall Advisor, or security.

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. There is a physician on site one day a week for injury or illness scheduled visits. These visits can be scheduled at either Branch or Main Campus Health Office's. These visits are by appointment only and are billed through your insurance carrier. If there is a co pay with the insurance that would be due at time of visit. 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 SHC 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 and Branch Campuses.
3. Personnel who are stationed, at times, in each residence hall for safety purposes.
4. Personnel who are stationed in the MAC.
5. Personnel who conduct motor patrols between Branch, Greenfield and Main Campuses.

These personnel are hired to help protect you, the campus, and residence halls against intruders and possible damage or thefts. Please treat them with courtesy; they are working for you. Be prepared to show your I.D. card if requested by the guard. The security personnel are under the supervision of the Vice President for Finance and Administration.

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 disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell 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 the evacuation. 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, non-governmental, 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). Regional or national 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 7 accreditation standards is evident in the policies, processes, and procedures that guide our institution in fulfilling its mission, values, and goals associated to and 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.

- **National Occupational Competencies Institute Assessment (NOCTI):** 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 pre-test exams that measure competencies of students newly enrolled in the Automotive and Collision Repair programs.
- **Automotive Service Excellence Student Certification (ASE):** 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:** Pre-test measures academic competencies in reading, writing, mathematics, critical thinking, humanities, social sciences, and natural sciences of students newly enrolled.
- **ETS Proficiency Profile Assessment:** 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):** On-Line 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 On-Line Survey:** Post graduate 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

### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The following is the policy of Thaddeus Stevens College to assure compliance with The Family Educational Rights and Privacy Act (FERPA).

### ADVANCED PLACEMENT

Advanced placement is designed to give students credit for the skills or competencies acquired prior to entering Stevens. Students who have completed advanced courses in high school, vocational/technical school, or as a part of military training may be eligible for advanced placement. Interested students should consult the Vice President for Academic Affairs, Mellor Hall. Eligibility will be determined based upon substantial evidence of prior experience of course work. Advanced placement is possible through testing and/or competency assessment determined by instructors in the appropriate subject area. Credit may be granted through examination, a portfolio assessment or the College Level Examination Program (CLEP). A fee may be required.

Students taking Pre-Major Math and Freshman Math classes (DMAT 030, Math 126 and Math 137) will be given a pre test final on the first day of class. Students who achieve an 85 or higher will be given credit for course and may then register for the next required math class according to their program of study.

Advanced credit is not used in calculating the student's cumulative 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 45 credits may be granted through non traditional credit evaluation (advanced placement or credit by exam).

Credit will only be granted to full time students in good standing after one semester of enrollment at Stevens. Any exceptions to this policy will be at the discretion of the Registrar and the Vice

President for Academic Affairs.

### CREDIT TRANSFER TO STEVENS

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 non 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

1. All academic advisors must meet with their advisees at least once during each registration period prior to selection of courses



2. All academic advisors evaluate their students' course selections ensuring that:
  - c. Students have met all prerequisites for the selected courses.
  - d. Courses selected are among the required courses of the students' particular technical programs.
  - e. Courses selected will allow students to meet minimum requirements for graduation.
3. Advisors are responsible for registering students 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. Students must see their advisor to obtain approval to schedule courses, drop, or add courses. Registration occurs once each semester, while the drop add period occurs during the first week of each semester.

All academic advisors ensure, assuming the schedule allows, that all failed or incomplete courses can be made up prior to graduation.

All academic advisors will approve or not approve courses for which a student registers via the college portal.

Academic advisors keep a record of all courses selected by their advisees.

4. Academic Center – In addition to assigned advisors, academic counseling is available at the Academic Center in the Hartzell Building 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 FOLLOW UP

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.

1. **NOTE:** 1st year student advisees should meet with their advisors at least twice during the first six weeks of the first semester.
2. 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:
  - a. Reporting sub standard educational performances into the Jenzabar Early Warning System and to the Director of the Academic Center for tutorial referencing.
  - b. Recommending counseling for any student who needs social or personal counseling that could be a factor in a sub standard academic performance.

## 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 or less than fully enrolled in their program of study if the program of study 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.

## 6. Academic Probation

- a. Any student who does not maintain an overall 2.0 cumulative GPA and a 2.0 cumulative average in his/her major at the end of any semester shall be placed on academic probation for the following semester (except as noted under 5d below).
- c. 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.

## 10. Academic Dismissal

- a. Decisions for academic dismissal shall be made by the Vice President for Academic Affairs. 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 of 1.0 at the end of a semester will be dismissed. Any student who earns a GPA between 1.0 and 1.49 at the end of a semester is liable for dismissal.
- e. Students dismissed from the College will be given the opportunity to be considered for readmission following one semester's absence from the College.
- f. Students that fail per-requisite courses for the next semester may be dismissed from the college.

## SELF-PLAGIARISM

(Work Done for One Course and Submitted to Another): Work done for one course and submitted to another

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.

## 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 19, 2018 and March 11, 2019 for midterm grades and by noon on December 17, 2018 and May 13, 2019 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 Vice President for 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).
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 do have the opportunity to appeal this policy to the Vice President for Academic Affairs 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 Vice President for Academic Affairs 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 19 and March 11, 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 Vice President for Academic Affairs' 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 Vice President for Academic Affairs for signature/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 Vice President for Academic Affairs.

## APPEAL OF ACADEMIC DISMISSAL

1. Upon decision to academically dismiss a student, the Office of the Vice President for Academic Affairs 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 an academic dismissal, the student must first submit the appeal in writing to the Vice President for Academic Affairs, (or designee in the Vice President's absence) and to the student's advisor within five business days of receiving notice of the dismissal. The Vice President for Academic Affairs will review the appeal with the counselor, instructor(s) and advisor (when available) prior to rendering any decision.
2. After the Vice President for Academic Affairs has rendered a decision, should the student wish to pursue the matter further, the student may appeal to the President, who may choose, upon his/her discretion, to refer the complaint to an academic appeals committee or uphold the findings. If the President chooses to refer the complaint to an academic appeals committee comprised of three full time faculty members and two students. The 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 President.

4. Within 24 hours, the President 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 Vice President for Academic Affairs.
3. If the student chooses to appeal to the Vice President, a written request (which includes a brief summary of the grievance) must be submitted. The Vice President will review the appeal and make a recommendation within three working days to the President. Within three working days after receiving the Vice President's recommendation, the President shall render a decision.
4. Should the student wish to pursue the matter further, the student may appeal to the President, who may choose, upon his/her discretion, to refer the complaint to an academic appeals committee or uphold the findings. If the President chooses to refer the complaint, an academic appeals committee composed of three full time faculty members and two students will be appointed. The 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.
5. 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.

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 President.

6. The President 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 during the first week of any semester by completing a drop/add form. Students may be added to any general education classes during the first week of any semester by completing a drop/add form. A student may only be admitted after the first week with prior approval of the instructor and the student's academic advisor. The drop/add form must be signed by both the instructor and the advisor. Drop/add forms must be taken to the Registrar's office.

## 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. Requests will be reviewed by college staff with final approval by the Vice President for Academic Affairs. 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: social science, 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 a total of 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 1 course from each of the following 4 core areas:

- Mathematics (MATH)
- English (ENG)
- Science (includes PHYS, BIO, etc.)
- Humanities (includes all SOC, ECON,



HIST)

### General Education Applied Courses

These courses emphasize:

- Practical application of skills
- General in scope and content (non 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. Each faculty member keeps his/her own attendance records. (The student is required to comply with the attendance policy specific to each class taken as well as related stipulations cited below.)

The following are recognized as legitimate excuses by the college:  
Death in the immediate family;  
Hospitalization;  
Illness verified by a doctor's excuse;  
College activities as approved by the Vice President for Academic Affairs or Dean of Student Services; and  
Circumstances verified by a campus counselor.

Note: During fall and spring semesters students who are absent 5 days or longer from class without an approved excuse may be subject to dismissal. After 2 unexcused absences, students will receive a warning letter directing a mandatory meeting with advisor and counselor. During summer terms, as a result of result of compressed classes, students with three or more unexcused absences are subject to dismissal.

Note: Students who are taking classes meeting one time a week during the fall and spring semesters, and for all classes during all summer school who

are absent three days or longer without an approved excuse may be subject to 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.

### **LEAVE POLICY**

A leave is only granted one time. Students are permitted to interrupt their program of study and return the following year at the beginning of the semester in which they previously withdrew.

### **Stevens Grant Students:**

Recommended students who qualify for the Stevens Grant are eligible for only four semesters of the Grant or six semesters for those students admitted to the one year pre-major program. Prior to completing a full semester, students who are granted a leave of absence will not have that semester

count as one full semester.

However, eligibility for financial aid and the Stevens Grant is determined on a yearly basis with respect to the current admissions procedure. Therefore, students on leave will need to provide the Admissions Office with a letter stating their intent to return with the required financial documentation prior to the semester in which they wish to enroll.

Students who wish to enroll in the fall semester should submit their letter and financial documentation by the preceding March, and students who wish to enroll in the spring semester should submit their letter and financial documentation by the preceding November.

### **Non Stevens Grant Students:**

Tuition students who are granted leaves of absence will be granted refunds according to the tuition refund policy as stated in the catalog. A leave of absence may impact on a student's insurance coverage, veteran's benefits and financial aid. Therefore, students should review these changes with appropriate personnel before deciding to take such a leave.

**Medical Leave:** Students who have a medically documented condition which prevents them from performing their course requirements may request a medical leave. Specifically, if a student becomes ill, requires hospitalization, or has scheduled surgery with extended rehabilitation that will cause the student to miss 5-10 days of class, the student may need to take a medical leave of absence.

Leave approval is initiated by the student meeting with the Counseling/Accessibility Coordinator. After the student's circumstances have been discussed, and any related documentation reviewed, the Counselor/Accessibility Coordinator will consult with the VP of Academic Affairs, and individuals involved with the student to determine any possible interventions or concerns. Once reviewed and approved,

the Counselor/Accessibility Coordinator will notify the Admissions Office and the Registrar that the student is taking a leave. When the student plans to return, the student will need to contact the Counselor/Accessibility Coordinator and schedule a meeting to review documentation related to the student's treatment, discharge and clearance to return to college full-time in the student's chosen program. Students who were approved for a medical leave are approved to return to the program in which they were enrolled at the beginning of the semester in which they withdrew.

Students who take a medical leave, and request to return change majors are reviewed by the Director of Enrollment Services as re admissions and are considered as applicants based on the new programs requirements and are not guaranteed re admission.

**Financial:** Students who develop financial difficulties and are unable to continue in college due to their need to work full time may be granted a financial leave of absence. In order to qualify for this leave, students will need to provide documentation of their attempts to obtain financial aid, loans, and the nature of their debts. All other avenues to address the difficulty may be reviewed prior to granting the leave.

**Family Hardship:** Students may be granted a leave of absence for a family hardship, where they are needed at home due to the illness of a family member or where a major change in the financial status of their family requires them to work. In order to qualify for this leave, students will provide letters from a physician, a letter from an employer or other acceptable documentation.

**Legal:** Students who are involved as defendants or witnesses in a lengthy court case may be granted leaves. Students who are incarcerated for a period of time beyond 5 days or over 22 hours of technical course time may be granted a leave or be required by Stevens to take a leave.



In situations where a student's offense may impact on the safety of other students, Stevens may require that the student provide documentation of treatment or that the student's assigned counselor is permitted to maintain contact with the student's probation officer or other off campus professionals during the time the student is enrolled at Stevens.

### **Leave Procedure:**

1. The student reports to the Counseling/Accessibility Coordinator to request a leave of absence.
2. The student will be required to complete the school withdrawal form with the counselor. This form may be obtained on the College portal or from the Registrar's Office.
3. The Counseling/Accessibility Coordinator reviews the leave procedure with the student to clarify the student's responsibilities.
4. Students who are returning from an approved leave will need to contact the Registrar to develop a schedule and register once they have completed their admission requirements and have been admitted.
5. The Counseling/Accessibility Coordinator documents a reason for requesting the leave and informs the student of the specific documentation needed.
6. The Counseling/Accessibility Coordinator contacts each of the student's instructors and the advisor in writing and asks them to document the student's current grades, attendance record, and their recommendations regarding the student's return to continue in his/her current program or another technical program.
7. The Counseling/ Accessibility Coordinator obtains information from the Business and Financial Aid Offices which impacts on the student's ability to return and related conditions.
8. The Counseling/ Accessibility Coordinator collect the information from all areas, and along with his/ her recommendation, forwards the information to the Vice President for Academic Affairs for review and approval. The Vice President for Academic Affairs reviews the recommendations and sends a letter to the student stating approval or disapproval. Copies of this letter are sent to the Financial Aid Office, Registrar, Admissions Office, Advisor and the Counseling/Accessibility Coordinator.
9. Prior to the semester in which the student expects to return, the student submits all required financial documentation and a letter to the Admissions Office requesting that he/she be readmitted to continue his/her program of study. Students must submit this information by March prior to returning in the fall semester and by November prior to returning in the spring semester.
10. The Admissions Office will notify any student who has not submitted his/her information that he/she is no longer being considered for re admission.
11. The Registrar is responsible for notifying all advisors and technical instructors of the student's enrollment status.

### **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:**

A student may withdraw from a class between the beginning of the 2nd week and the 14th week of a semester. The student will receive a "W" grade that will appear on the transcript but not impact a student's GPA. Failure to follow the steps below could result in still being charged for the semester you were enrolled in but did not attend.

**Procedure for withdrawal from the College:**

Prior to making the decision to withdraw from Stevens, the student is encouraged to discuss this decision with a counselor. 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, insurance coverage, etc.

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 105.
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.)

## X. FINANCIAL ISSUES

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.

## **FINANCIAL AID**

### **Types of Aid Available**

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

- Federal Pell Grants
- Pennsylvania Higher Education Assistance Agency (PHEAA)
- Federal Direct Subsidized & Unsubsidized student loans
- Federal Direct Plus Loan
- 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 [www.fafsa.gov](http://www.fafsa.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 July 1st for the Fall and November 1st for the Spring
- Completed all required paperwork with the FA office by October 1st for Fall and Feb 1st for Spring
- Pell Grant Eligibility as determined by the FAFSA
- Meet Satisfactory Academic Progress
- Enrolled in 12 or more credits and working towards degree requirements
- 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 full filled all

general education requirements may be eligible on a prorated basis.

- Complete all PHEAA paperwork

#### **Grant Covers:**

- Remaining costs after Pell, PHEAA, outside scholarships, VA benefits and EFC are taken into consideration.
- If the EFC is greater than zero student are expected to take out a loan to cover the amount of their EFC.
- Costs can include, tuition, fees, room and board ( 7 day meal plan for resident students and 5 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:**

- 4 semester maximum
- Pre-Majors may receive the grant for 6 semesters

#### **Maintaining Eligibility:**

- Complete 10 hours of community service
- Continuous Full time enrollment
- Maintain a 2.0 GPA
- 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 each term or semester once grades are posted. If a grade change should occur after this process, the students'

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.

### **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.
- 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 8 per term)
    - $\frac{3}{4}$  time: 9 units per term and/ or 18 units per year (complete average of 6 per term)
    - $\frac{1}{2}$  time: 6 units per term and/ or 12 units per year (complete average of 4 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.
  - 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 "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.

### **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 \$30.00 non refundable 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 Student Services 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.
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.

## INSTITUTIONAL REFUND POLICY

Students that wish to decline admission or withdrawal from the College are required to notify the College 10 days prior to the first day of classes to receive a 100% refund. Students that notify the college in writing of their denial of admission or withdrawal from the College less than 10 days before the first day of class but before the first day of class will be charged 20% of their tuition and room charges for that semester. Students that do not notify the College in writing prior to the first day of classes of their denial of admission or withdrawal from the College will be charged 50% of tuition and room charges for that semester.

In the event of withdrawal from the course of training prior to the completion of the term of agreement, tuition, room, and board charges will be reduced according to the following refund policy:

This policy applies to Tuition and Room charges:

Withdrawal Date	Tuition Refund
8/10/18 to 8/19/18	80.00%
No Show 8/20/18 to 8/24/18	50.00%
8/20/18 to 8/31/18	80.00%
9/1/18 to 9/7/18	70.00%
9/8/18 to 9/14/18	60.00%

9/15/18 to 9/21/18	50.00%
<b>Withdrawal Date</b>	<b>Room &amp; Meal Refunds</b>
8/20/18 to 8/31/18	80.00%
9/1/18 to 9/7/18	70.00%
9/8/18 to 9/14/18	60.00%
9/15/18 to 9/21/18	50.00%

### 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 withdraw 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 student with a bill due 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 Educational 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. Federal SEOG

### A student's withdrawal date is:

This date is determined by when the student completes the school withdrawal form, is dismissed from the College or the College determines the student is no longer attending.

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.

PHEAA 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 school must report to the Registrar's Office and complete the proper paperwork to officially withdraw.

### VEHICLE POLICY

1. All student operated vehicles are to be registered with the College within 48 hours of being brought on campus via the Business Office. Parking permits are to be placed on the mirror of the vehicle. A parking permit at the cost of \$15.00 is required.
2. **Parking Fines:** 1st offense \$10, 2nd offense \$15, 3rd offense \$20.
3. Student parking on campus is limited to registered vehicles and only in an assigned parking space or lot, if so designated.
4. Violation of any of the above rules by any student will be dealt with through an assessment of fines.
5. Upon non payment of these fines or if a person abuses parking privileges (which includes failure to secure a parking sticker or have it in place), the vehicle may be towed with the costs being borne by the owner of the vehicle.
6. The College assumes no responsibility for theft or damage to vehicles while parked or operated on or off College property.
7. **Auto Booting:** Vehicles which have a record of the following parking violations will be ticketed and immobilized with an auto boot:
  - a. Accruing four (4) or more unpaid



- parking violations.
- b. Parking on campus after all parking privileges have been revoked.
  - c. Parking in a space reserved for the handicapped.
  - d. Parking in a fire lane.
  - e. Refusing to move a vehicle when directed to do so.
  - f. Leaving a vehicle illegally parked for more than 24 hours.

In addition, the vehicle may be immobilized with an auto boot until arrangements can be made to have the vehicle towed off campus (for whatever reason the College deems necessary to maintain the safety and security of the faculty, staff and students).

The auto boot will remain on the vehicle until the following conditions are satisfied:

1. The violator has paid all past parking violation fines and penalties.
2. The violator has registered the vehicle and has displayed a valid parking permit decal.
3. The violator has paid an additional \$25.00 fine to cover the cost of applying the auto boot.

## **XI. 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, fellow students, and visitors, so as to value each member, guest, and prospective member of the Stevens Community. The college also expects clubs, sport 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 all inclusive 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 a 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 BBs, 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.

### **TOBACCO POLICY**

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:

- Branch Campus 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

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 or 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 for 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 of 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 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, services 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 be 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 entity.

### **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**

The College's Drug Free Campus Policy (referred to as "the Policy") can be found in its entirety online, posted in the residence halls, and in the Student Services Office on campus. The complete policy includes the scope, application, student responsibilities and duties, drug and alcohol testing, and prohibited conduct.

Students enrolled in safety sensitive programs will be required to participate in random drug and/or alcohol testing while enrolled. Students enrolled in the college may be required to submit to a drug and/or alcohol testing when it



is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. "Reasonable suspicion" is defined by the Policy listed below. Failure to consent to any requested test will result in immediate recommendation for expulsion from the college. Below are some of the portions of the Policy that related to student conduct and discipline:

### **STUDENT PROHIBITED CONDUCT**

**Illegal Drugs.** It is a violation of the 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 hereafter, in contravention of federal or state law (or to attempt any of the foregoing acts). "Controlled substance" is defined in the 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.

**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 for duty 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 the Policy. For purpose of the 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 following alcohol-related conduct while subject to the terms of this Policy:

1. Possessing opened containers of alcohol;
2. Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
3. Operating a motor vehicle on campus property while under the influence of drugs and/or alcohol;
4. 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.
5. 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 being 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.

**Other substance used to create altered state.** 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 being 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.

## DRUG AND ALCOHOL TESTING

### Random drug and alcohol testing.

Students enrolled in safety-sensitive programs as defined by the Policy will participate in random drug and alcohol testing. Students will be selected randomly for a drug and alcohol test using computer generated random numbers to identify students for testing. Students selected for a random drug and alcohol test must comply and agree to be tested within 12 hours of notification by the College or test results will be recorded as positive and treated according to the Policy.

**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, trafficking, or misuse of alcohol, including the admission by the Student that he/she is involved in the illegal use of drugs or misuse of alcohol;
4. 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;
5. A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
6. Evidence that an individual has tampered with a drug or alcohol test; or
7. A Student's failure to report an accident

**Post-Accident.** The College may require a Student involved in a campus-related accident 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.

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.

## **TESTING PROCEDURES**

**Procedures for Drug Testing.** 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, amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

**Procedures for Alcohol Testing.** 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.

**Dilute Specimens.** If the Medical Review Officer informs the College that a drug test was positive dilute, the College will treat the test as a verified positive test. The "Medical Review Officer" is defined as 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 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 recollection 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.

### **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:

1. Fails to timely report a campus-related accident as outlined in Section XI
2. 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;
3. Fails to remain at the collection site until the testing process is complete;
4. Fails to provide urine specimen when required for a drug test or a saliva or breath specimen for an alcohol test;
5. In the case of directly observed or monitored collection in a drug test, fails to permit directly observed or monitored collection;
6. 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;
7. Fails or declines to take a second test as directed;
8. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the

verification process;

9. Fails to cooperate with any part of the testing process; or
10. Is reported by the MRO as having a verified adulterated or substituted test result.

### **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.

Follow up. Following a determination that a Student in need of assistance in resolving problems associated with alcohol misuse and/or 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 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 testing.

### **DISCIPLINE FOR POLICY VIOLATIONS**

Any Student who is reasonably believed to have violated this Policy may be recommended for expulsion. To determine the appropriate sanctions for the violation of the policy the following facts associated with a violation of the policy will be considered:

1. 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.

2. 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.
3. 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.

### **Referral to Law Enforcement.**

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

### **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 find infractions of the College Code of Conduct which will result in loss

of the Steven's Grant for at minimum one semester. Items with an asterisk (\*) can be heard by the restorative justice board and the student may have their Steven's Grant reinstated.

Student is involved in one of the following major and/ or a series of minor violations:

1. Sexual Assault
2. Sexual Harassment
3. Theft\*
4. Misuse and/or sale of prescription drugs
5. Inflammatory or Inappropriate Racial Comments or Actions\*
6. Use of Illicit Substance (i.e. marijuana, heroin, cocaine and the like)
7. Purchasing/Selling Alcohol to a Minor
8. Underage Drinking (2nd Offense)
9. Physical Assault\*
10. Possession/Use of Weapon
11. Blatant Disrespect Directed at Steven's Personnel and/or contracted Service Personnel
12. Destruction of Property\*
13. Failure to Show ID (2nd Offense) \*
14. Failure to Clean Room within College Expectations (2nd Offense) \*
15. 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)
16. Failure to Complete Community Service Obligation
17. Visitation Violation (2nd Offense) \*
18. Four Minor Violations
19. Excessive absenteeism not resulting in Expulsion
20. Committing a Major Violation of the Code of Conduct while on probation.
21. Failure to Attend Counseling Sessions as Deemed Necessary via the Office of Student Services, Director of Residence Life, and/or Counselors
22. 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—e.g.; 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.

## **SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING POLICY**

Thaddeus Stevens College of Technology enforces a strict policy prohibiting sexual assault, domestic violence, dating violence, and stalking, and strongly encourages a victim to report the incident immediately. Individuals who violate this policy by engaging in prohibited conduct will be sanctioned accordingly.

Definition of Sexual Assault:  
Sexual assault includes any of the following:

1. Any threat or physical attempt of intentional, non-consensual touching of:
  - a. An intimate body part of another

- person, such as a sexual organ, buttocks or breast;
  - b. Any body part of another person using a sexual organ; OR
  - c. Any part of another person's body with the intent of accomplishing a sexual act.
- 2. Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her/his consent.

Consent/assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his/ her intoxication; unconsciousness; mental deficiency or incapacity; or if the assent is the product of threat or coercion.

#### **Definition of Statutory Sexual Assault:**

Statutory sexual assault is sexual intercourse with an individual under the age of 16 years when the offender is four or more years older than the individual and the individual and the offender are not married to each other. This is a felony of the second degree under Pennsylvania law. Actual determination of statutory sexual assault would take place in a court of law.

#### **Definition of Sexual Harassment:**

Section 1604 of Title of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Pennsylvania Human Relations Act defines sexual harassment in the following manner:

Sexual harassment involves unwelcome sexual advances or requests for sexual favor. Other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1. Submission to such is made either explicitly or implicitly, a term or condition of an individual's employment or education.
- 2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such

individual.

- 3. Such conduct has the purpose of affecting or unreasonably interfering with the individual's work or academic performance or creating an intimidating, hostile or offensive working, educational or living environment.

Thaddeus Stevens College of Technology prohibits sexual harassment of its students and employees from any source, including employees, students, visitors and consultants.

Employees and students may not threaten or imply that submission to or rejection of sexual advances will influence any decision regarding employment, enrollment, attendance or grades. Each employee and student is responsible for enforcing the College's policy prohibiting sexual harassment and for communicating the policy to others.

#### **Definition of Domestic Violence:**

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- 1. A current or former spouse or intimate partner of the survivor;
- 2. A person with whom the survivor shares a child in common;
- 3. A person who is or was residing in the same household as the survivor; or
- 4. Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

#### **Definition of Dating Violence:**

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

#### **Definition of Stalking:**

Stalking occurs when an individual engages 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.

## **Procedure for Reporting Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking:**

1. ACT IMMEDIATELY!
2. Get to a safe place.
3. Preserve all evidence. For victims of sexual assault and domestic violence in particular, do not shower, brush your teeth, or eat or drink anything. It is natural to want to clean up, but this may eliminate any evidence that substantiates the incident. If you change your clothes, you must put them in a paper bag (not plastic) to take to the hospital.

**Campus Security can be reached by using an emergency phone. Emergency phones are located outside the following: Multipurpose Activities Center, Armstrong Hall, Herrington Hall, Metzger Hall, Bourne Hall, Brenner Hall, the Schuler Learning Resources Center, the Schwalm Student Center, Jones Dining Hall, Hartzell Building (south entrance), Hartzell Building (north entrance), as well as Kreider Leonard, and Snyder Halls. These phones will gain you direct access to security.**

4. Contact a campus resource immediately. Consider: Campus Security, the Student Health Center, Director for Residence Life, Counseling staff, a Residence Hall Advisor, or the Women's Center. Confidential resources on campus include the Student Health Center (299-7769) or the Counseling staff (299-7408). Off campus resources are the Lancaster Domestic Violence Center 24 Hour Hotline (299-1249), or the Pennsylvania Coalition Against Rape (PCAR) local Sexual Assault and Counseling Center Hotline (800-392-7273). You may also contact the US Department of Education Office for Civil Rights (800-421-3481 or OCR@ed.gov).
5. Seek medical attention with the assistance of College staff and a SAPCC counselor.

**Lancaster General Hospital is highly recommended because of its expertise in sexual assault cases. Even if you feel fine, a medical exam will collect any physical evidence, generate a medical report and provide you with information on the prevention of possible STDs and pregnancy.**

6. Report the incident to College officials. Complete a Sexual Assault Confidential Report form, which can be obtained from one of the above listed campus resources or online at [my.stevenscollege.edu](http://my.stevenscollege.edu).
7. It is the victim's choice whether to notify law enforcement authorities or file legal charges against the offender. If a student chooses to notify law enforcement authorities, campus authorities will assist the victim in doing so. An investigation and disciplinary action by Thaddeus Stevens College of Technology does not take the place of nor prevent further prosecution by law enforcement agencies.
8. The number to services provided by sexual assault counselors at YWCA is 717-392-7273, a 24 hour hotline.

**An internal investigation will be conducted by the College's Affirmative Action Officer and the Dean of Student Services, at which time follow-up services will be offered to the victim. Upon closure of the investigation, the victim will be provided with a letter summarizing the findings of the formal investigation and subsequent disciplinary action. If the victim is not satisfied with the outcome of the investigation, an appeal of the investigation will be brought to the discipline committee.**

## **College Response to Formal Complaints of Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking:**

1. The College will conduct an internal investigation immediately. Investigations will be prompt, fair, and impartial, and will be conducted by officials who received specialized training on these issues.



2. To the extent possible by law, complaints and/or incidents will be treated confidentially and the rights of each party will be protected during the investigation, to the extent that maintaining such confidentiality would not impair the ability of the College to provide accommodations or protective measures to the victim.
3. The College will notify the victim of the status of the complaint within seven (7) working days after the date of the formal complaint.
4. The College will provide written notification to victims about the options for, available assistance in, and how to request changes to: academic, living, transportation, and working situations, including how to obtain protective measures.
5. If the investigation confirms the allegations, appropriate corrective action will be promptly taken which may result in disciplinary action, prevention, and/or educational sanctions.
6. The victim may appeal the findings of the investigation to the discipline committee.
7. The victim shall receive written notification of the closure of the investigation.

NOTE: The victim and the offender are entitled to the same opportunities to have others present (e.g., a witness or an advisor of his/her choice) during a campus disciplinary proceeding. Both parties will be informed, in writing, of any delay and reason for the delay, the outcome of any campus disciplinary action resulting from an investigation, opportunity for appeal, changes to the result, when results become final, and the reason for the results and sanction imposed.

Conduct prohibited under these policies may be prosecuted as a criminal offense. Any internal investigation or discipline by Thaddeus Stevens College of Technology does not take the place of, nor prevent, further prosecution by law enforcement agencies.

### **Typical Sanctions for Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking:**

A student found to have engaged in any of the behavior prohibited by this policy may be suspended, expelled from the dormitories, and/or recommended to be expelled by the College. If the student is retained by the college, he/she could be placed on probation for the remainder of the semester. 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 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 will be afforded due process rights if they are to be expelled from the College. In a case involving possible expulsion, the student is entitled to a formal hearing, in accordance with the College's other policies.

### **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**

### **Reasons for Appeal**

A student may appeal a decision in a case for the following reasons: 1. Severity

of Sanctions, 2. Due Process, or 3. New Information

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;
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.
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.
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, 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 Residence Hall Council may consider minor offenses in the residence hall. Any council member, or student through the council member, may request a meeting of the council to consider misconduct that is not an infraction of state or local laws or that is not considered to be a major College infraction.
2. 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, any violations of residence hall rules referred by Residence Hall Council 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.
3. 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.
4. Students may be assigned to the restorative justice board if the case does not include police involvement.

The President for 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, 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.
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

Hot breakfast .....	6:45 AM – 8:00 AM
Coffee break .....	9:00 AM – 9:30 AM
Lunch .....	10:45 AM – 1:00 PM
Coffee break .....	2:00 PM – 2:30 PM
Dinner .....	5:00 PM – 6:30 PM

### Weekends/Holidays

Brunch.....	10:30 AM - 12:00 PM
Dinner .....	4:00 PM – 5:00 PM

## **Bulldog Café Main Hours**

(Schwalm Student Center)

Monday – Thursday...	10:00 AM – 11:00 PM
Friday .....	10:00 AM – 7:00 PM

## **Bulldog Café Branch Hours**

Mon – Thurs ....	Breakfast 8:00 – 9:30 AM
	10:00 – 11:00 PM
Friday .....	Breakfast 8:00 – 9:30 AM
	10:00 – 3:00 PM

***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 network. The user community is expected to cooperate with the Information Technology Department in its operation of 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.
  - c. That which consists of any advertisements or commercial enterprises.
14. No person shall use the College's computer resources to engage in conduct otherwise prohibited by the College Code of Conduct.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

### **My StevensCollege**

My StevensCollege 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.

### **PAGER/BEEPER/CELLULAR PHONE POLICY**

Students are permitted to carry pagers, beepers, or cellular phones.

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.
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.
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.
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.

## XII. EXTRA-CURRICULAR ACTIVITIES

### STUDENT 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. Such organizations shall be open to all members of the student body. They shall devise rules that will encourage participation of all interested students without requirements which might exclude any member of the student body. The Dean of Student Services shall assist sanctioned organizations.

### 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.**

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.

The 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.

Boxing Club: Students can learn some of the SWEET SCIENCE. Heavy bags, concentration mitts, bag gloves and hand wraps are provided along with various other equipment. Offensive and defensive skills sets can be learned and practiced. It is also an excellent way to develop cardiovascular capacity.

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.

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>.

Tech PhiTech: Fraternity whose purpose is to encourage activities devoted to the ideals of community service, scholarship, and brotherhood.

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.

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.

Several student groups operate under the umbrella of the SGA. These include the Music Club, Photography Club, and SAGA (Straight and Gay Alliance).

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; pool tables; snack bar; lounge and study areas; private offices for student-led activities; and the Bulldog Café Main.

## **XIII. 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 school supplies. The store's regular hours are M-F 8:00 AM – 12:00 PM and 1:00 – 4:00 PM (closed 12:00 – 1:00 PM).

### **COUNSELING SERVICES**

The Counseling/Accessibility Services Office helps students to develop coping strategies to improve their opportunity for success in college and life. Interventions build on strengths and encourage healthy lifestyle choices.

The Counseling Office is located in the Hartzell Building. Counseling services are available weekdays. Students are encouraged to email or call ahead to schedule an appointment. The counselor provides personal and academic counseling. Local resources and self-help information is available via the Intranet and portal. Counseling is provided at no additional cost and are 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.

### **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. Documentation is reviewed by the Counseling/Accessibilities Coordinator, and accommodations are approved if they do not alter the pace, content or essential skills required for each course and program. Some accommodations may need approved if they are available through Universal Design practices or technology. 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. 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, Evaluation report from the student's high school should be from the junior or senior year. In general documentation should not be older than 3 years. If a student is receiving services provided by a community based provider while the student is enrolled these are considered accommodations, and must be coordinated through the Counseling/Accessibility Office to assure continuity, and appropriate levels of intervention. 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 recommended 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. For further 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. See Tips for Students who need accommodations.

### **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 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. Accommodations and Support Services may be provided by various individuals on campus, the student's signature on the Accommodations Form indicates his or her understanding of procedures to obtain accommodations, and acknowledges permission to share information with members of the Retention Team. If the student has any questions or concerns regarding the nature of any accommodation provided or the process by which the accommodations is being provided, the student may schedule a meeting with the Accessibilities Coordinator.

### **Challenge of Approved Accommodations:**

If a student disagrees with the Accessibilities Coordinator's determination, the student has the right to have the decision reviewed. At this point, the student recognizes and agrees to permit information related to his/her disability to be shared with faculty, staff,

administrators, and legal counsel to determine appropriate action.

### **Steps to Challenge:**

Student informs Accessibilities Coordinator in writing of request for review.

Student submits a Written Request to the Dean of Student Services or the VP of Academic Affairs for a review of the situation.

The administrators review the decision made by the Accessibilities Coordinator, and the student's concerns to determine if the student's request is denied or approved. A written decision is provided to the student, and a copy placed in the student's file in the Accessibility Office. The Approved Accommodations Form is updated if warranted and redistributed to any other individuals involved in providing accommodations to the student.

### **Provision of Approved Accommodations**

If a student believes that the accommodations she/he has been approved to receive by the College are not being provided or being provided in a manner inconsistent with what was approved, the student should take the following steps:

1. Student should request a meeting with the individual, who is responsible for providing the accommodation to discuss the student's accommodations needs.
2. Student should schedule a meeting with the Accessibility Coordinator to discuss his or her issues and/or concerns.
3. If the situation is not resolved, then the student should request a meeting with the VP of Academic Affairs or Dean of Student Services as described above.

### **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 objectives of the Women's Center are:

- To provide opportunities to network with women role models
- To build a support system of community and campus resources
- To offer programs by coordinating a calendar of events
- To offer advocacy for personal and academic challenges
- To provide a comfortable environment for studying and socializing

## 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 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 the annual Career Fair. Utilizing College Central Network, the college's job posting website, students are able to upload their resume, search for jobs posted for Thaddeus Stevens' students and graduates, and connect directly with employers in their field.

The Career Services office is located in Hartzell Building, room 106.

For more information, please contact Laurie Grove, Director of Career Services.

Phone: (717)396-7188

Email: [grove@stevenscollege.edu](mailto:grove@stevenscollege.edu)

Facebook: [www.facebook.com/tsctcareerservices/](http://www.facebook.com/tsctcareerservices/)

LinkedIn: [www.linkedin.com/in/laurie-grove-ab282423](http://www.linkedin.com/in/laurie-grove-ab282423)

## LEARNING RESOURCES CENTER

The Learning Resources Center houses the English Lab, Math Lab, CIS Lab Classroom, Seminar Room, and the offices of some faculty and staff as well as the Library, and the Philip Philip and Elizabeth Mitchell Archives.

*"The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these 'rights'."*

-American Library Association

The Learning Resources Center (LRC) is an integral part of the educational process. Our goal is to provide you with the information and materials you will need to successfully complete your technical training program and receive your degree. We also have made a commitment to maintain substantial collections of supplemental and recreational materials for your use.

The materials in the Kenneth W. Schuler Learning Resources Center are acquired for the use of Stevens' students, faculty, alumni and staff. The collection is open and available to any member of the Stevens community holding a valid Stevens ID card. Alumni may make arrangements to use the collection by joining the Alumni Association, paying their annual dues, and signing a Computer Use Agreement. These arrangements are made at the Business Office during regular business hours.

**Library Behavior Policy:** To maintain an atmosphere conducive to study and other academic pursuits, the noise level in all areas of the library must be kept



to a minimum. Conversations should be kept at a low level. Headphones are required when listening to music or sound files; this includes not only the library computers but also personal media devices, etc. Students should be respectful and cooperative with library staff at all times.

**Cell Phones:** While in the library, cell phones must be turned off or ringers turned to vibrate only. Please go outside to make or receive calls.

**Stevens Photo ID Card Policy:** The materials in the LRC are acquired for the use of Stevens' students, faculty, alumni and staff. The collection is open to any member of the Stevens community holding a valid Stevens Photo ID card. This ID card must be presented at the circulation desk for all library transactions.

To protect our patrons, the library cannot accept Stevens College IDs that are broken, taped or do not clearly show the name, picture, and ID number.

**Tobacco Policy:** No tobacco products are allowed in the Library at any time or in any form. There is also a ban on smoking along the walkways leading to the library. Smoking on campus is restricted to the gazebos and other designated smoking areas.

**Sporting Equipment:** No sports equipment is allowed in the library at any time. This includes basketballs, cleats, skateboards etc.

**Printing Policy:** There are two black and white printers in the computer lab for student use. At the present time there is no charge for black and white printing. The rules for black & white printing are:

1. No more than one copy of any document may be printed.
2. No documents longer than 20 pages may be printed without the permission of the library staff on duty.

There is one color printer. The cost for color printing is: \$1.00 per page and

requires the assistance of library staff to print.

***Please note: Alumni access to computers does not include printing. Alumni may print only at the discretion of the librarian on duty.***

### **LRC/Library Hours of Operation:**

When classes are in session:

Monday–Thursday: 7:00 AM–10:00 PM

Friday: 7:00 AM–5:00 PM

Saturday: Closed

Sunday: 2:00 PM–10:00 PM

Any changes to this schedule will be posted.

When classes are **not** in session:

Monday–Friday: 9:00 AM–3:00 PM

**Summer Hours** may differ from this schedule and will be posted.

**Holiday Hours:** Holiday hours vary and are posted on the front door, noted in the Campus Bulletin, the library's student portal page at: [https://my.stevenscollege.edu/ICS/students/Library\\_Services.jnz](https://my.stevenscollege.edu/ICS/students/Library_Services.jnz) and the telephone answering system, (717)299-7753.

**Computers:** There are 25 computers in the library computer lab that are equipped with Microsoft Office 2013. Other programs available are: Internet Explorer; Google Chrome; Windows Media Player; AutoCAD 2016 (for Architecture, Electric and Mechanical, and Raster Design); Autodesk 2016 suite; Adobe Reader; and more.

The library also lends laptops. They are available on a first-come, first-served basis and circulate for a week at a time.

Additionally, there are two computers adjacent to the circulation desk for accessing the library's collection. The library catalog can be accessed through any device which has an Internet connection. The library catalog allows you to search by title, keyword, call number, subject headings, and/or ISBN. ISSN. The library catalog can be found on the Portal, and on the library's Web

page at <https://www.stevenscollege.edu/academics/learning-resources-center>. It can also be found through the College's Web page at <http://www.stevenscollege.edu> by choosing "Learning Resources Center" from the options in the "Academics" or "Campus Life" drop down menus.

Research databases include: EBSCOhost; Nexis Uni (formerly LexisNexis); ProQuest's Ethnic News Watch; Dictionaries; Encyclopedias; and other program specific databases.

Wi-Fi is available in the LRC and throughout the College. For instructions on how to access the wireless network, go to the Student Portal at <https://my.stevenscollege.edu>, log in, and choose "TSCT Wireless Access".

**Materials:** There are approximately 45,000 items in the library's collection. This collection consists of books, e-books, online databases, CDs, DVDs, microfiche, periodicals, and VHS videos. The vast majority of materials are of an educational or technical nature; there is also a nice selection of personal interest and recreational materials.

#### **Circulation:**

- **Books:** 3 weeks
- **CDs:** 3 weeks
- **Periodicals:** 3 weeks
- **Entertainment DVDs:** 3 days
- **Technical/Educational CD/DVD/VHS Videos:** up to 24 hours, as per faculty
- Course Reserve: up to 24 hours, as per faculty
- Instructor Reserve: 2 or 4 hours—use in library only
- Headphones: 4 hours use in library only
- Microfiche: use in library only
- Reference: use in library only
- Laptops: 1 week

#### **Fines:**

**Laptops:** \$5/day, maximum fine \$110.00 plus a \$10.00 processing fee after 22 days.

**Books:** 25¢/day, maximum fine \$25.00 plus a \$10.00 processing fee after 45 days.

**Periodicals:** 25¢/day; maximum fine \$25.00 plus a \$10.00 processing fee after 45 days.

**Entertainment DVDs:** \$1.00 per day; maximum fine \$25.00 plus a \$10.00 processing fee after 14 days.

#### **Technical DVD/VHS or Reserve**

**Materials:** 25¢ per hour; maximum fine \$50.00 plus a \$10.00 processing fee after 14 days.

**Lost Materials Charge:** Includes maximum fine, cataloging fee of \$25.00, \$10.00 processing fee, and cost of replacement.

**Revoked Circulation Privileges:** Patrons' circulation privileges will be revoked if fines and fees total \$10.00 or more or, if they have overdue or lost materials.

All materials except laptops may be renewed one time, provided that item has not been requested by someone else and the materials are not overdue. Patrons can renew items in person or online. Individuals must have the material with them when renewing items in person.

Patrons can renew items online through the library catalog using "My Millennium". To set up a "My Millennium" library account, select "Catalog" from the main library page, accessed via the Portal at <http://my.stevenscollege.edu> (choose "TSCT Library") or the library's Web page at <http://www.stevenscollege.edu/academics/learning-resources-center>. Once in the library catalog, select "My Library", then select "My Account" and follow the prompts. If you need further assistance, please ask at the library Circulation Desk.

**Course Reserves:** Faculty place materials on reserve when class assignments necessitate unusually heavy use. Instructor Reserve material

is normally in-library use only (cannot be checked out) and only for as long as the instructor designates: 2 hours, 4 hours, etc. Occasionally the instructor allows the item to be used outside of the library. In any circumstance, **the individual's Stevens photo ID is held by the library staff until the material is returned.** Ask for Reserve materials at the Circulation Desk.

**AV Equipment:** For use in class presentations only and must be reserved a minimum of one week in advance. **The individual's Stevens photo ID is held by the library staff until the equipment is returned.**

**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. The individual must fill out the appropriate form. Forms are available in hard copy in the library or electronically on the library web page and Student Portal page. It usually takes between three (3) and fourteen (14) days to receive materials borrowed through the interlibrary loan department. Individuals should limit ALL requests to a maximum of three (3) items at a time and a total of five (5) per semester. A maximum of two personal interest or recreational books may be borrowed per semester.

There is normally no charge to the patron for Interlibrary Loan services; however, there is a substantial cost to the library. Due to the cost of this service, if you request items and do not pick them up, your Interlibrary Loan privileges will be revoked for the remainder of the semester. If this occurs in the last month of the semester your Interlibrary Loan privileges will be revoked for the following semester as well.

**Overdue Notices:** It is the student's responsibility to return materials on time. Students with overdue materials will receive an email notice from the LRC. No more than three (3) notices will be

issued. Bad weather, illness, or alleged thefts are NOT excuses for library materials not being returned in a timely manner. Materials may be renewed one time provided they have not been requested by someone else and they are not overdue. **OVERDUE ITEMS CANNOT BE RENEWED.**

Students who have overdue materials or outstanding fines in excess of \$5 at the end of the semester will be charged a **processing fee of \$10.00**; as well as the appropriate fines and fees listed under the "Fines" section above. All debt must be cleared before the end of the semester. Any outstanding fines and fees in excess of \$5 will be sent to the Business Office for collection.

**Photocopies:** The library has a black & white photocopier available for use at 10¢ per page. Students must add money to their Stevens ID card to use the library's photocopier, which can be done at a self-serve machine at the MAC, or at the Business Office where staff will assist you. The library does not accept cash for photocopies.

**Study Rooms:** Study rooms are available in the LRC. These rooms can accommodate small study groups (up to six people). There is also one larger study room that can accommodate 8 – 10 people. Audiovisual equipment is available in most of these rooms. Individuals may borrow the keys for these rooms and equipment at the circulation desk. **The individual's Stevens photo ID is held until the keys/items are returned.**

**Reference:** Professional reference assistance is available during most operating hours. You may also request reference assistance when the library is closed by sending an email to [reference@stevenscollege.edu](mailto:reference@stevenscollege.edu). When the library reopens someone will get back to you. If you have trouble locating materials, please ask for assistance. Remember the library staff is here to support the achievement of the students' educational goals.

## **DIVERSITY, EQUITY & INCLUSION**

The college's administration, staff, faculty, and board of directors seeks to provide an inclusive environment that celebrates diversity and fosters equity for all students. Through the Office of Diversity, Equity, & Inclusion, informative events, guest speakers, and entertainment activities are scheduled on campus throughout the year. In addition, opportunities for off-campus DEI (diversity, equity, and Inclusion) enrichment is regularly shared with the campus community. Groups including a Black Student Union, Young Lions support group, Latino Scholars Association and an LGBTQ group are open to all interested and supportive students.

## **ACADEMIC CENTER & TUTORIAL SERVICES**

The TSCT Academic Center, located in Hartzell 104, provides services and resources to help students achieve academic success. Students are welcome and encouraged to drop by between 8am - 4:30pm Monday - Friday to seek academic support, study in small groups or individually, use a computer, meet with an advisor or any other scholarly activity. The Director and/or Academic Coach are available to answer questions and work with students.

All students are encouraged to take advantage of the free services provided including:

- Academic Advising
- Study skills assistance
- Academic Seminars
- Online Tutoring 24/7 through Tutor.com
- Professional and Peer Tutoring (referral)

Professional tutoring is available in the Math and English Labs Learning Resources Center (LRC). Hours are typically Monday - Thursday 8am - 8pm. Friday 8am - 12:00pm and Sunday 1pm - 5pm.

Peer tutoring in the technical Programs of Study is available several hours each week by schedule posted on our website.

Students may request a one-on-one tutor through their course instructor, program instructor, advisor or counselor. Any student requesting a peer tutor must complete and submit an online Student Request for Individualized Tutoring form. Additional hours beyond those listed above are available by appointment.

## **XIV. 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 the acquisition of decision-making skills on the part of the student and through the emulation and promotion of values inclusive of respect for fellow students, honesty, and the involvement of students in the residence hall governing structure.

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 living environment which is conducive to 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 resident hall with respective Advisors, as well as via Residence Hall Council meetings on a monthly or as needed basis (Residence Hall Council being the governing body within each hall). Student activities within each resident hall further contribute to this goal.

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.

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 HALLS

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. Ask a friend to help you move in.
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 ID. 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 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 to 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. Student must have working College ID 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.
  11. Students who reside in a particular room are responsible for the behavior of any guests in the room.
  12. No animals, fish, insects, or other pets are permitted.
  13. Bicycles may be stored in the basement (in a designated area).
  14. Excessive weights are prohibited in the room.
  15. The following study/quiet hours have been established for residence halls: Sunday through Thursday, 10 p.m. to 8 a.m., 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 quiet hours have begun are expected to show consideration for other residents of the hall.
  16. 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 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.
    - e. 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.

f. 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.

17. 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 your window.
18. Report any damages to the residence hall advisor immediately.
19. Only furniture assigned or approved by the College will be permitted in the room
20. Visitation between and among men and women is permitted as designated within the Visitation Policies.
21. The student assigned to a room is responsible for damages that occur in the room, unless the individual who caused the damage is apprehended.
22. 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, Director for 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.
23. 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.
24. Small refrigerators are permitted in the room (no larger than 4.0 cubic

feet).

25. Though student workers normally are hired to clean the common areas of the halls, if there is no worker to complete the detail, students will be assigned systematically to do so.

## 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 residence hall, a student will normally reside in that hall for his/her tenure 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 Security or your residence hall advisor.

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 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 branch campus 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 residence hall is strictly prohibited. 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 POLICY**

Overnight guests are permitted, with the consent of all roommates, only on Friday and Saturday nights. Overnight guests are defined as any individual (student or non-student) who is not the assigned and designated resident of the specific residence hall room where the host lives. All overnight guests must be registered with Security. Forms may be obtained outside the Office of Residence Life or at either Security Desk located in Orange Street or the MAC and must be signed by all room occupants. All overnight guests must be at least 18 years of age and provide a valid photo identification

indicating the guest's age as determined by Security to receive permission to enter any Residence Hall. All guests of Thaddeus Stevens resident students must be escorted by their hosts at all times. It is the responsibility of the host student to ensure that their guests abide by all Residence Life and College policies. The host student assumes full responsibility for their guest's actions. Any violation of policy may result in the guest being asked to leave the campus immediately, the guest being barred from future visits to campus, and the host being processed through the Student Conduct Process. Residents signing in a non-resident as an overnight guest must do so at the time of registration at the Security desk.

### Definitions:

The following definitions will apply to the different rules for visitation in the residence living facilities for members of the Thaddeus Stevens College community and those who are not:

- A guest is defined as any person who is not affiliated with Thaddeus Stevens College as a current student, employee or faculty member.
- A visitor is defined as a Thaddeus Stevens College student, staff, faculty or employee who is not an assigned resident of the particular room. College officials and employees who are in student rooms for the purposes of fulfilling job responsibilities are not considered visitors.
- Commuter students visiting the residence halls are considered visitors and therefore must abide by the visitation policy. Commuter students visiting the residence halls with non-students (guests) are required to register their guests with Security.

### Bathroom Guidelines:

1. Any visitor is permitted to use the bathroom of the opposite gender under the following conditions:
2. The bathroom is empty and the host remains at the bathroom door until their guest is finished.

### VISITATION RULES AND REGULATIONS:

1. Visitors 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 Advisor 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.

### **MAJOR SPRING CLEAN-UP IN THE RESIDENCE HALL**

This major clean-up occurs between February and April 15th of each year and is required of all resident students. Failure to fulfill this obligation will result in an assessment of \$75.00 cleaning fee and possibly result in disciplinary action.

### **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. These are coin-operated machines. Students are encouraged 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. 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 PM or 30 minutes after your last class on the day of the vacation period. They will normally reopen at 12:00 PM upon the return from vacation.

## ALMA MATER

Cheer our Alma Mater with a rousing  
cheer giving to her colors loyalty sincere

Bringing to her service hearts as true as  
steel like maroon for courage is the joy  
we feel

Chorus:

Cheer our Alma Mater cheer our noble  
school Altogether comrades Thaddeus  
Stevens

## **XV. 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.

### **TECHNICAL PROGRAM FACULTY**

#### **Architectural Technology**

2nd Year Students (James Hamrick) 299-7633  
1st Year Students (Ted Williams).....391-7217

#### **Automotive Technology**

2nd Year Students (Martin Christian) 299-7737  
1st Year Students (Adam Stinson).....299-7737

#### **Business Administration**

2nd Year Students (Danielle Fox).....299-7614  
1st Year Students (Elizabeth Wagman) 391-3521

#### **Cabinetmaking & Wood Technology**

2nd Year Students (Rob Tobias).....391-7205  
1st Year Students (Stephen Latta).....299-7733

#### **Carpentry Technology**

2nd Year Students (Dan McCord).....299-7323  
2nd Year Students (Andrew Snavelly) 299-7323  
1st Year Students (Tim Draper).....299-7724  
1st Year Students (Dan Noel).....299-7783

#### **Collision Repair Technology**

2nd Year Students (Steve Eberly) .... 299-7739  
1st Year Students (Dennis Antosy).....391-3533

#### **Computer & Network Systems Administration**

2nd Year Students (Jameson McFarlane) 391-6939  
1st Year Students (Kevin Flory).....299-7791

#### **Computer Aided Drafting Technology**

2nd Year Students (Donald L. Hart).....391-7215  
1st Year Students (James R. Knapp Sr.)...391-7214

#### **Computer Software Engineering Technology**

2nd Year Students (TBA).....TBA  
1st Year Students (Zach Fedor).....TBA

#### **Electrical Technology**

2nd Year Students (Brian Kochan).....299-7743  
2nd Year Students (Fred Bube).....391-6960  
1st Year Students (Jon Kramer).....391-6951  
1st Year Students (Andrew Jacobs).....299-7738

#### **Construction Electrician**

All Students (Michael Oxenford).....391-7208

#### **Electronic Engineering Technology**

2nd Year Students (Bruce Schreiner) 299-7786  
1st Year Students (Thomas Evans).....299-7699

#### **Electro Mechanical Technology**

2nd Year Students (Arthur Jackson).....391-7212  
1st Year Students (Don Dagen).....391-7211

#### **Graphic Communications & Printing Technology**

2nd Year Students (Mike Brady).....299-7767  
1st Year Students (Bradley Adams).....299-7768

#### **Heating, Ventilation, Air Conditioning & Refrigeration**

2nd Year Students (Brett Groff).....299-7797  
1st Year Students (Steve Phyllaier).....391-3542  
Evening Program (Tim Strunk) (484) 525-7266

#### **Machine Tool & Computer Aided Manufacturing**

2nd Year Students (Alex Surra).....299-7736  
1st Year Students (Bart Heagy).....391-6956  
2nd Evening Program (Melvin Winter)....299-7797  
1st Evening Program (Tim Strunk).....299-7813

#### **Masonry Construction Technology**

2nd Year Students (Chad Hummel)....299-7735  
1st Year Students (Michael Gardner)....391-3539

#### **Mechanical Engineering Technology**

2nd Year Students (William Chambers)  
299-7697  
1st Year Students (Amy Jo Mumma Frank)  
299-7709

#### **Metals Fabrication & Welding Technology**

2nd Year Students (Steve Hower).....299-7766  
2nd Year Students (Stacy Gillis).....391-6968  
1st Year Students (James Bachman)....391-6954  
1st Year Students (James Stewart).....299-7766

#### **Plumbing Technology**

2nd Year Students (Vince Skimski).....391-6952  
1st Year Students (Jo Tyndall).....299-7765

#### **Residential Remodeling Technology**

2nd Year Students (Charlie Byers).....391-3545  
1st Year Students (Loren Bishop).....391-6955

#### **Water & Environmental Technology**

2nd Year Students (William McKeon)....391-6948  
1st Year Students (Kathleen Surra).....391-7229

## **Welding Technology**

2nd Year Students (Leroy Begay).....391-6931

1st Year Students (Rachel Ochs).....391-6931

## **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

Ann Reading.....299-7703

Melissa Weathers.....391-7209

Sam Bigler (Foundational Reading / Peer Tutor  
Coordinator).....391-3516

### **Math**

Hess, Trina.....391-7239

Nora Othman.....391-3501

Dr. Nasser Bogale.....391-3515

### **Physical Science**

David Manning.....299-769

### **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.....391-7210

## **RESIDENCE LIFE PHONES**

Director of Residence Life: Jason Kuntz

391-7322

## **MAIN CAMPUS**

### **Armstrong Hall (Men)**

Residence Hall Advisor: Reggie Minter.....391-7325

### **Bourne Hall (Men)**

Residence Hall Advisor: Ginene McDowell.....606-1542

### **Brenner Hall (Women)**

Residence Hall Advisor: Ginene McDowell.....606-1542

### **Herrington Hall (Men)**

Residence Hall Advisor: Ernie Brown.....391-7207

### **Metzger Hall (Women)**

Residence Hall Advisor: Kelly Montgomery.....299-7779

### **Branch Campus (Men/Women)**

2nd Floor Advisor: William Offer.....391-7226

3rd Floor Advisor: TBD

## **SERVICE AREA PHONES**

President.....299-7722

Vice President for Academic Affairs.....299-7793

Vice President for Finance &

Administration.....391-6947

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

Employment (Student).....299-7751

Enrollment Services.....299-7701

Financial Aid.....299-7796

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 or 391-7283

Parking.....391-6947

Personnel.....391-1372

Purchasing.....299-7787

Receiving.....299-7781

Registrar.....299-7796

Security (Multipurpose Activity

Center).....396-7165

Security (Branch Campus).....606-1564

Student Services.....299-7752

Student Payrol.....391-6935

Student

Transcripts.....299-7796

Veterans Information.....299-7793

Women's Center.....391-3599

# 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 the college’s Annual Career Fair in February.
- Follow-up with all employers visited at the Career 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 the Career Fair (*utilize all tools available to you via the **My Career Services** page of the portal to successfully navigate the Annual Career Fair*).
- Finalize résumé and have someone edit it for you to be sure it is free from mistakes.
- Follow up with all employers visited during the Career Fair.
- 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 SUCC 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.
  - List what money comes in (income) and list what money goes out (expenses) monthly.
  - Make sure there is more money in the “in” (or income) column than the “out” (expenses) column or you need to make cuts.
  - Rank them in order of importance.
  - Indicate those that can change week-to-week and those that are always the same.
- 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**

ideas, new experiences, change, growth, and stress. For some students this transition may result in periods of uncertainty; that may be more easily managed if they seek help from a campus counselor. There are no problems too small to discuss with a counselor. In fact, talking about situations in the early stages, sometimes keeps small problems from becoming unmanageable and overwhelming.

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
- Difficulty in coping
- 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 a problem for you
- Social Skills

The 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. Students are welcomed and supported in exploring solutions that reflect their values and personal goals.

## 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'll 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 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.

**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 3 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 5 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.

# **WEEKLY CALENDAR**

## **Fall 2018 - Spring 2019**

## WEEK OF AUGUST 19 - 25

### 19 Sunday

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### 20 Monday

Fall Classes Begin  
Drop/Add Begins

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### 21 Tuesday

Change of Major Deadline

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### 22 Wednesday

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### 23 Thursday

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### 24 Friday

Drop/Add ends for General Studies

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### 25 Saturday

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## WEEK OF AUGUST 26 - SEPTEMBER 1

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**29 Wednesday**

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**Notes**

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WEEK OF SEPTEMBER 2 - 8

2 Sunday

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3 Monday

Holiday - School Closed

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4 Tuesday

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## WEEK OF SEPTEMBER 9 - 15

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### 11 Tuesday

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### 15 Saturday

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## WEEK OF SEPTEMBER 16 - 22

**16 Sunday**

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**20 Thursday**

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**17 Monday**

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## WEEK OF SEPTEMBER 30 - OCTOBER 6

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**8 Monday**

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## WEEK OF OCTOBER 14 - 20

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### 18 Thursday

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### 15 Monday

Homecoming Week 15 - 20

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### 19 Friday

Mid-Term Grades Due

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### 16 Tuesday

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### 20 Saturday

Open House/Homecoming

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## WEEK OF OCTOBER 28 - NOVEMBER 3

### 28 Sunday

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### 30 Tuesday

Sophomore Registration for Spring 2019

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### 31 Wednesday

Freshman Registration for Spring 2019

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### 1 Thursday

Pre-Major Registration for Spring 2019

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### 3 Saturday

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## WEEK OF NOVEMBER 4 - 10

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## WEEK OF NOVEMBER 11 - 17

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WEEK OF NOVEMBER 18 - 24

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21 Wednesday

Deadline to Withdraw from Courses without Penalty

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22 Thursday

Fall Break

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23 Friday

Fall Break

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24 Saturday

Fall Break

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## WEEK OF NOVEMBER 25 - DECEMBER 1

### 25 Sunday

Fall Break

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### 26 Monday

Fall Break

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WEEK OF DECEMBER 16 - 22

16 Sunday

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17 Monday

Grades Due at Noon

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21 Friday

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18 Tuesday

Course Assessments Due

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22 Saturday

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19 Wednesday

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**WEEK OF DECEMBER 23 - 29**

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**26 Wednesday**

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**Notes**

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## WEEK OF DECEMBER 30 - JANUARY 5

### 30 Sunday

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### 31 Monday

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### 1 Tuesday

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### 2 Wednesday

Spring Orientation

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### 3 Thursday

Spring Orientation/ETS Pretesting

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### 4 Friday

Spring Orientation

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### 5 Saturday

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## WEEK OF JANUARY 6 - 12

### 6 Sunday

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### 7 Monday

Spring Classes Begin  
Drop/Add Begins

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### 8 Tuesday

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### 9 Wednesday

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### 10 Thursday

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### 11 Friday

Drop/Add Ends

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### 12 Saturday

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## WEEK OF JANUARY 13 - 19

### 13 Sunday

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### 14 Monday

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### 15 Tuesday

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### 16 Wednesday

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### 17 Thursday

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### 18 Friday

Spring Semester Officially Enrolled

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### 19 Saturday

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### Notes

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## WEEK OF JANUARY 20 - 26

### 20 Sunday

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### 21 Monday

Holiday - No Classes

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### 22 Tuesday

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### 23 Wednesday

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### 26 Saturday

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## WEEK OF JANUARY 27 - FEBRUARY 2

**27 Sunday**

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**31 Thursday**

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**28 Monday**

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**30 Wednesday**

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**Notes**

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## WEEK OF FEBRUARY 3 - 9

**3 Sunday**

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**7 Thursday**

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**4 Monday**

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**5 Tuesday**

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**9 Saturday**

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**6 Wednesday**

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**Notes**

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## WEEK OF FEBRUARY 10 - 16

### 10 Sunday

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### 11 Monday

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### 12 Tuesday

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### 13 Wednesday

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### 14 Thursday

Career Fair/Job Fair

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### 15 Friday

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### 16 Saturday

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### Notes

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## WEEK OF FEBRUARY 17 - 23

### 17 Sunday

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### 18 Monday

Faculty Development - No Classes

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### 19 Tuesday

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### 20 Wednesday

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### 21 Thursday

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### 22 Friday

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### 23 Saturday

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### Notes

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## WEEK OF FEBRUARY 24 - MARCH 2

**24 Sunday**

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**28 Thursday**

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**25 Monday**

Approval of Fall Schedule

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**1 Friday**

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**26 Tuesday**

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**2 Saturday**

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**27 Wednesday**

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**Notes**

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## WEEK OF MARCH 3 - 9

### 3 Sunday

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### 4 Monday

Spring Break - No Classes

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### 5 Tuesday

Spring Break - No Classes

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### 6 Wednesday

Spring Break - No Classes

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### 7 Thursday

Spring Break - No Classes

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### 8 Friday

Spring Break - No Classes

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### 9 Saturday

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### Notes

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## WEEK OF MARCH 10 - 16

### 10 Sunday

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### 14 Thursday

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### 11 Monday

Mid-Term Grades Due at Noon

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### 15 Friday

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### 12 Tuesday

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### 16 Saturday

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### 13 Wednesday

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### Notes

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## WEEK OF MARCH 17 - 23

**17 Sunday**

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**21 Thursday**

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**18 Monday**

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**22 Friday**

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**19 Tuesday**

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**20 Wednesday**

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**Notes**

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## WEEK OF MARCH 24 - 30

**24 Sunday**

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**28 Thursday**

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**25 Monday**

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**29 Friday**

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**26 Tuesday**

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**30 Saturday**

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**27 Wednesday**

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**Notes**

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## WEEK OF MARCH 31 - APRIL 6

### 31 Sunday

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### 4 Thursday

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### 1 Monday

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### 5 Friday

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### 2 Tuesday

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### 6 Saturday

Spring Open House

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### 3 Wednesday

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### Notes

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## WEEK OF APRIL 7 - 13

### 7 Sunday

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### 8 Monday

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### 9 Tuesday

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### 10 Wednesday

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### 11 Thursday

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### 12 Friday

Deadline to Withdraw from Courses  
without Penalty

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### 13 Saturday

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### Notes

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## WEEK OF APRIL 14 - 20

### 14 Sunday

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### 18 Thursday

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### 15 Monday

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### 19 Friday

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### 16 Tuesday

Sports Banquet

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### 20 Saturday

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### 17 Wednesday

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### Notes

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## WEEK OF APRIL 21 - 27

### 21 Sunday

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### 22 Monday

Faculty Development - No Classes

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### 23 Tuesday

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### 24 Wednesday

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### 25 Thursday

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### 26 Friday

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### 27 Saturday

Alumni Banquet

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### Notes

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## WEEK OF APRIL 28 - MAY 4

**28 Sunday**

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**2 Thursday**

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**29 Monday**

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**3 Friday**

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**30 Tuesday**

Awards Banquet

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**4 Saturday**

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**1 Wednesday**

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**Notes**

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WEEK OF MAY 5 - 11

5 Sunday

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9 Thursday

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6 Monday

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10 Friday

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7 Tuesday

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11 Saturday  
Commencement

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8 Wednesday  
Classes End

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## WEEK OF MAY 12 - 18

**12 Sunday**

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**16 Thursday**

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**13 Monday**

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**18 Saturday**

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**15 Wednesday**

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## WEEK OF MAY 19 - 25

**19 Sunday**

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**23 Thursday**

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**22 Wednesday**

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**Notes**

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## WEEK OF MAY 26 - JUNE 1

**26 Sunday**

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**30 Thursday**

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**27 Monday**

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**31 Friday**

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**28 Tuesday**

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**1 Saturday**

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**29 Wednesday**

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**Notes**

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## This image shows a single sheet of white paper with horizontal blue or grey 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.

## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.