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SECTION I: GENERAL INFORMATION

Welcome to Pittsburgh Technical College

In an effort to provide you a positive environment, PTC has identified guidelines, policies and procedures that address the expectations of students as members of the PTC community. This handbook serves as a resource for this information, including students’ rights and responsibilities.

Student conduct guidelines serve the community in two ways. They protect the PTC community from unnecessary disruption and provide students who violate the policies with a learning experience. We believe that these learning experiences are helpful to students as they prepare to become contributing citizens and professionals in their chosen careers.

PTC asks all students to join the efforts of the faculty and staff to help maintain a safe and positive campus learning environment by assuming their responsibilities and by upholding the standards identified in this handbook.

This publication supersedes any of the previously published PTC Student Handbooks. If changes are made, students will be notified through an addendum found in the student portal. The Student Handbook is subject to modification at any time.

This Handbook is available at www.ptcollege.edu and through the student portal.

ACCREDITATION

PTC receives its accreditation from the following agency:

Middle States Commission on Higher Education (MSCHE)
3624 Market Street, 2nd Floor West, Philadelphia, PA 19104
Telephone: (267) 284–5000
E-mail: info@msche.org

The MSCHE is an agency recognized by the U.S. Secretary of Education and Council for Higher Education Accreditation.

STATE APPROVAL

PTC is approved to operate as a college by the Commonwealth of Pennsylvania Department of Education. Questions or concerns, which are not satisfactorily resolved by the school, may be brought to the attention of the Department:

Pennsylvania Department of Education
Division of Program Services
333 Market Street
Harrisburg, PA 17126-0333

DISCLOSURE REQUIREMENTS

Under various sections of this publication and through information posted on http://www.ptcollege.edu/about/consumer-information PTC has provided information that is pursuant to the nature of educational programs, the nature of financial charges, the availability of financial assistance, and the employability of PTC graduates. Additional information that can be located on the Consumer Information page includes the following.

- Related occupational titles
- Program tuition and fees
- Estimated book costs
- Estimated housing
- Graduate information with on-time graduate rates
- Percentage of graduates working in field
- Percentage of graduates working part-time
- The average salary of graduates – employed full time
- Title IV Median Loan Debt
- Institutional median loan debt

NON-DISCRIMINATION POLICY

PTC affords every student all rights, privileges, programs, and activities generally accorded or made available to students at PTC. PTC does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information, or any other protected category under applicable local, state or federal law in the, admission of its students, hiring of its employees, administration of its educational programs, policies, activities, employment, scholarship, grant, and loan programs, placement services, housing, and other PTC administered programs and offerings.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance, may contact PTC’s Director of Human Resources for more information:

Nancy Sheppard, SPHR; Director of Human Resources (Title IX Coordinator); 1111 McKee Road, Oakdale, PA 15071; 412-809-5311; 800-784-9675; sheppard.nancy@ptcollege.edu.

TEXT ALERTS AND NOTIFICATIONS

Delays. Changes. Warnings and last-minute messages. It’s information every student needs. Now you can receive it when you need it simply by registering your mobile number for text alerts. Sign up for Alerts for important information and emergency notifications or Events for student activity announcements and cancellations.

It’s simple. It’s free. And it’s the easy way to always be in the know no matter where you are or what time of day or night it is. Every student should register. So can family members. Just select the list you want (or both) and register your mobile number.

Go to www.ptcollege.edu under current students and click on Text Alert sign-up or directly at http://www.ptcollege.edu/about/current-students/text-alert-signup.
SECTION II: ACADEMIC INFORMATION

ACADEMIC CALENDAR
PTC operates on an academic calendar offering four quarters per year with each quarter approximately eleven weeks in length. The calendar reflects the start and end dates and specific holidays and breaks that occur throughout the year. The calendar is subject to change. Notices of the changes appear in the student portal.

ACADEMIC DISHONESTY
PTC places a strong expectation on all students to act honestly in all situations. PTC does recognize that some students will choose to commit acts of academic dishonesty, which places an expectation on all faculty and staff of confronting these acts of dishonesty. Academic misconduct is a behavioral issue, not an issue of academic performance.

<table>
<thead>
<tr>
<th>First Offense</th>
<th>The student's Academic Chair addresses the behavior through the system outlined in the Code of Student Conduct. If it is concluded that the offense occurred, the student will receive a grade of zero for the assignment or test in which the offense occurred and will be placed on probation up to the remainder of the term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense</td>
<td>If the student's Academic Chair concludes that a second offense occurred or that the first offense is of a particularly serious nature, the student will fail the course.</td>
</tr>
<tr>
<td>Subsequent Offenses</td>
<td>Further offenses are disciplinary offenses and subject to the Administrative and Disciplinary Procedures in this Handbook.</td>
</tr>
</tbody>
</table>

ACADEMIC RECORDS
Any student who changes his or her name, address, marital status, or telephone number while enrolled at PTC must notify the Academic Chair, the Academic Affairs Office, and the Financial Aid Office. Graduates are encouraged to notify PTC's Career Services in the Alumni Services Department of any such changes following graduation.

ACADEMIC YEAR DEFINITION
The School defines an academic year as 36 quarter credit hours offered over a minimum of 30 weeks of instruction. For clock hours for grades, an academic year is defined as a minimum of 900 clock hours usually paid over (2) 450 clock hour periods.

ATTENDANCE POLICY
Enrollment in higher education assumes maturity, the seriousness of purpose, and self-discipline. Every student is expected to attend each meeting of all classes. Pittsburgh Technical College graduates go directly from school to positions in business and industry where attendance is an essential factor in their continued employment and career advancement. Many employers receive attendance records and grades as part of the hiring process.

PTC recognizes that absences occur as a result of circumstances beyond the student's control. If a student misses class, he or she must go to his program Academic Chair to determine whether or not the absence is excused. The following reasons are typically considered to be due to extenuating circumstances.

1. Death in the immediate family, which includes a spouse, biological step or foster children, parent, or spouse's parent (with obituary notice.)
2. In the event of a death of a grandparent, spouse’s grandparent, brother, sister, or spouse’s brother or sister (with obituary notice.)

3. Self-hospitalization (with documentation.)

4. No-fault court appearances (with court documentation.)

5. Job interviews arranged by Career Services (with documentation.)

6. Military service (with military orders.)

The student is responsible for providing satisfactory evidence to the Academic Chair immediately upon returning to school to substantiate the reason for the absence. Academic Chairs will notify the appropriate faculty as to whether an absence is excused or not. What work can be made up and when such make-up work is due depends on the make-up policy appropriate for the missed class. For example, the General Education make-up policy applies to General Education classes missed; the Electronics Department make-up policy applies to missed Electronics classes, etc.

Cumulative tardiness and leaving class before dismissal will be recorded in the attendance record in 5-minute increments. For example, a student who arrives for a 10:30 a.m. class at 10:38 will be marked late for 10 minutes. Time missed is tallied so that 10 minutes late five times for one particular class equals 50 minutes late.

Attendance and final grades become part of the student transcript at the end of each quarter.

**DROP/ADD PERIOD**

To assist students in managing their course load, PTC has a Drop/Add period at the beginning of each quarter. During the first 7 days of each quarters, students work with their Student Advisor to solidify the courses they will be taking for the quarter. Use the following table to determine when you are eligible to drop or add courses for your schedule.

<table>
<thead>
<tr>
<th>Course</th>
<th>Add Day for the Quarter</th>
<th>Drop Day for the Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-Week Course</td>
<td>Day 7</td>
<td>Day 7</td>
</tr>
<tr>
<td>1st Half 5 ½ Week Course</td>
<td>Day 3</td>
<td>Day 7</td>
</tr>
<tr>
<td>2nd Half 5 ½ Week Course</td>
<td>Day 3</td>
<td>Day 7</td>
</tr>
</tbody>
</table>

**WITHDRAWING DURING DROP/ADD PERIOD**

As an attendance taking institution, we will use a current student’s attendance to determine his or her status. During our drop/add period, we are verifying a student’s In School status through the following methods:

- For On-Ground Courses: Students will have their attendance recorded in class
- For Online Courses: Students must participate in initial discussion board by the 3rd calendar day of the quarter or be in communication with academic team. **Logging into Blackboard is not considered being in attendance.**

**For Returning Students:** If extenuating circumstances prevent a student from being in compliance with the attendance policy, the student must communicate this with their education team or the Registrar if academic team is unavailable to meet. If a student is found to be out of attendance and no communication has been established by the 7th calendar day of the drop/add period, they will be withdrawn from the school by their student advisor. After the 8th calendar day of the quarter, the student will be withdrawn accordingly and student will be responsible for tuition charges as established by the tuition schedule.
For New Students: If extenuating circumstances prevent a student from being in compliance with the attendance policy, the student must communicate this with their Admissions Coordinator, education team or the Registrar if education team is unavailable to meet. If they intend to withdraw during the first 7 calendar days of a quarter, they must communicate their intention with their Admissions Coordinator or member of the academic team to begin the process of cancelling their enrollment. If a new student is found to be out of attendance and no communication has been established by 7th calendar day of the drop/add period, their enrollment will be cancelled. After the 8th calendar day of the quarter, the student will be withdrawn accordingly and student will be responsible for tuition charges as established by the tuition schedule.

Note: For any student that is registered for only a second 5.5 week course, they must complete a letter of intent prior to the drop/add period. This letter indicates that a student is committed to enrolling in the class.

CLASS SCHEDULES

North Fayette Campus

Morning classes: 7:20 a.m. to 2:20 p.m.
Afternoon classes: 10:30 a.m. to 4:30 p.m.
Evening classes: Mon/Tues/Wed/Thurs 5:45 p.m. to 10:15 p.m.
Saturday classes: 9:00 a.m. to 2:30 p.m.

GRADING

At the onset of any course, students receive a syllabus of the course requirements and grading standards. At Pittsburgh Technical College, students can earn the following grades. These grades are used to calculate a student’s grade point average (GPA).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Less than 60</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Work</td>
<td>0.0</td>
</tr>
<tr>
<td>P or F</td>
<td>Pass/Fail</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.0</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence</td>
<td>0.0</td>
</tr>
<tr>
<td>R</td>
<td>Repeat Course</td>
<td>0.0</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt</td>
<td>0.0</td>
</tr>
<tr>
<td>PE</td>
<td>Placement Exam</td>
<td>0.0</td>
</tr>
<tr>
<td>N</td>
<td>Course Scheduled/Not Attended</td>
<td>0.0</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passed</td>
<td>0.0</td>
</tr>
</tbody>
</table>

CALCULATING A GRADE POINT AVERAGE

Grade points, the numerical equivalent of the letter grade, are used to determine academic standing.

The grade point average is computed by dividing the total number of grade points earned by the total number of credits attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, and F are computed in the grade point average.
An overall 2.0-grade point average is required for graduation. The following is an example of how a quarterly grade point average is calculated:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits Attempted</th>
<th>Grade Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>C</td>
<td>4</td>
<td>x2</td>
<td>=8</td>
</tr>
<tr>
<td>#2</td>
<td>B</td>
<td>4</td>
<td>x3</td>
<td>=12</td>
</tr>
<tr>
<td>#3</td>
<td>D</td>
<td>4</td>
<td>X1</td>
<td>=4</td>
</tr>
</tbody>
</table>

Divide 12 credits attempted into 24 grade points earned. The resulting grade point average is 2.0.

**Credit Hour Defined**

PTC defines a quarter credit hour as follows.

For all academic classes:

- 10 lecture hours are equal to one quarter credit.
- 20 lab hours are equal to one quarter credit.

For all internships:

- 30 hours of internship are equal to one-quarter credit.

**Grade Transcripts**

One official transcript bearing the signature of the Registrar and the seal of PTC is provided to each student upon graduation provided that the student has met all obligations including academic, financial or otherwise. Should a student need an additional transcript, he or she may send a written request to the Registrar’s office. There is no fee for the transcript. Unofficial electronic transcripts are provided upon completion of each quarter of classes during the student's enrollment. A student and his/her parents may access the record with the appropriate log-in and PIN number.

**Graduation Requirements**

To graduate from Pittsburgh Technical College and receive the Associate in Science Degree, a student must meet the following requirements:

- Complete all coursework in the specified program of study.
- Satisfy all financial requirements.
- Earn a cumulative Grade Point Average of 2.0 or higher.

**Honors and Recognition**

**Celebration of Success**

Every quarter, each academic department honors their students who have achieved high honors, honors, and perfect attendance during the previous quarter. Each department may also present their students with department specific awards that the students may have earned (special /industry certifications).

**In Our Own Words**

Every term, the General Education Department exhibits student work in a literary magazine and/or through presentations at an event for PTC faculty, staff, and students called “In Our Own Words.” Students are encouraged to submit “A quality” essays or projects and participate in this activity. Those who participate receive a certificate of achievement for their professional portfolios. Scholarship awards are given to top publishers and presenters.
**J. R. McCartan Community Service Award**

Introduced by the PTC Board of Trustees in October 2001 and named after PTC’s former President, Mr. Jack McCartan, the J. R. McCartan Community Service Award is presented annually to a student who has made a significant contribution to the outside community.

**Outstanding Student of the Quarter Award**

This award is given every quarter to one student from each program. To be nominated for this award, the student has to have a quarterly grade point average greater than or equal to 3.5 and attendance with less than eight hours absent. From the list of nominees, faculty choose the outstanding student-of-the-quarter based on how the student displays assistance to classmates without being asked, demonstrates leadership qualities inside and outside the classroom (leads projects, holds office in clubs and/or organizations, etc.), tutors or mentors, and/or provides insightful comments (i.e. class/content).

**Perfect Attendance**

Perfect attendance is an accomplishment earned by any student who has been in 100% attendance of all scheduled classes throughout the duration of his or her program. This achievement represents the student’s commitment, determination, and motivation. PTC proudly acknowledges this success quarterly, with a certificate, as well as at the student’s graduation, if perfect attendance is maintained until graduation.

**Quarterly Recognition/Graduation with Honors**

At the end of each quarter, students who have achieved the grade point averages listed below will be recognized quarterly with certificates. Students who maintain these grade averages will be recognized with honor status at the graduation ceremony:

- **Honors**: 3.50 through 3.74 Grade Point Average
- **High Honors**: 3.75 through 3.9 Grade Point Average
- **Presidential Honors**: 4.0 and Perfect Attendance throughout the program

**Richard Caliguiri Award**

The Richard Caliguiri Award is presented at the graduation ceremony to potentially one student from each degree program. The recipients of this award are students who have been found, through a collective vote of Academic Chairs and instructors, to have exhibited outstanding achievement in the areas of academic achievement, leadership, and perseverance over the duration of their training at PTC.

**Satisfactory Academic Progress**

All students are expected to make Satisfactory Academic Progress toward graduation. Students must meet minimum Cumulative Grade Point Average (CGPA) and Pace of Completion Rates. Satisfactory academic progress is cumulative for all periods of enrollment. Progress standards apply to all students regardless of Title IV Aid eligibility.

**Cumulative Grade Point Average/Pace of Completion Rate**

A student is considered in good standing if he/she meets the standards noted on the Maximum Timeframe Chart referenced later in this publication. The student’s Cumulative Grade Point Average (CGPA) and Pace of Completion Rate (CROP) are reviewed at the end of each quarter or payment period. The course completion rate is determined by the percentage of credits attempted and completed at the end of each quarter or payment period. The CGPA is
calculated by dividing the number of grade points earned by the total number of credits attempted. Further clarification and a sample of a grade point calculation are provided in the grade point average calculation section of this catalog.

**MAXIMUM TIME FRAME**
A student must complete the entire program within one and a half times the normal program length as measured in credit hours attempted.

The maximum time frame for a student who transfers in, changes programs, or earns non-traditional credit is adjusted based on the number of credits needed to complete the program.

**FINANCIAL AID WARNING**
A student who does not maintain SAP will be placed on Financial Aid Warning. A student on warning may receive aid for one payment period despite the determination the student did not maintain SAP. A student may be placed on financial aid warning status without an appeal or other action by the student. A student not meeting the SAP standards will be notified in writing. A student who does not regain SAP at the end of the warning period will be placed on financial aid probation.

**FINANCIAL AID PROBATION**
If a student is placed on probation, they will be required to fulfill an academic plan designed by the student's Academic Chair, which allows the student to achieve SAP by the end of a designated point in time. This time-frame will not typically be longer than one academic term. If the student fails to comply with the conditions established in academic plan, then the student is deemed ineligible for further financial aid until the student reestablishes progress. A student may appeal his/her probation or dismissal in accordance with the appeal process established in the administrative and disciplinary section of this publication.

**MITIGATING CIRCUMSTANCES**
The College may waive the academic progress standards for circumstances of poor health, family crisis, or other extenuating circumstances beyond students' control. Students must submit documentation of these circumstances to demonstrate they had an adverse impact on their academic performance. No waivers will be provided for graduation requirements.

**CALCULATING AID FOR TITLE IV PURPOSES**
PTC calculates Federal Student Aid awards using credit hours and standard terms for the majority of its programs. Federal Student Aid awards for the following programs are calculated using clock-to-credit hours because the state licensing requires a specific number of hours in each program. The calculation uses a 25-to-1 ratio, which means that one quarter credit hour is equal to at least 25 clock hours for determining the disbursement of Title IV aid.

- Practical Nursing
- Therapeutic Massage Practitioner

Students enrolled in the programs listed above must meet the same Satisfactory Academic Progress standards established in this handbook.

Financial Aid Satisfactory Academic Progress is the minimum academic standards which students must maintain. The satisfactory academic progress standards include a Cumulative Grade Point Average (CGPA), Pace (program completion rate), and the Maximum Time Frame in which to complete the program.

Satisfactory academic progress standards are cumulative for all periods of enrollment.
CUMULATIVE GRADE POINT AVERAGE (CGPA)
The Cumulative Grade Point Average (CGPA) measures the quality of a student’s coursework.

A student must have a Cumulative Grade Point Average (CGPA) of at least 2.0 to be making satisfactory academic progress.

Pace / Rate of Progress
Pace measures a student’s rate of progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of clock hours attended by the number of clock hours offered/scheduled, that is, the student's attendance percent. A student must have a cumulative attendance of 90% at the end of each evaluation period.

Maximum Time Frame
A student who completes only the minimum pace percentage as outlined above will be enrolled beyond the normal program length.

A student must complete his/her program within 150% of the normal program length. Time spent on leave of absence or withdrawn is not used in this calculation. A leave of absence will extend the student’s completion date and maximum time frame.

Warning
A student who fails to maintain satisfactory academic progress at an evaluation will be placed on Warning until the next evaluation. A student may appeal his/her Warning status if he/she believes the calculation of the CGPA, PACE or Maximum Timeframe is incorrect, or other extenuating circumstances exist that prohibited him/her from making satisfactory academic progress. The student remains eligible for Federal Student Aid during this Warning period.

Termination of Aid
A student who fails to meet the satisfactory academic progress standards at the end of the Warning period will lose Federal Student Aid eligibility. A student must appeal to the Financial Aid Office to have his/her Federal Student Aid reinstated.

Probation with an Academic Plan
A student who is granted his/her appeal may continue receiving aid while on Probation with an Academic Plan until the next evaluation. The Financial Aid staff will discuss the conditions of the academic plan with the student.

Appeal Process
A student who wishes to appeal his/her Warning or Probation status or loss of Federal Student Aid must submit an appeal in writing to the Financial Aid Office according to the schedule stated in the notification letter. If the appeal is granted, the student will be notified in writing of his/her satisfactory academic progress status. The Financial Aid Office will review any appeals submitted by Federal Student Aid recipients to determine their continued eligibility for aid. A student who submits an appeal to remain in school and/or continue to receive Federal Student Aid should continue to attend class until a decision is rendered.
LOSS OF FEDERAL STUDENT AID
A student who fails to meet the conditions of his/her Academic Plan will lose eligibility for federal student aid. The student may continue school without federal student aid but must make satisfactory payment arrangements to pay all unpaid charges.

A student who loses federal student aid for failing to meet satisfactory academic progress standards may appeal to the Financial Aid Office for reinstatement of aid. The student must have mitigating circumstances and submit a written appeal according to the schedule stated in the notification letter.

PHEAA STATE GRANT RECIPIENTS – NORMAL ACADEMIC PROGRESS
State Grant recipients must make “normal academic progress” as defined by PHEAA to be eligible for continued State Grant aid. For each academic year, (fall, winter, and spring terms or the equivalent) that State Grant aid is awarded, a student must complete the minimum total of 36 quarter credits.

Progress is based on the student's enrollment status during the terms the State Grant aid was received. For example, if the student received three full-time terms of aid they would need to have completed 36 quarter credits to continue to receive state grant assistance. For more specifics on the procedures related to this, you may contact the Financial Aid Office.

MITIGATING CIRCUMSTANCES
PTC understands that a student may encounter unusual or unexpected circumstances that may impact his/her satisfactory academic progress. A student who feels his/her lack of satisfactory academic progress is due to mitigating circumstances may appeal the loss of Federal Student Aid as outlined in his/her notification. The Financial Aid Office may waive satisfactory academic progress standards for mitigating circumstances.

Mitigating circumstances include, but are not limited to, injury or illness, the death of a relative or other personal or family crisis, or other special circumstances outside the control of the student.

The student must submit a written request for a satisfactory academic progress review due to mitigating circumstances to the Financial Aid Office according to the schedule stated in the notification letter. The written request must include the reason for not making satisfactory academic progress and what has changed that will allow the student to regain and maintain satisfactory progress. Documentation of special circumstances should be submitted along with the request. The request should demonstrate that these conditions had an adverse impact on the student’s satisfactory progress.

REPEATING COURSEWORK
Students who do not receive a passing grade in a course will be required to repeat the course. In general, Federal Student Aid cannot be paid for repeating hours.

INCOMPLETE GRADES
An incomplete grade ("I") issued by a faculty member, which is not made up within ten days from the beginning of the next quarter will automatically become an "F" grade. Students who receive an "I" will be re-evaluated for Rate of Progress/CGPA.

WITHDRAWALS
Students who withdraw from a course at the end of the ninth week of the quarter will receive a "W" grade. "W" grades are not included in the calculation of the CGPA but hours offered and attended may negatively affect the Pace calculation. Students who withdraw after the end of the ninth week of a quarter will receive an "F" grade for the course. Students enrolled in a 5 ½ week module class who withdraw after 4 ½ weeks will receive an "F" grade. In general, Federal
Student Aid cannot be paid for repeating hours previously attempted, including those for which an F grade was earned or assigned.

**NON-CREDIT/REMEDIAL COURSEWORK**
PTC does not offer non-credit or remedial courses as part of its approved programs.

**CHANGING PROGRAMS**
When a student changes programs or wants to enroll in another program, any courses applicable to the new program/credential must be included in the CGPA and Maximum Time Frame for the new program. The Maximum Time Frame will be adjusted for the new program/additional credential just as it is for students who transfer in hours from another institution.

Students desiring to change programs should seek guidance from the Academic Chair, Team Leader, or their Student Advisor.

The maximum time frame for completion of the program will be adjusted for students changing programs using the following methodology.

The CGPA is cumulative as are credits earned and attempted.

- Determine credits previously earned but not accepted in the new program.
- Credits not accepted are added to the total credits received for the new program.
- Multiply that total by 1.5 to yield the maximum time frame for the completion of the program.

Students should refer to the appropriate section of the school catalog related to changes for additional coursework.

**FINANCIAL AID RAMIFICATIONS**
A student may receive Federal Student Aid while enrolled and making satisfactory academic progress.

A student will be notified, in writing, if an unsatisfactory academic progress determination results in the loss of federal student aid eligibility. A student may have aid reinstated upon successful appeal of the loss of federal student aid.

In addition to making satisfactory academic progress, a student must successfully complete the hours, weeks and coursework in the first half of the program (payment period) to receive the next disbursement of aid.

**RE-ENROLLMENT**
A student who is dismissed from the College can apply to be readmitted after a waiting period of one-quarter. The student may be readmitted with a probationary status. The College, at times, may recommend the use of auditing classes, which would allow a student to improve their academic standing. Students, auditing classes are not officially considered reinstated until the results of the audited classes have been determined.

**TRANSFER OF CREDIT**
The College would accept transfer credits for comparable courses from accredited schools if students earned at least a “C” grade. The maximum time frame for transfer students is calculated based on the number of credits needed to complete the program after transfer credits are accepted. Transfer grades are not used to calculate the CGPA.

**EXAMPLE**
A student transfers in 20 credits of a program 100-credits in length. The student needs 80 credits to complete the program; therefore, the maximum time frame is 120 credits (80 x 1.5 = 120).
EXEMPTED CREDITS DUE TO TRANSFER
Exempted credits must be counted as completed and attempted credits as it relates to the Pace of Completion Rate.

EARLY INTERVENTION
In an effort to assist students to remain focused on achieving their goal, we are committed to identifying and addressing potential obstacles as early as possible. This proactive approach will give students every opportunity to overcome obstacles before they become unmanageable. The plan is simple; we will approach students whenever they demonstrate early behavior or performance that could lead them to “straying off course.” These students will be advised to develop a plan for improvement and will be held accountable for following the plan. A sample of the plan is as follows:

1st quarter (full-time) students with QGPA at or below 1.0 will be placed on probation for the 2nd quarter.

Probation will consist of the following:

- Letter sent home to parent/guardian or directly to the student at home if an adult.
- The student will be scheduled for no more than 12 credits.
- Mandatory tutoring and/or other academic services appropriate for the probation term.
- 80+% attendance in the probation term.
- All grades “C” or better in the probation term or a QGPA of 2.0 or better in the probation term.
- All attendance, tutoring and grade performance will be monitored by the appropriate academic department.
- A student may be dismissed either mid-term or at the end of probation term if sanctions are not met. A student may reapply (on probation) after one full term has passed.
SECTION III: FINANCIAL AID

Pittsburgh Technical College strives to make its education affordable for all students. All students are encouraged to apply for financial aid even if they feel they may not be eligible. PTC offers assistance/awards from federal, state, private, and PTC sources. Assistance may include scholarships, grants, work-study employment, and loans. Students may be awarded more than one type of aid. Awards are usually a combination of gift aid (grants and scholarships) and self-help (work-study and loans).

Most financial aid awards are based upon financial need, which is calculated by subtracting the Expected Family Contribution (EFC) from the cost of education (tuition, fees, books and supplies, personal expenses). The EFC is calculated by the Department of Education, which uses the information that the family provides on the Free Application for Federal Student Aid (FAFSA).

The availability of funds and the student's financial need are the primary factors in determining the amount of assistance. Financial aid is not automatically renewed. Students must reapply each year and maintain Satisfactory Academic Progress. Students are encouraged to apply early to maximize eligibility in the financial assistance programs. At the student's or parents' request, a separate loan application may be needed in order to borrow educational funds.

Detailed information on financial aid programs and application procedures are available in the Financial Aid Office. Financial Aid representatives will assist the student and family with questions. Students and families are encouraged to apply online by going to www.fafsa.ed.gov and www.studentloans.gov.

Pennsylvania residents are encouraged to establish an account to track state grants and student loans at www.accountaccess@aessuccess.org.

A complete listing of all sources of financial aid can be found in the school catalog.

FAFSA VERIFICATION – POLICY AND PROCEDURES

In accordance with 34 CFR § 668.53, PTC will verify an applicant’s FAFSA if it contains conflicting information or errors when compared to other documents provided by the applicant. Additionally, during each award year, the U.S. Department of Education (USDE) will select approximately 30% of all FAFSA applicants for verification. Within 10-days of receiving the Institutional Student Information Record (ISIR), the financial aid office will mail a written request to the applicant for additional documentation, if needed. This request will include an explanation of the documents necessary to satisfy the verification requirements, the deadline to submit the requested documentation, and any consequences of failing to complete any required action.

PTC requires that an applicant provides the information to the financial aid office within 10-days from receipt of the request. All current students must submit the requested information at least 30-days prior to the end of the current quarter. PTC will follow-up with a phone call or email as a service to the applicant.

Neglecting to respond within the designated timeframe may result in a loss of Title IV funding, which includes Pell grants and federal student loans. It may also impact other grants and scholarships. PTC students who do not respond may be required to make satisfactory payment arrangements for any balances due on tuition, housing, or other institutional costs before the start of the next quarter. PTC’s financial aid office cannot adjust an applicant’s cost of attendance or other data on the ISIR that may affect the applicant’s Expected Family Contribution (EFC) prior to completing a verification.

PTC’s process for correcting the FAFSA is as follows.

Make the necessary corrections to the FAFSA via ED Express (USDE).
Notify the applicant by email of all corrections made.

PTC will email a revised financial plan if the applicant’s award has changed.

PTC will refer any credible information, which indicates that an applicant may have engaged in fraud or other criminal misconduct in connection with the FAFSA to the Office of the Inspector General of the Department of Education for investigation as established in 34 CFR § 668.16 (g).

The type of information PTC will refer that which is relevant to the eligibility of the applicant for federal student loans, which includes but is not limited to the following examples.

1. False claims of independent student status;
2. False claims of citizenship;
3. Use of false identities;
4. Forgery of signatures or certifications; and
5. False statements of income

**ENTRANCE AND EXIT INTERVIEW REQUIREMENTS**

Federal regulations require that all students who are to receive student loan funding complete an Entrance Interview before receiving their first loan disbursement. Entrance interviews are conducted to explain the borrower’s rights and responsibilities in taking out loans. The interview also serves as an acknowledgement that the student received this information.

Exit Interviews are mandatory for all students who are graduating, drop below ½ time enrollment (less than six credit hours as defined by PTC) or are withdrawing from the institution. PTC conducts exit interviews in person, or the student can complete the interview online at [http://www.mappingyourfuture.org](http://www.mappingyourfuture.org) by following the steps outlined on the website.

**DISBURSEMENT OF FINANCIAL AID**

Most financial aid is credited directly to a student’s account at the beginning of each quarter. Funds cannot be credited until all requested documents and information have been received and verified. This includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and Federal Direct Stafford Loan Funds. Federal Work-Study wages are not credited to the student’s account but paid as wages. State funding and institutional aid may have different eligibility criteria that must be met in order to be disbursed.

Loan funds will not be disbursed at the start of enrollment until each student finishes an entrance interview and completes a Master Promissory Note. The Master Promissory Note is valid for ten years if acted upon within the first 12-months.

A notification is sent to the student’s e-mail advising them when a loan disbursement is made to their account (if applicable). Students have 14-days from the date of disbursement, in accordance with federal policy, to cancel any loan disbursement made on their behalf.

**LOAN REPAYMENT**

If you borrow loans at PTC, you can check your loan history and loan servicer information at any time by visiting [https://nslds.ed.gov](https://nslds.ed.gov). You will need your Federal User Name and Password to access your personal, secured data. This is the same login that you use to complete the FAFSA and other loan documentation.

Prior to graduation, the financial aid office sends you an individual loan record that outlines your indebtedness, and includes your servicer contact information. There are nine current federal loan servicers and assignment is random. The following
companies service a majority of PTC students: Fed Loan Servicing (Division of American Education Services), Great Lakes Higher Education Corporation, and Navient (a division of Sallie Mae).

At the conclusion of your grace period, additional efforts are made to notify you that your loans are nearing repayment status.

### FINANCIAL HARDSHIP, DEFERMENTS, FORBEARANCES, AND DEFAULT

There are several deferment and forbearance options if you are unable to make your student loan payments, they include the following:

A **Deferment** generally suspends interest on Direct Subsidized Loans on a temporary basis. Deferments must meet certain conditions as defined by the US Department of Education.

A **Forbearance** will temporarily postpone your loan payment obligation, without condition, for 12-month intervals up to a maximum of 36-months over the life of a loan. However, interest will accrue on the unpaid balance during these periods. Financial difficulties are the most common reason to apply for a forbearance.

An **Income Driven Repayment Plan** may help if you are struggling with payments and feel this may be a long-term circumstance as it allows for payments based on certain factors such as household income and family size. This option can be explored at [https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-driven](https://studentaid.ed.gov/sa/repay-loans/understand/plans/income-driven).

All of the above options are in place to help you avoid Loan Default. Loan default has serious consequences. It occurs after 270 days of consecutive non-payments when you are in repayment status. If you experience difficulty making your loan payments, it is essential to contact your loan servicer or your school for assistance and counseling.

### COST OF ATTENDANCE

The Cost of Attendance budget is set by PTC and includes direct cost (tuition, fees, books, and supplies) and indirect costs (room and board, transportation and personal expenses). Budgets are created for different categories of students based on programs of study and living arrangements. The budget amount is not the amount the student owes the school for charges.

PTC has established the following monthly allowances for indirect costs included in student budgets.

- Room and board for students living with parents: $520
- Room and board for students living off/on campus: $955
- Transportation: $214
- Personal Expenses: $290
- Loan Fee (Dependent): $60
- Loan Fee (Independent): $100

Students should refer to the Catalog for direct educational costs (tuition, fees, books, and supplies) included in student budgets.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students who receive funds from financial aid programs have a number of rights and responsibilities outlined here [https://ifap.ed.gov/dlbulletins/attachments/DLB0815AttachDSubUnsubMPNBRR.pdf](https://ifap.ed.gov/dlbulletins/attachments/DLB0815AttachDSubUnsubMPNBRR.pdf) and also in your Master Promissory Note. Knowing these rights and responsibilities puts the student in a better position to make decisions about educational goals and how to achieve them.
**TITLE IV CREDIT BALANCE**

A Title IV Credit Balance occurs anytime that the Institution receives Title IV payments in excess of institutional charges. As a service to its students, Pittsburgh Technical College will hold Title IV credit balances only with written authorization, and then only until the end of the academic year. If a student withdraws from PTC, Title IV credit balance funds will be returned to the appropriate program from which they were credited.

**NOTIFICATION OF AUTHORIZATION PROVISION**

Students and/or parents have the option to provide written authorization that allows PTC to perform the following transactions.

- Credit loan funds to the student’s account by means of Electronic Funds Transfer.
- Use the student's excess credit balance, after tuition and fees, to pay for required textbooks and supplies.
- Hold financial aid funds, more than the current quarter charges, on account to be applied to prior or subsequent quarter changes.
SECTION IV: RESOURCES

CATALOG AND SECURITY & SAFETY REPORT

The PTC Catalog is a comprehensive publication that provides detailed information in the following areas: Admissions, Financial Aid, Educational Costs, Services for Students, Certificate and Degree Programs, Course Descriptions, Graduation Requirements, Personnel, the Academic Calendar and miscellaneous information. The Catalog can also be accessed at http://www.ptcollege.edu under Consumer Information.

PTC publishes its annual Campus Security and Safety Report to share PTC policies, information, and reports that pertain to The Clery Act. The report can be found on the PTC website, within the “Learn About PTC” tab, on the Consumer Information page. The direct link is www.ptcollege.edu/uploads/pages/documents/consumer/Campus_Security_Report.pdf.

ACCESS AND STORAGE ON PTC NETWORK

All new students are set up with a student LOG-IN and PASSWORD at new student orientation.

The student log-in is typically the first, middle and last name initials plus a number assigned by the IT Department. Once the account is set up, students may log in and have access to the PTC network and software, check email and work on any school-related material, as well as gain access to the Internet.

Students may also store class work on the PTC network during the term. Each student, depending on his/her program, is permitted to save up to 30-700 MB in his/her personal “U” drive. All students are required to review the Electronic Communication Policy (ECP) in Appendix A (acknowledged at each log-in) and agree to the terms. If a student violates the terms of the ECP, he/she is subject to the disciplinary actions as outlined in the Student Handbook.

MY PTC

PTC’s student website http://www.ptcollege.edu (click on MY PTC) is a valuable resource for students. It includes information related to financial aid plans and loans, disbursement notices, student services, academic programs, upcoming events, student consumer information, the Student Handbook, and PTC’s catalog in its entirety. It can also be used to check the status of current or end of quarter grades. Students may also access the student portal through this site. Students are encouraged to check the status of their grades, as well as information on their loan disbursements, on a weekly basis.

HOW DO I ACCESS THE INFORMATION?

Visit the Pittsburgh Technical College main web page using your web browser at http://www.ptcollege.edu to access the student website.

Note: Before starting, you should have Adobe Acrobat Reader installed.

Next, click the web page link down the left-hand column near the end that says “MY PTC.”

After clicking the MY PTC link, you should be presented with a log-in page. If you’re a student, you want to make sure the “Students” option is selected and enter your username and password that you use to log into computers at PTC.

If you’re a parent, you would select the “Student-designated User” option and enter the credentials given to you by your son or daughter.

You can download the directions at the MY PTC log-in page after clicking the MY PTC link on the main Pittsburgh Technical College web page. The names of the directions are “Student Directions” and “Student-Designated User Instructions.”
WHAT ARE THE PROCEDURES FOR HAVING YOUR PASSWORD RESET

Students who are enrolled in PTC programs on campus (on-ground) or through distance education (online) are given a username and a temporary password to their PTC email account hosted by Google Apps, and a “My PTC” account hosted by PTC. The “My PTC” account gives students access to course schedules, grades, the Blackboard Learning Management System, and other relevant data. Each student is required to create a password for each of these accounts to ensure privacy. Students can change passwords at intervals (up to once per day) appropriate to them to maintain account security.

On occasion, a student will forget a password and require assistance to gain access to one or both of these accounts. Depending if the student is on ground or online, one of two procedures will be used to reset a student password.

The procedure for resetting a password for on-ground students is as follows.

1. The on-ground student must visit the IT department, in person, during business hours. The IT Department will identify the student via the Student Information System (SIS) photo linked to the student’s account.

2. If that photo does not exist, a state-issued photo ID is acceptable.

3. If the student has no SIS photo or photo ID, the IT Department will follow the identification procedure for online students.

4. In a rare occurrence when their instructor must validate the student, the instructor will take full responsibility for visual identification.

The procedure for resetting a password for online students is as follows.

1. The student must call PTC and speak with the IT Department.

2. The IT Department will ask for the student’s username or first and last name to locate the matching account on SIS.

3. Once the student record is located, the IT Department will check the enrollment status of the student. The student must be actively enrolled to reset an account password.

4. If the student is not enrolled, the representative will direct the student to speak with their Student Advisor before continuing to assist with resetting an account.

5. Once the IT Department confirms the student’s status, the representative will ask the student a series of at least three questions, pulled randomly from data in the student’s SIS record, to determine student identity.

6. If the student answers these questions correctly, the representative will complete the password change by issuing a temporary password for the requested account.

7. The representative will provide the student with instructions on how to change the password during the next login to safeguard privacy.

CAMPUS STORE

The Campus Store is located on the 4th Level at the North Fayette campus. The Store provides textbooks, school supplies, PTC apparel, and supplies for the convenience of students.
COUNSELING

Stressed? Depressed? Angry? Confused? Need someone to talk to? The Re: Solve Crisis Network, 24/7 Hotline is available to students at 888-796-8226.

A Counselor is on site at PTC in Room 305 during posted hours. You may contact PTC Counseling services at 1-800-647-3327.

Additional resources and contacts are listed under Appendix B or by going to www.alleghenycounty.us/dhs/guides.aspx.

CONNECT TO STUDENTS

The philosophy and goals of the CONNECT to STUDENTS® are:

- To understand the school philosophy
- Offer student assistance whenever needed
- Never give up on students
- Always remember “Students First.”
- Explore proactive means to solve student issues
- Communicate daily with students
- Tell students we believe in them

See Appendix C for more details on the various components of the Connect Services.

COMMUNITY SERVICE

Community service is a tradition at Pittsburgh Technical College. Students volunteer their time, talent, and special interests through events such as hosting activities for children at an alternative school, Christmas gift delivery to underprivileged families in the local area, charitable fund-raising, local blood drives, highway cleaning, and a Reading Mentor Program. PTC may recognize students who have committed their time to volunteer their services at graduation ceremonies.

DISABLED STUDENT SERVICES

PTC ensures that all services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. To Request Accommodations

1. Submit documentation to PTC from a licensed professional such as a medical doctor, psychologist, or another qualified diagnostician. AND

2. Contact Mr. Keith Merlino, VP of Student Services, at merlino.keith@ptcollege.edu or 412.809.5256 to discuss accommodations. The VP of Student Services will notify you in writing of the approved accommodations and will notify faculty/staff on a selective “need to know” basis.

3. For classroom accommodations, notify individual faculty members of the approved accommodations to be utilized in their class. Please allow faculty sufficient time to arrange accommodations.

Additional information can be found in the U.S. Department of Education publication “Students with Disabilities; Preparing for Postsecondary Education: Know Your Rights and Responsibilities” at www.ed.gov/about/offices/list/ocr/transition.html.

Students may obtain additional information through the U.S. Department of Education publication, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities at www.ed.gov/about/offices/list/ocr/transition.html.
ENROLLMENT VERIFICATION & GOOD STUDENT DISCOUNT CERTIFICATES

Students can complete enrollment verification after the start of each term. Students can go to ‘MYPTCOLLEGE’ and link to enrollment verification. From here you may print or email the verification to the appropriate office or location. Students also may be able to print and send a Good Student Discount Certificate based on your Grade Point Average of usually 3.00 or higher.

FACILITIES

PTC’s North Fayette Campus consists of a 160,000 square foot facility that houses all classroom and administrative offices. The various levels include:

**Level 1**
- Instructional Classroom
- Surgical Tech Labs
- Medical Assisting Lab
- Smart Building Labs
- IT Department Service Area
- Nursing Lab 5

**Level 2**
- Multimedia Studio
- Graphic Design/Multimedia Labs
- Electronics Lab/Classroom
- Maintenance Service Areas
- PTC Security Office
- Admissions Assistants' Office

**Level 3**
- Administrative Offices
- Conference Areas
- Student Services
- Tutoring Lab
- Resident Life Office
- Student Activities & Intramurals
- Writer’s Center
- Center for Teaching & Learning
- Admissions-Financial Planners
- Financial Aid and Academic Services

**Level 4**
- Faculty Offices
- IT Instruction Labs
- Conference Areas
- Bookstore
- Student Lounge/Cafe
- Faculty/Staff Lounge

**Level 5**
- Gallery
- Flex-Tech Classroom
- Instructional Classrooms
- GD-MM Computer Lab
- Learning & Resource Center

**Level 6**
- Career Services (placement, part-time jobs, internships)
- Career Development Specialists
- Instructional Classrooms
- On-Campus Resident Student Mailboxes
- Culinary Arts
- Dining Lab

**Energy Tech Center**
- Welding Labs and Cutting Areas
- HVAC and Commercial Labs
- Refrigeration Labs
- Electronics Oil and Gas Lab
- Instructional Classrooms

HEALTH CARE

A primary concern of PTC is the health and psychological well-being of its students. To ensure students know where to go in the event of medical need, PTC provides a listing of Health Care Centers and services within a short distance of the campus. Refer to Appendices C and D of this Handbook or visit [www.ulifeline.org](http://www.ulifeline.org) and select the campus services link.

IDENTITY THEFT – A SERIOUS CRIME

Identity theft is a growing problem around the country and the world. Identity theft occurs when a person uses your personal information without your permission to commit fraud or other crimes. While you can’t entirely control whether you will become a victim, there are several ways that you can minimize the risk of this happening to you.
Some ways of helping to control this risk are:

1. Get a free annual credit report by calling 1-877-322-8228 or by logging on to www.annualcreditreport.com.

2. Under a federal law enacted in early 2005, you are entitled to ONE free credit report per year.

3. You may also obtain a free credit report within 60 days of receiving a denial of credit, insurance, or employment.

4. Place passwords on credit cards and bank accounts and be careful, do not share any PIN information with anyone.

5. Be sure to shred or destroy any documents that have personal information, such as credit card statements, bank statements, utility bills, etc. Identity thieves often acquire information by going through trash to obtain personal information.

6. When renewing your driver's license, if your state puts your social security number on your license, ask them to remove this all together or substitute another number for an identifier. Most states are doing this already.

7. Be careful when making purchases over the internet with credit cards or bank information. Make sure that the website you are using is a secure site with encryption that will prevent anyone other than the intended recipient.

If you believe you are a victim of identity theft, you should immediately take the following steps.

1. Contact the fraud department of one of the three major credit reporting companies (Experian, Equifax, or Transunion) to place a “fraud alert” on your report. You are only required to contact one of the agencies as it is the agency’s responsibility to notify the other two.

2. Experian 1-888-397-3742

3. Transunion 1-800-916-8800

4. Equifax 1-800-685-1111

5. Close all accounts that have been corrupted

6. File a police report

7. File a complaint with the Federal Trade Commission, as they keep records of identity theft cases, by calling 1-877-382-4357

8. The information will be entered into a secure, online database that civil and criminal law enforcement agencies will have access to in the US and abroad.

It can take quite a while to reverse the damage caused by identity theft, so it is important to protect yourself as best as you can by following some of these previously provided steps.

If you would like more information concerning identity theft and other ways to protect yourself, please visit www.ftc.gov/idtheft

LIBRARY RESOURCE CENTER
The LRC offers a variety of library and information services on the 5th level at the North Fayette campus. The Center is open Monday through Thursday from 7:00 a.m. to 7:30 p.m. and on Friday from 7:00 a.m. to 5:00 p.m. or by appointment. Library collections include over 5500 titles, 150 periodical subscriptions, and 500 audiovisual materials. New materials are added.
continually to keep resources current. Information retrieved from online databases and the Internet serve to widen the scope of research material available in all of the academic disciplines. The student photo ID serves as the library card. Students may visit the homepage at www.student.ptcollege.edu.

**MYSTUDENTBODY.COM**

Pittsburgh Technical College understands that the college experience extends far beyond academics, with the social development skills practiced during these years providing the foundation for future success. Students are faced with many challenges during their college years, including exposure to alcohol, drugs, and the potential for sexual violence that is often linked to substance abuse issues. Our dedicated team of educators is always looking for innovative ways to enhance our comprehensive strategy to combat substance abuse and sexual violence. PTC is pleased to offer MyStudentBody®, a comprehensive online education program that delivers reliable information to students with the aim to improve students’ daily life and all around health.

MyStudentBody features online courses about alcohol, drugs, and sexual violence that are used in schools nationwide as a requirement for the first year students to fulfill state and federal laws. The MyStudentBody courses, which provide online education through a flexible, interactive design, teach students about alcohol, drugs/addictive substances, and sexual violence. The goal of the courses is to increase students’ knowledge, decrease harmful behaviors, and provide information to help students make good decisions. Our school requires first-year students to complete the MyStudentBody online courses about alcohol, drugs, and sexual violence by the end of their first quarter. It is a required activity in a designated course, which will vary depending upon the student’s program. Students will receive information with more details during their orientation session, as well as in their designated first quarter class where the MyStudentBody online modules are formally assigned. Please review the details in Appendix D for more details on how to use mystudentbody.com.

**STUDENT ACTIVITIES AND INTRAMURALS**

The Department of Student Activities helps students to enjoy student life through involvement in campus and community events. PTC students participate in a variety of activities throughout the year including game nights, ice cream socials, Pirate games, intramural sports, and professional and interest organizations. The Holiday Bash, PTC Carnival, Hoedown, Kennywood Park, and Oktoberfest are popular seasonal events.

Competitive and recreational intramural opportunities exist on the campus throughout the year. Pick-up games and organized tournaments are open to both men and women. Basketball, softball, flag football, billiards, and volleyball emphasize fun competition and the development of skills for life-long activity.

Activities are regularly advertised in the student newsletter, in a monthly activities calendar, and through special promotions. Students with new ideas for activities may contact the Director of Student Activities.

**STUDENT SURVEY OF INSTRUCTION (SSI)**

PTC is committed to continuous improvement of our educational programs, the delivery of those programs and ensuring that the learning experience at PTC is a positive and rewarding one. We survey students in their various courses for each of their instructors.

The survey consists of a number of items that evaluate both the course as well as the instructor. Students are asked to rate these areas and comment on any specific areas as it relates to the class and instructors. The results are reviewed quarterly by the Academic Chairs and shared with instructors with appropriate feedback to assist the instructor in the improvement of content or delivery.
STUDENT SATISFACTION SURVEY (SSS)
Students are surveyed on all aspects of services at PTC. The surveys are usually completed on a quarterly basis and gather quantitative data that rate the services provided to students. Students have an opportunity to rate their satisfaction level in various areas and are free to provide specific comments should they choose to do so. The survey feedback is used to help improve services and make the school aware of situations or circumstances that require corrective action. PTC’s student survey responds to a broad variety of services.

STUDENT NEWSLETTER - FYI
FYI is the student’s communication link to PTC. Each publication, which is published bi-weekly contains information about the school and its departments, upcoming events and activities, stories of interest, a fun page, and student/faculty achievements. Students are encouraged to participate in the production of the newsletter.

STUDENT ORGANIZATIONS
Involvement in campus clubs and organizations fulfills a three-fold purpose: it can complement the student’s academic interest; it is the perfect way to make new friends who have similar interests; and it enhances student development, which includes the combined experience of the classroom and activities outside the classroom. A listing of organizations available to students appears in the Catalog.

TEXTBOOK INFORMATION DISCLOSURE
New regulations established by the Higher Education Opportunity Act (HEOA) require that higher education institutions post information on textbooks and materials required and recommended for each program. The rule requires a listing of the course code, book title, ISBN number, and retail price. To fulfill this requirement we have included information that lists books and materials required for each program offered at PTC. This information can be located on the Student Portal under Student Consumer information.

Continuing and prospective students are reminded that this information is for the current program year and is subject to change based on publisher’s price increases. Specific questions regarding texts and materials can be directed to the PTC Campus Store at 412-809-5226.

TUTORING
Multiple tutoring opportunities exist at PTC. Tutoring by instructors is available by appointment, peer tutors are available for multiple programs at PTC, and many programs have instructors and/or peer tutors available at departmental tutoring sessions during the Wednesday activity time. Students should see their program Team Leader or the school’s Learning and Assessment Coordinator for assistance in setting up tutoring.

There is also a Tutoring Center on the 3rd Level by Student Activities that provides a study area, a place for a group or individual tutoring, and use of computers that is available to all students whenever the academic building is open.

ULIFELINE RESOURCES
Students can access various types of information and resources by linking to the PTC/Ulifeline under student services on the student portal. From here “campus services” provides a wealth of information on counseling, health care, consumer credit, legal services and more.
**WHERE TO CALL**

Directory of Mental Health & Drug and Alcohol Services.

Allegheny County Department of Health Services contracts for and monitors community-based agencies that provide services designed to meet the Mental Health and Substance Abuse Services needs of county residents.

WHERE TO CALL is a listing of these services that describe the service provided and contact information. The entire publication can be found at [http://www.alleghenycounty.us/Human-Services/Programs-Services/Adults.aspx](http://www.alleghenycounty.us/Human-Services/Programs-Services/Adults.aspx).

A hard copy of the document is available to review in the Academic Services area on Level 3.
SECTION IV: MISCELLANEOUS

BUS SCHEDULES
Shuttle bus schedules to and from the North Fayette campus and student housing locations are available at the Resident Life Office on the 3rd Level at North Fayette. Public transportation bus schedules are available at the Port Authority website: www.portauthority.org.

FIRE DRILLS
It is recommended that students, faculty and staff members become familiar with the fire exits and fire extinguishers on each level of the building. When alarm sounds, students, faculty, and staff follow the basic procedure outlined below:

1. Immediately leave the area (classroom, residence hall, lab, office, etc.) and head for the nearest hallway door marked “Exit.” If at all possible, take readily available personal items (keys, coat, purse, book, etc.) with you.
2. Proceed to the main doorways, exiting on to the entrances, and cross the roadway.
3. Do not stand in front of the building or block entrances to the building. Keep walking approximately half the length of the roadway through the parking lots.
4. Do not re-enter the building until clearance is given.

FIRE SAFETY PROCEDURES FOR ON AND OFF CAMPUS RESIDENCE HALLS
Procedures to be followed in the event of detection of fire and policies on tampering with various fire prevention equipment are shown in Appendix E.

LOST AND FOUND
Students should check the Bookstore at the North Fayette campus for lost articles. Pittsburgh Technical College is not responsible for articles lost or stolen on PTC property or during PTC activities held on and off campus.

RIDE SHARING
PTC makes available bulletin boards in the PTC Café and Student Lounge for students to privately arrange for ride sharing. Students should be aware of the cautionary statements.

SCHOOL DELAY OR CANCELLATION
In the event of inclement weather or other circumstances that make the class schedule impossible to follow, PTC will either follow a “late start” schedule or cancel classes. Announcements regarding these changes to the schedule will be broadcast on the following radio and television stations:

<table>
<thead>
<tr>
<th>Television</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTAE Channel 4</td>
<td>WTAE AM 1250</td>
</tr>
<tr>
<td>KDKA Channel 2</td>
<td>KDKA AM 1020</td>
</tr>
<tr>
<td>WPXI Channel 11</td>
<td></td>
</tr>
</tbody>
</table>
In the event of an announced "late start," the class schedule at the North Fayette Campus will be as follows.

<table>
<thead>
<tr>
<th>Period</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Schedule</td>
<td>Classes will begin at 10:30 a.m.</td>
</tr>
<tr>
<td>Afternoon Schedule</td>
<td>Normal Schedule follows</td>
</tr>
</tbody>
</table>

In the event of a late start schedule, afternoon classes will be held at the regular times. Students should refrain from calling PTC for information.

**SMOKING**

In accordance with Allegheny County Ordinance No. 23-06, Chapter 880: Smoking of any tobacco product, the use of any type of smoking device, and any electronic smoking devices, and the use of other tobacco products is not permitted in any PTC owned or leased building.

On campus, the following locations are the only designated smoking areas. All designated smoking areas are clearly labeled.

- The designated smoking section outside of entrance # 4
- The designated smoking pavilion outside of entrance # 2.
- In designated areas outside of each student housing building.
- In the designated pavilion area outside of the Energy Tech Center.

Smoking areas have been identified at the off-campus locations of Westpointe, Hawthorne, and Mainstay.

**STUDENT SAFETY**

For the safety of everyone at Pittsburgh Technical College, weapons of any kind are prohibited on the premises. If a student is injured on the premises, the student is required to report the injury, no matter how minor, to the PTC Police Department at 412-809-5300 (all incoming calls are recorded for safety and security purposes).

**TELEPHONES**

A Public telephone, for outgoing calls only, is located on the 4th Level near the Cafeteria.

Students should inform family and friends that only extreme emergency calls should be made to PTC. In cases of emergency, the receptionist will contact the student’s Academic Chair, who will then relay the information to the student. Callers will be informed of PTC’s policy.

**TRAINING ACTIVITIES**

Periodically, students can participate in various activities that supplement classroom instruction. Activities include plant tours, trade shows, equipment demonstrations, field trips, and guest speakers. Students who participate in off-campus activities, do so at their own risk, and will, if requested, sign a liability waiver.

**USE OF TITLES**

Students are expected to address staff and instructors with appropriate titles, i.e., Mrs., Mr., Ms., Chef, and Doctor.
VISITORS
All visitors must check in with the receptionist at the North Fayette Campus. Any enrolled student may bring another individual to visit PTC and/or sit in on classroom instruction by requesting permission from his or her Academic Chair at least 24 hours in advance. No animals are permitted in the academic building, except legally authorized service animals, such as a seeing-eye dog. Children are not permitted to attend classes. PTC does not assume any liability for children on campus in violation of the stated policy.
SECTION V: INSTITUTIONAL POLICIES

ALCOHOL AND DRUGS

PTC is committed to preparing students for long and successful careers. As part of this commitment, PTC attempts to prevent illegal drug use and alcohol abuse by its students in accordance with the following policy.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendments of 1989, it is the policy of PTC to maintain a drug-free environment. As defined under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act 64 of 1972, PTC prohibits the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. This includes all products derived from hemp, including medical marijuana and CBD, as well as drug paraphernalia (including pipes, bongs, hookah, syringes and any other devices for the use of drugs), or being under the influence of drugs or alcohol on PTC premises, in and around PTC sponsored student housing, or at PTC sponsored or supervised functions or events. These prohibitions cover any individual’s actions that are part of any PTC activities, on or off PTC premises or in the conduct of PTC business wherever transacted.

PTC also provides information and resources on substance abuse through its campus-specific link at ULifeline.org. Students can access ULifeline.org resources through the Student Services link on the Student Portal. For additional information on alcohol use and abuse see Appendix F. A list of controlled substances and associated penalties for possession is located in Appendix G.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

In accordance with the Higher Education Opportunity Act Sec. 408, each school is required to provide a notification upon enrollment “that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV HEA Program funds will result in the loss of eligibility for any Title IV HEA grant, loan or work-study assistance”.

The institution must provide timely notice to each student who has lost eligibility for Title IV Aid and advise them of the ways in which they can regain eligibility for the program. Below is a specific reference from the Federal Student Aid Handbook on regaining eligibility.

<table>
<thead>
<tr>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>One year from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Two years from date of conviction</td>
</tr>
<tr>
<td>3rd offense+</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

If the student is identified as being convicted, PTC would require a Student Aid Eligibility Worksheet and the appropriate correction would be made to the student’s FAFSA.

Specific information regarding reinstatement or rehabilitation for Federal Student Aid can be found in Appendix H in this handbook.

ASSISTANCE IN RECOGNIZING AND DEALING WITH THE ABUSE OF ALCOHOL AND ILLEGAL DRUGS.

PTC encourages individuals facing a drug or alcohol problem to seek treatment. Local agencies, treatment centers and information on alcohol use and abuse, and substance abuse are listed in Appendix I.

A complete guide on commonly abused drugs can be found on the following website: http://www.nida.nih.gov/DrugPages/DrugsofAbuse.html.
POLICY ENFORCEMENT

PTC will cooperate with local, state, and federal authorities to ensure compliance with laws related to the unlawful use, possession, manufacture, distribution, or sale of illicit drugs and alcohol.

Any violations of the Drug and Alcohol policy and/or Code of Student Conduct will be subject to disciplinary action under the Administrative and Disciplinary Procedures in this Handbook, and the Alcohol Incident Procedure is shown below.

ALCOHOL INCIDENT PROCEDURE

In alcohol-related violations, students will be disciplined as follows.

MINOR OFFENSE

An alcohol-related offense may be considered a minor offense under the Administrative and Disciplinary Procedures. In the disciplinary meeting with the student, the Drug, and Alcohol Policy will be discussed. If necessary, the student will be advised to seek professional counseling.

MAJOR OFFENSE

Any offense, including a first offense which is considered serious due to the circumstances, will be treated as a Major Offense under the Administrative and Disciplinary Procedures. During the disciplinary hearing, the Drug and Alcohol Policy will be discussed. The student may be required to seek professional counseling. If counseling is required, the student must provide proof of attendance.

INCIDENT AND CRIME REPORTING

An incident is any conduct which is a violation of the Code of Student Conduct or a policy of PTC, or any other unusual or troublesome event which disrupts the peace and tranquility of PTC.

Incidents occurring within and around student housing must be reported in writing to the Housing Director. All other incidents must be reported to the PTC Police Department at 412-809-5300 (all incoming calls are recorded for safety and security purposes).

AMNESTY POLICY

FOR VICTIMS

In cases of intoxication and/or alcohol poisoning and/or drug overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for others who are dangerously intoxicated. No student seeking medical treatment for themselves or others for alcohol or another drug-related overdose will be subject to college discipline for the sole violation of using or possessing alcohol and/or drugs.

SAFE HARBOR

PTC has a Safe Harbor rule for students. PTC believes that students who have a drug and/or alcohol addiction problem deserve help. If any PTC student brings their own use, addiction, or dependency to the attention of PTC officials outside the threat of drug and/or alcohol tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection, and campus conduct processes will be initiated. Some academic programs (e.g., Nursing) have policies that may take precedence over this policy due to accreditation standards and/or health and safety concerns in clinical or similar settings.
IMMUNIZATION POLICY

In accordance with the Pennsylvania College and University Student Vaccination Act of Jun. 28, 2002, P.L. 492, No. 83, all students wishing to reside in PTC owned housing are to provide either proof of vaccination for meningitis or a signed waiver requesting exemption after having received information on the risks associated with meningococcal disease and the availability and effectiveness of the vaccine.

College students are at increased risk for meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis. In fact, first-year students living in College or University-owned housing are found to have a six-fold increased risk for the disease. The American College Health Association recommends that college students, particularly first-year students living in student housing, learn more about meningitis and vaccination. At least 70% of all cases of meningococcal disease in college students are vaccine preventable.

PTC recommends that every student who enrolls at PTC, including those who do not reside in student housing, receive the meningitis vaccination.

MENINGOCOCCAL MENINGITIS

What is meningococcal meningitis? Meningitis is rare. But when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

How is it spread? Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes, and drinking glasses.

What are the symptoms? Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy, and confusion.

Who is at risk? Certain college students, particularly freshmen who live in residence halls, have been found to have an increased risk for meningococcal meningitis. Other undergraduates should also consider vaccination to reduce their risk for the disease.

Can meningitis be prevented? Yes. A safe and effective vaccine is available to protect against four of the five most common strains of the disease. The vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site, and rarely, a fever. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals. It does not protect against viral meningitis.

In addition to the meningitis vaccination, PTC suggests that all enrolling students receive immunizations against the following diseases:

MEASLES, MUMPS, RUBELLA VACCINE (MMR)

Measles is a highly contagious virus that can be spread by coming into contact with an infected person or the infected person’s saliva through coughing and sneezing. It can cause serious illnesses such as pneumonia and encephalitis (inflammation of the brain). Two doses can provide lifelong protection. The vaccine can be administered alone, or as part of the combination Measles, Mumps and Rubella shot.

Rubella is caused by a virus that is spread by contact with infected people or their articles that they have used. Rubella
is especially dangerous for the fetus during the first three months of pregnancy. The pregnant woman may miscarry, or the baby may be born with birth defects. The vaccine can be administered alone, or as part of the combination Measles, Mumps and Rubella shot.

Mumps is mainly a disease of young children, but approximately 15% of reported cases have occurred in teen and adults. Mumps can cause deafness, encephalitis, meningitis, and rarely, sterility. The vaccine is administered as part of the combination Measles, Mumps and Rubella shot.

Two doses of the MMR vaccine are needed. The first dose must be given after the first birthday and the second dose given at least one month later, or a blood test verifying immunity.

HEPATITIS B VACCINE:

Hepatitis B is a serious liver disease caused by a virus. The virus can be spread by coming into contact with the blood or other bodily fluids of an infected person. Hepatitis B can cause inflammation of the liver, which can lead to serious illness, cancer, or liver failure. Immunity is achieved by receiving a series of three injections over a six month period.

TETANUS-DIPHTHERIA-PERTUSSIS VACCINE (TD OR TDAP)

Pertussis has become more prevalent in the U.S. over the last 20 years, especially among adolescents and adults. Pertussis can be spread easily which makes the infection difficult to control once it is established. The use of antibiotics does not significantly alter the course of the infection once you acquire a cough related to Pertussis. One-time use of Tdap is recommended for adults between the ages of 19 and 64.

One dose of Td (Tetanus-Diphtheria Vaccine) or Tdap (Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis Vaccine) within the last ten years.

Three doses of the TD or TDap are needed. The first two doses are given one month apart and the third dose 4-6 months after the first, or a blood test verifying immunity.

VARICELLA VACCINE

Chickenpox (varicella) is a viral infection that causes an itchy rash with small, fluid-filled blisters. Chickenpox is highly contagious to people who haven't had the disease or been vaccinated against it. Before routine chickenpox vaccination, virtually all people had been infected by the time they reached adulthood, sometimes with serious complications. Today, the number of cases and hospitalizations is down dramatically.

For most people, chickenpox is a mild disease. Still, it's better to get vaccinated. The chickenpox vaccine is a safe, effective way to prevent chickenpox and its possible complications.

Two doses of chicken pox vaccine given at least one month apart, or a blood test verifying immunity, or a history of disease.

EXEMPTIONS:

Students may be exempted from the immunization requirements if there is a medical contradiction or if religious/moral/ethical belief prohibits immunizations. Students who choose not to receive a meningitis vaccination must sign a waiver prior to staying in on- or off-campus student housing. The waiver is located on the Medical Information form on the student's dashboard, or on the 3rd Floor of the Academic Building in the Resident Life/Student Services area.

Please note: Students in health professional programs may have additional immunization requirements. Please check with your program.
Failure to comply with the meningitis vaccination requirement will prevent a student from obtaining an assigned apartment key.

MEDICAL INFORMATION FORM ON THE DASHBOARD

PTC recommends that all students complete the Medical Information form located on the student’s dashboard. This information is essential for the College to have in the event of a student’s medical emergency. Completing this form improves PTC’s ability to offer emergency services to a student (i.e., using an epi-pen in response to a food allergy, providing valuable information to EMS, etc.).

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS:

Consistent with the Clery Act requirements, PTC has adopted the following emergency notification and timely warning procedures.

Events requiring notification are classified into two categories, depending upon the nature of the event and level of threat to the campus community. The categories are as follows.

**EMERGENCY EVENTS**

Serious criminal conduct or known substantial threat that is presently occurring and poses an immediate and serious physical threat to persons in the campus community. Examples include active and ongoing shooting, active violent physical assault, riot, kidnapping, robbery, armed intruder, bomb threat, approaching violent weather event, gas leak, occurring terrorist activity, nearby fire, and nearby toxic spill.

**TIMELY WARNING EVENTS**

Criminal conduct which has occurred and may be either isolated or a series of events, and events or activity not involving a crime that poses a threat to persons or property in the campus community. Examples include: follow-ups to emergency event messages such as those described above once specifics are known; crimes not actively occurring but which have occurred and posed a threat to persons or property; or conditions that may cause injury to persons or property, such as a known substantial threat (i.e., inclement weather, etc.)

To make everyone in the PTC community aware of an emergency, an emergency notification will be dispatched electronically through Blackboard Connect (alert system), which includes text and email alerts. In addition, intercom and written notification may be initiated if available and appropriate to the circumstances. Emergency notifications will be brief and contain the facts as reasonably known and will also contain advice on specific protective measures, including lockdown if considered appropriate. For your safety, you must immediately follow the directions in any emergency notification that is issued. You are urged to subscribe to the Blackboard Connect system and continue your subscription while you are a student at PTC. Sign up at www.ptcollege.edu/alerts.

A “timely warning” is a notification that will be dispatched as soon as reasonably possible after particulars of an emergency event are known or upon the occurrence of a timely warning event. A timely warning may take various forms, such as mass email, intercom, written notices posted around the campus and student housing. The timely warning will contain information about the situation and advice for appropriate protective measures to protect your person and property. You are urged to follow the directions in any timely warning.

The Director of Security is required by Department of Education regulations to conduct a yearly test of the Blackboard Connect system, at which time all enrollees in the system will receive a text message and email.
FAIR USE POLICY OF COPYRIGHTED MATERIALS

This Pittsburgh Technical College Fair Use Policy applies to all faculty, students, staff as well as other persons or entities performing collaborative work or service for the College.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include printed material and electronic documents, software (including source code and object code), databases, multimedia and audiovisual materials, photographs, music, works of drama, works of art (sculpture), and all other types of creative works.

See Appendix J for further information.

POLICE

All reports to police concerning criminal activity will be kept on file at PTC and reported under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

PERSONAL SECURITY

Campus safety and security are everyone’s responsibility. Students and employees should take reasonable measures to protect themselves in the event of safety or security emergency. Students are encouraged to report existing or potential safety or security hazards to Campus Security, an Academic Chair, Student Advisor, or Team Leader. Employees are encouraged to report existing or potential safety hazards to their immediate supervisor or the Director of Human Resources.

PERSONAL BELONGINGS

Students and employees are responsible for their own property as well as the property of groups to which they belong. PTC is not responsible for the theft or loss of belongings from any PTC premises; PTC sponsored student housing, or any PTC sponsored or supervised function or event. Therefore, all personal property should be stored in a secure location. Protection against loss, theft, or damage to such properties must be arranged through personal insurance coverage.

CAMPUS SECURITY AND REPORTING REQUIREMENTS

It is a goal of PTC to offer education in a secure and crime-free environment. PTC has implemented the following practices and resources for students and employees to report incidents and/or crimes that may occur on- or off-campus.

TITLE IX COORDINATOR

Title IX of the Education Amendments of 1972 protects people from discrimination and states:

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

The Title IX Coordinator is a resource for members of the PTC community who have questions or concerns regarding sexual harassment or sexual violence, who encounter sexual harassment or violence, who want to learn their rights under Title IX, or who feel their Title IX rights are being violated.

The Title IX Coordinator, Nancy Sheppard, may be reached at 412-809-5311 or sheppard.nancy@ptcollege.edu. To learn more about Title IX, visit the following website: http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

CAMPUS SECURITY AUTHORITIES AND CONFIDENTIAL RESOURCES

All students, faculty, staff, and guests are encouraged to report criminal incidents, accidents and other emergencies to the PTC Police Department (all incoming calls are recorded for safety and security purposes), Title IX Coordinator and/or a Campus Security Authority (CSA).
Campus Security Authorities are required to disclose any Clery Act reportable incident or crime to the PTC Police Department and, in cases of sexual harassment or violence, to the Title IX Coordinator.

The college classifies Campus Security Authorities under one of the following categories:

- PTC Police Officers and Security
- Anyone who has responsibility for PTC security but are not campus security
- Anyone specified in PTC’s security policy as someone to whom students and employees should report crimes
- A PTC employee who has significant responsibility for student and campus activities, student housing, or student discipline

At PTC, CSAs include PTC Police Officers, the Title IX Coordinator, student services, resident coordinators, resident assistants, academic chairs, program directors, team leaders, resident life staff, student activities staff, student advisors, reception, and more.

PTC provides a complete list of campus security authorities in Appendix K.

Students who do not wish to report an incident, but want a professional to confide in, may speak with a professional or pastoral counselor. PTC offers confidential counseling through an outside service at 412-561-5405.

If a student wishes to seek counseling or contact a crisis center, contact information is listed in Appendix B.

**EMERGENCY ASSISTANCE/EMERGENCY ACTION PLAN**

Members of the PTC community can enhance the safety of all, and assist the responding agencies by cooperating fully with instructions given by authorities before, during, and following an emergency.

Violent incidents can occur anywhere with little or no warning. Individual members of the PTC community should be aware of their surroundings and notify PTC Police Department (all incoming calls are recorded for safety and security purposes), or emergency first-responders of any criminal event that they witness. A list of emergency numbers is located in the resource section of this handbook.

A complete copy of the Emergency Action Plan (EAP) is located in the PTC Police DepartmentOffice located on Level 2 as well as on the Student Portal under Student Consumer Information. Reference Appendix L for emergency contact information.

**THE CLERY ACT/CAMPUS SECURITY AND SAFETY REPORT**

Signed into Federal law in 1990, The Jeanne Clery Act requires colleges and universities to disclose campus crime and security policy information in an annual report. The Clery Act also requires PTC to deliver timely warnings to the campus community about specific types of criminal activity when an ongoing threat may exist. All post-secondary institutions participating in federal student aid programs must adhere to Clery regulations.

To learn more about the Clery Act, visit The Jeanne Clery Act Information website at http://www.cleryact.info/home.html

PTC publishes its annual Campus Security and Safety Report to share PTC policies, information, and reports that pertain to The Clery Act. The report can be found on the PTC website, within the About tab, on the Consumer Information page. The direct link is http://www.ptcollege.edu/uploads/pages/documents/consumer/Campus_Security_Report.pdf.

The report contains material that an individual may reference before or after an emergency or incident, so it is important for students, faculty, and staff to familiarize themselves with this information and any associated procedures. The information contained in the report includes a list of emergency numbers, timely warnings, fire and evacuation procedures, crime or missing person reporting instructions, disciplinary processes, and sexual harassment and sexual violence policies.
The document contains three individual reports: The Annual Crime Statistics, which includes statistics for the past three years; the Annual Fire Report, which includes statistics for student housing and academic buildings; and the Missing Person’s Report, which includes statistics for student housing.

**PREVENTING AND RESPONDING TO SEXUAL VIOLENCE**

In accordance with the Violence Against Women Act Reauthorization of 2013 (VAWA), the Campus Sexual Violence Elimination (SaVE) Act, Jeanne Clery Act, and Title IX, PTC is dedicated to increasing awareness of and preventing sexual harassment and sexual violence.

The Sexual Harassment and Sexual Violence Policy contains information on sexual misconduct definitions and policies and procedures for reporting and responding to reports of sexual misconduct.

For information on steps to reduce the risk of sexual assault, and information for victims of sexual misconduct, view the Sexual Harassment and Sexual Assault Prevention Handbook.

Both documents can be found on the Consumer Information page, which is located in the About section of the PTC website at [http://www.ptcollege.edu/about/consumer-information](http://www.ptcollege.edu/about/consumer-information).

**THE FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS**

The Campus Sexual Assault Victims’ Bill of Rights signed into law by President George Bush in July 1992 requires all colleges and universities (both public and private) participating in federal student aid programs to afford sexual assault victims certain basic rights. Schools violating this law can be fined or lose federal student aid program eligibility.

Complaints should be made to the U.S. Department of Education.

The Federal Campus Sexual Assault Victims’ Bill of Rights includes the following:

1. Survivors shall be notified of their options to notify law enforcement.
2. The accuser and accused must have the same opportunity to have others present.
3. Both parties shall be informed of the outcome of any disciplinary proceeding.
4. Survivors shall be notified of counseling services.
5. Survivors shall be notified of options for changing academic and living situations.
6. The Campus Sexual Assault Victims’ Bill of Rights exists as a part of the Clery Act campus security reporting requirements.

**GENERAL HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL ASSAULT**

PTC strives to offer every student and employee a scholastic, living or working, an environment free from stress and torment instigated by any type of discrimination, bullying, or other forms of harassment that are illegal, or in violation of PTC policies.

General harassment occurs when an individual causes stress and worry to another individual, regardless of location, through continual pestering, teasing, intimidation, or other hostile or offensive conduct that interferes with an individual’s work or academic performance, personal comfort and well-being both on- and off-campus and in his or her living environment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, wherever committed when one or more of the following criteria are met:
• Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual’s employment or academic status in a course, program, or activity.
• Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
• The conduct is sufficiently severe, persistent, or pervasive to have the purpose or effect of unreasonably interfering with an individual’s work or academic performance, and creates an intimidating, hostile, or offensive working, learning, or living environment.

Examples of sexual harassment include, but are not limited to, the following acts:

• Physical assault
• Subtle pressure for sexual activity
• General sexist remarks, jokes, or behavior
• Continued or repeated verbal abuse of a sexual nature
• Repeated, offensive and uninvited sexual flirtations, advances, or propositions
• Graphic or verbal commentaries about an individual’s body
• Sexually degrading words used to describe an individual
• Solicitation of sexual activity by threat of punishment
• Touching, patting, hugging or brushing against a person’s body
• Display of sexually suggestive objects or pictures

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping or sexual orientation also is prohibited by the college’s nondiscrimination policies if it denies or limits a person’s ability to participate in or benefit from college educational programs, employment, or services.

While it is the purpose of this policy to protect all persons associated with PTC from all types of harassment, it shall also be a violation of this policy to make false accusations of harassment and/or sexual harassment.

REPORTING HARASSMENT, SEXUAL HARASSMENT, OR SEXUAL ASSAULT
Individuals who believe they are being subjected to any type of harassment should make it clear to the offending party that such behavior is offensive. If the behavior continues, the individual should report it to a campus security authority (CSA), which includes PTC Police Officers and Security, the Title IX Coordinator, and faculty and staff who are designated as a CSA.

PTC recognizes that an individual’s decision to report sexual harassment or sexual violence is personal. There is no single right way to respond. Individuals may not be prepared to make a report to the college or law enforcement, and individuals are not expected or required to pursue a specific course of action. Moreover, an individual does not have to decide whether to request a specific course of action at the time of making the report. PTC recognizes that choosing to make a report, and deciding how to proceed after making the report can be a process that unfolds over time. At all times, the college will seek to respect an individual’s autonomy in making these important decisions.

Campus security authorities can assist the victim if he/she chooses to report an incident to law enforcement and/or to speak with an outside resource such as a crisis or counseling center.

PTC will investigate all harassment complaints promptly. Complaints shall remain confidential to the extent possible. Filing of a complaint or otherwise reporting any type of harassment or sexual assault shall not reflect upon the individual’s status or affect future employment, work assignments, or grades. There should be no fear of retribution.

Students in violation of the harassment policy will be subject to discipline in accordance with the administrative and disciplinary procedures section of this handbook. Students in violation of the sexual harassment and violence policy will
be subject to the applicable procedures in this handbook and those found within the corresponding policy. If the accused is a PTC employee, the matter will proceed in accordance with employee discipline procedures.

It is PTC policy that both the accuser and the accused, in proceedings alleging sexual harassment or sexual violence, receive notification of the outcome.

If any individual violates this Policy under the more likely than not standard, the college will address such misconduct promptly and effectively through appropriate remedial measures and/or sanctions. In the case of faculty and employees, sanctions may take the form of disciplinary action up to and include discharge from employment. In the case of students, sanctions may include disciplinary action up to and including dismissal. The college may sanction third parties who engage in such misconduct, including termination of contracts or other arrangements with such third party.

Employees or students who wish to inquire about PTC’s general or sexual harassment and sexual violence policies should contact the Title IX Coordinator, Nancy Sheppard, at 412-809-5311.

SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The federal law requires state law enforcement agencies (in Pennsylvania the Pennsylvania State Police) to provide institutions of higher learning with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the institution.

PTC informs the campus community that a Pennsylvania State Police registration list of sex offenders in Pennsylvania is available online from the Pennsylvania State Police at http://pameganslaw.state.pa.us. PTC is located in Allegheny County, and the zip code is 15071. The list of sex offenders is ever-changing so that printouts are unreliable. Students and other interested persons requiring information are urged to use the Pennsylvania State Police website. Assistance in accessing the website is available at the office of the Vice President of Student Services, 3rd level, Room 308.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the Institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and Megan’s Law in Pennsylvania, 42 PA.C.S.A. 9791.

HAZING

The practice of hazing among students or within student organizations is forbidden. Hazing is defined as an activity that does violence to the physical safety, general or mental health and well-being of a student, wherever the conduct occurs. Violations are subject to discipline in accordance with the administrative and disciplinary procedures located in this Handbook and/or the sexual harassment and sexual violence policy that can be found on the consumer information page in the About section of the PTC website.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, requires institutions of learning to protect the privacy of students with regard to educational records maintained by the institutions, and to provide students with access to records directly related to them and the ability to correct any errors in those records. PTC informs students of the Family Educational Rights and Privacy Act through its Student Handbook, which appears on the student website at www.students.ptcollege.edu.
1. All students attending PTC, as well as parents of minor students and parents of tax-dependent students, shall have the right to inspect, review, and challenge education records, including grades, attendance, and any additional information contained in the student’s education record. Students are not entitled to inspect financial records of their parents.

2. Education records are defined as files, material, or documents maintained by PTC that contain information directly related to students. Records are supervised by the Registrar, the Financial Aid Department, and the Career Services Department.

3. Access to education records is afforded to school officials for the purpose of recording grades, recording attendance, and determining financial aid eligibility. Written consent is required before education records may be disclosed to third parties, except the accrediting commissions, government agencies or as authorized by law.

4. Students may request a review of education records by submitting a written request to the Office of Academic Affairs. The review will be allowed during regular school hours and outside of the student's scheduled class schedule under appropriate supervision. During the review, the student may request copies of the education records.

5. Students may challenge the education records for purposes of adding, correcting, or deleting any missing or erroneous information by submitting a completed Request for Change of Education Records form, which is available in the Office of Academic Affairs. Grades and course evaluations can be challenged, but only because they are improperly recorded. The instructor and/or Academic Chair will review the challenge and, if necessary, meet with the student to determine whether to grant the request for change.

If a student is not satisfied with the decision and requests a further review, an Appeals Committee will convene pursuant to the Administrative and Disciplinary Procedures of this Handbook, to give the student a full and fair opportunity to present evidence relevant to the disputed issues and to decide upon the request for change.

Copies of challenges and decisions regarding students’ educational records will be included as part of the educational record.

Directory information may be unconditionally released to third parties without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing and forms for Non-Disclosure of Directory Information are available in the Office of Academic Affairs. Once a non-disclosure statement is signed, no directory information will be released about the student until the student submits a written request to counter the non-disclosure statement.

Directory information includes the following.

- Student’s Name
- Degree Received
- Date And Place Of Birth
- Place Of Employment
- Date Of Graduation
- Telephone Number
- Email Address
- Addresses (Local And Permanent)
- Photos
- Major
- Dates of Attendance.
STUDENT BACKGROUND CHECKS AND NOTICE REGARDING EMPLOYABILITY

Pittsburgh Technical College is dedicated to preparing students for quality employment in their career field.

Due to the special nature of a student’s chosen career, the sensitive information and situations it involves, and recent legislation, some employers, and certification boards may require employment qualifications beyond those required in other industries.

Students may be asked to pass a Criminal Background check before employment. Adverse findings on a background check could limit employment opportunities. Also, students involved in a criminal act after their acceptance and prior to completion of their program could be dismissed from their program.

It should be understood that PTC’s Career Services department may be limited in its efforts to help students with findings in a criminal background check secure employment and reach their career goals.

MILITARY RECRUITING INFORMATION

PTC, as a recipient of federal educational funds, recognizes that under the Solomon Amendment and federal regulations adopted under the Amendment, it must provide Department of Defense representatives certain information concerning students enrolled at PTC, except those students who opt out of disclosure requirements in writing.

In conjunction with the military on this subject, PTC maintains a defined policy on military recruitment, so as to be able to provide required information to the military. The following information on all students currently enrolled will be provided, once annually, to a representative of the Department of Defense, upon written request: name, address, phone number, program, expected graduation date, and birth date. If other representatives request the information, they will be advised of the name and address of the representative to whom the information has been supplied.

Any questions regarding this policy should be directed to the Senior Vice President of Academic Affairs, whose office is located on the 3rd Level.

COMPUTER USE AND ELECTRONIC COMMUNICATIONS

The use of PTC-owned computer and technology resources by PTC students, employees, and guests is only for purposes relating to the mission of PTC and the academic purposes for which PTC exists. Under the Computer Use and Electronic Communications Policy, students, employees, and guests have certain rights and responsibilities as described in Appendix A of this handbook.

Computer activities that impair computer and technology resources or the use for which they are intended, or those that interfere with their operation or the operation of PTC, are inappropriate and will result in disciplinary action in accordance with the Administrative and Disciplinary Procedures in this Handbook.

Students should refer to the Network Access and Storage section of the handbook which is listed under Resources.

DRESS CODE/APPEARANCE

PTC attempts to duplicate a business environment as closely as possible. In business, you will meet people whose first impression of you influences their judgment of you. By maintaining a professional appearance on campus, you will develop good habits.

All clothing should be in good taste, not revealing or controversial in nature, and must be of appropriate length. Shoes must be worn at all times. Clothing which presents a safety hazard may not be worn. Certain academic programs require the wearing of uniforms. There will be occasions when students are expected to dress professionally. Attire that includes offensive language, profanity, or harassing gestures is considered inappropriate in or around the classroom setting.
Violations of the Dress Code will be subject to discipline, which shall be applied in accordance with the Administrative and Disciplinary Procedures in this Handbook.

**FOOD, BEVERAGES, TOBACCO AND AUDIO USAGE ON PTC PREMISES**

- Food and drinks are permitted only in the dining areas or outside of the building.
- Drinks with closed containers only are permitted in the classrooms and labs at all times.
- No food may be taken to the classrooms or labs at any time.
- No personal electronic devices may be used while classes or labs are in session.
- Tobacco products may be used only in the designated smoking areas outside the building.

Violations of the Food, Beverages, Tobacco and Audio Usage Policy are subject to discipline in accordance with the Administrative and Disciplinary Procedures in this Handbook.

**HOUSING VIOLATIONS**

Students residing in PTC sponsored student housing are subject to the rules and regulations contained in their PTC Student Housing Agreement, this Student Handbook, and the rules and regulations in the School Sponsored Housing Handbook.

Violations of the Student Housing Agreement or PTC rules and regulations relating to student housing shall subject to discipline under the Administrative and Disciplinary Procedures in this Handbook.

**IDENTIFICATION CARDS**

Each student is required to carry an identification card issued by PTC, which must be presented upon request by PTC officials. There will be a $10 charge for a replacement card.

**PARKING AND TRAFFIC**

- North Fayette Campus parking is provided for the convenience of students, visitors, faculty, and staff. The following directives must be observed:
- All persons must drive safely on campus and obey speed limits, stop signs, other traffic signs, and pavement markings.
- Students, faculty, and staff must park in the student lots.
- The visitors’ parking lot is reserved for guests and those specifically authorized to use the visitors’ lot.
- Only vehicles with handicapped license plates or placards may park in any of the student or visitors’ handicapped parking spaces. Persons who require temporary permission to park in handicapped spaces should present doctor verification to the PTC Police Department Office before parking in a handicapped parking space.
- All students and employees are required to register their vehicle through the Campus Security Office. Identification tags are issued and are required to be displayed on the rearview mirror.
- The classroom parking lot is the designated overflow parking area for the on-campus housing parking lot. You may call 412-809-5300 if you require an escort.

Violations of parking regulations may result in wheel lock (boot), towing (at owner’s expense), fines, warnings, suspension of parking privileges, and police citation. Warnings, probation or other sanctions may be imposed for repeat violations.

**For specifics on all Parking and Traffic procedures, please review Appendix M**.

**CODE OF STUDENT CONDUCT**

The Pittsburgh Technical College (PTC) community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program is committed to
an educational and developmental process that balances the interests of individual students with the interests of the PTC community. The Colleges Code of Student Conduct can be found on PTC’s website under Consumer Information at https://www.ptcollege.edu/about/consumer-information.

A community exists on the basis of shared values and principles. At PTC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, community, social justice, respect, and responsibility.

Each member of the PTC community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in activity which violates the rules, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at PTC is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to improve students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all but do not include all of the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of PTC policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.
SECTION VI: ADMINISTRATIVE, STUDENT COMPLAINT AND DISCIPLINARY PROCEDURES

STUDENT COMPLAINT POLICY AND PROCEDURES

Pittsburgh Technical College (PTC) students are encouraged to participate fully in the educational process. To that end, students are provided with the Student Complaint Policy and Procedures.

A student with a complaint or concern that a policy or procedure of a department has been incorrectly or unfairly applied in his/her particular case, or an informal or formal charge against a person’s behavior, has recourse through the complaint and appeal procedures. PTC students should follow the procedures detailed in this policy when registering a concern with the appropriate department or when filing an appeal. Students should contact the appropriate PTC representative immediately, or as soon as practical, to file a complaint. All complaints will be handled as quickly as a thorough process can be completed, typically within ten school days.

For purposes of this policy, PTC defines a student grievance as any complaint relating to academics, discrimination, harassment, the privacy of student records (FERPA), Title IX, appeals against disciplinary or grievance decisions, and Americans with Disabilities Act (ADA) accommodations. If you have questions concerning this policy, bring them to the attention of the Vice President of Student Services.

INFORMAL COMPLAINT PROCESS

Each student who has a grievance should make a reasonable effort to resolve issues on an informal basis before filing a formal complaint. Meetings and dialogues between the parties directly involved are examples of informal problem-solving strategies that are highly recommended. Both parties are expected to seek a solution that is equitable and satisfactory.

Complaints concerning sexual harassment or gender discrimination may be brought directly to the attention of the Title IX Coordinator, Nancy Sheppard, at 412-809-5311, or sheppard.nancy@ptcollege.edu. The student and Ms. Sheppard can determine whether to follow the informal or formal process based on the type of complaint and/or any other factors relevant to making the determination.

Complaints regarding non-gender-specific discrimination or accommodations for a student with a disability may be brought directly to the attention of the Vice President of Student Services, Keith Merlino, at 412-809-5256, or merlino.keith@ptcollege.edu. The student and Mr. Merlino can determine whether to follow the informal or formal process based on the type of complaint and/or any other factors relevant to making the determination.

Basic steps for informal academic complaints include:

<table>
<thead>
<tr>
<th>Complaint Procedure for Nursing, Business, and Culinary Arts Program</th>
<th>Complaint Procedure for all other Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meet with the instructor, if the issue is not resolved - 2. Schedule a meeting with the Program Director (see the PTC Catalog for a list of staff/faculty by department) who can work with the student to come up with a final informal determination.</td>
<td>1. Meet with the instructor, if the issue is not resolved - 2. Schedule a meeting with the Academic Chair (see the PTC Catalog for a list of staff/faculty by department), who can work with the student to come up with a final informal determination.</td>
</tr>
</tbody>
</table>

Basic steps for non-academic complaints include:

<table>
<thead>
<tr>
<th>Basic steps for non-academic complaints include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meet with the other person/party directly involved, if the issue is not resolved</td>
</tr>
<tr>
<td>2. Meet with the appropriate Department Manager/Director (see the PTC Catalog for a list of staff/faculty by department) for a final informal determination.</td>
</tr>
</tbody>
</table>
FORMAL COMPLAINT PROCESS

Should the informal process described above fail to resolve the complaint satisfactorily, PTC's formal complaint process may be initiated. To begin the formal process, the student must complete the Student Complaint Form located on PTC's Consumer Information webpage and submit it to the appropriate department Academic Chair or Vice President (depending on program). Steps in the process include:

<table>
<thead>
<tr>
<th>Category Of Complaint</th>
<th>Explanation</th>
<th>How To File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic, Faculty, and/or Curriculum.</td>
<td>Students may file a complaint regarding grades, academic probation or dismissal, degree requirements, faculty members, curriculum, etc. using this procedure.</td>
<td>Culinary and Business:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver the completed Student Complaint Form to the Academic Chair, Melissa Wertz, (4th floor) or by email at <a href="mailto:wertz.melissa@ptcollege.edu">wertz.melissa@ptcollege.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact #: 412-809-5358</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver the completed Student Complaint Form to the Academic Chair, Terri Barbour, (4th floor) or by email at <a href="mailto:barbour.theresa@ptcollege.edu">barbour.theresa@ptcollege.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact # 412-809-5275.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All other programs:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver the completed Student Complaint Form to the Vice President of Education, Eileen Steffan, by hand (3rd floor) or by email at <a href="mailto:steffan.eileen@ptcollege.edu">steffan.eileen@ptcollege.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact #: 412-809-5211</td>
</tr>
<tr>
<td>Financial Aid, Scholarships, Grants, FERPA, Disciplinary Actions</td>
<td>Students may file a complaint regarding the financial aid process, institutional aid determinations and disbursements, student data privacy, student conduct determinations or actions, etc. using this procedure.</td>
<td>Deliver the completed Student Complaint Form to the Sr. Vice President of Academic Affairs, Mark Scott, by hand (3rd floor) or by email at <a href="mailto:scott.mark@ptcollege.edu">scott.mark@ptcollege.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact #: 412-809-5250</td>
</tr>
<tr>
<td>Discrimination</td>
<td>Students who believe they have been discriminated against because of their race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, or genetic information they have the right to file a complaint using this procedure, as well as the right to file a complaint to an outside resource (see below).</td>
<td>Deliver the completed Student Complaint Form to the Vice President of Student Services, Keith Merlino, by hand (3rd floor) or by email at <a href="mailto:merlino.keith@ptcollege.edu">merlino.keith@ptcollege.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact #: 412-809-5256</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title IX specific discrimination complaints can be delivered to the Title IX Coordinator, Nancy Sheppard, by hand (3rd floor) or by email at <a href="mailto:sheppard.nancy@ptcollege.edu">sheppard.nancy@ptcollege.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact #: 412-809-5311</td>
</tr>
</tbody>
</table>
Sexual Harassment or Assault

| A Title IX complaint can be filed, using this process, if students believe their Title IX rights have been violated. In addition, students also have the right to file a complaint to an outside resource. Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. |

| The completed Student Complaint Form can be delivered to the Title IX Coordinator, Nancy Sheppard by hand (3rd floor) or by email at sheppard.nancy@ptcollege.edu. Contact #: 412-809-5311 |

| Student Services, Student Housing, Harassment, ADA Accommodations, and all other issues | Students may file a complaint regarding student activities, roommate issues, housing complaints, harassment that is not gender-specific or sexual in nature (see above), accommodations provided for disability, etc. In addition, students may file a complaint to the OCR (see below) for ADA specific issues. |

| Deliver the completed Student Complaint Form to the Vice President of Student Services, Keith Merlino, by hand (3rd floor) or by email at merlino.keith@ptcollege.edu. Contact #: 412-809-5256 |

An initial meeting will be held as soon as practicable, typically within three school days. A decision will generally be provided within ten school days following the initial meeting.

**APPEALS**

A [Request for Appeal](#) must be filed in writing to the Sr. VP of Academic Affairs (or designee), Mark Scott, 412-809-5250, or scott.mark@ptcollege.edu within three business days of the hearing or formal complaint determination. The form is located on the Consumer Information page of the PTC website. Any exceptions are made at the discretion of the Sr. VP of Academic Affairs (or designee) and, when appropriate, the Title IX Coordinator.

Information on the appeals process is located in the Student Handbook and [Consumer Information](#) page.

**OUTSIDE RESOURCES**

Complaints may be brought to the attention of the Pennsylvania Department of Education Bureau of Postsecondary and Adult Education (PDE) and/or the Middle States Commission on Higher Education.

**Pennsylvania Department of Education**

Bureau of Postsecondary and Adult Education

333 Market Street, 12th Floor

Harrisburg, PA 17126-0333

Fax: 717-772-3622

Website: [PDE Complaint Procedure](#)

Email: RA-pls@pa.gov
Students who have an ADA or Title IX concern may contact The Office of Civil Rights at the U.S. Department of Education for assistance.

Office for Civil Rights, Enforcement Office
U.S. Department of Education,
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Email: OCR.Philadelphia@ed.gov

Website: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

RESOURCES
- PTC Code of Student Conduct
- Campus Sexual Assault Bill of Rights
- Sexual Harassment and Sexual Violence Prevention
- Sexual Harassment & Sexual Violence Policy
- Appeal Instructions
- Appeal Request Form

INTERIM SUSPENSION
In serious cases where the safety of persons or property is in jeopardy, the President, Executive Vice President, a Vice President, or their designee, may issue an interim suspension to remove a student, expeditiously, from either or both PTC occupied premises or PTC sponsored student housing, pending the judicial process.

GENERAL DISCIPLINARY AUTHORITY
The responsibility of administering the PTC student discipline system is delegated by the President to the appropriate Vice Presidents, depending on the nature of the problem. Discipline cases are best resolved at the lowest administrative level possible. Therefore, the authority may be delegated to other individuals for handling violations of the Code of Student Conduct. Academic Chairs and faculty members, with the involvement as needed of an appropriate Vice President, may address matters involving academic misconduct and personal misconduct occurring in and about the classroom. Violations involving personal misconduct in and around PTC sponsored student housing may be handled by the Director of Resident Life and the Housing staff, with the involvement of the Vice President of Student Services. All other violations involving personal misconduct are addressed by a Vice President, with assistance from any PTC faculty or staff who is involved or who is appointed to participate.

Students or student organizations that fail to observe the Code of Student Conduct are subject to disciplinary sanctions as are set forth later in this Handbook.

NOTICE
Where a notice of hearing is required in the Judicial Process, or the Appeals Committee process, the student involved shall be given advance written a notice of a meeting or hearing and, following the meeting or hearing, a written notice of the outcome.
The notices will be delivered to the student personally, if possible, otherwise by the best means available including voicemail, email or text message. In all cases of hearings on serious offenses where dismissal is a considered outcome, notice shall be given by personal delivery or one day U.S. mail or courier delivery to the student (where personal delivery is not possible) and to his or her parent(s) or guardian, at the permanent addresses provided by the student to PTC. Notice by personal delivery is effective upon delivery. Notice by one day mail or courier shall be presumed delivered on the day after proper deposit in the U.S. Mail or with the courier service.

**JUDICIAL PROCESS**

**Classification of offenses.** Offenses are classified as Minor Offenses or Major Offenses. The process of handling of offenses will differ, depending upon their classification.

- **Minor Offense** -- Offenses or problems where dismissal is not warranted shall be addressed at a meeting between the student and the Academic Chair or Director of Resident Life, as applicable.

- **Major Offense** -- Offenses or problems that are cumulative, repetitions of prior minor or major offenses, or ones that are serious enough to consider dismissal from school or PTC sponsored student housing, shall be addressed at a formal hearing attended by the student, the Academic Chair or Housing Director, as applicable. A Vice President may be involved.

A violation which represents a threat of bodily harm or death, or which involves the use, possession, or sale of illicit drugs or drug paraphernalia, or which otherwise may constitute a misdemeanor or felony under Pennsylvania or federal law, will be treated as a major offense. **PTC prohibits the use, possession, and sale of illicit drugs.**

**HEARING PROCEDURE FOR OFFENSES**

- Unless waived by the student in writing, the student shall be given at least two (2) days’ notice of the date, time, place, and subject of the meeting or hearing. In cases where notice by mail or courier is required, the meeting or hearing shall not be less than two (2) days after the notice is delivered. See “Notice” defined above.

- The student shall be advised of the nature of the alleged violation and may present witnesses and other material that he/she would like the decision makers to review before making a decision.

- Discipline in the form of sanctions listed in the following section, and appropriate to the circumstances, may be imposed if the student is found responsible. Conditions may be attached to any discipline.

- The student shall be given written notice of the outcome of the hearing and any sanctions imposed as soon as practicable after the meeting or hearing. The right to appeal to an Appeals Committee Hearing shall be included in the notice.

**SANCTIONS**

The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct. More than one sanction may be imposed for any single violation.

- **Warning** – Notice in writing to the student that the student is violating or has violated the Code of Student Conduct and that further violation may result in more serious discipline being imposed.

- **Disciplinary Probation** – Placing the student on a probationary status for violation of the Code of Student Conduct. Probation shall be for a designated period.

- **Loss of Privileges** – Suspension of specified privileges for a designated period.

- **Restitution** – Compensation for loss, damage, or injury caused by the student’s actions. This may take the form of service and/or monetary reimbursement to PTC and/or the party damaged.
• **Discretionary Sanctions** – The student may be given work assignments, service to PTC, or other related discretionary assignments.

• **Academic Dismissal** – Separation of the student from PTC academic programs and activities, which automatically includes dismissal from PTC sponsored student housing. The student is not eligible for consideration for re-entry unless he/she can demonstrate to the satisfaction of the Senior Vice President of Academic Affairs that the behavior that resulted in the dismissal has been resolved and will not recur.

• **Dismissal from PTC sponsored student housing** – Separation of the student from PTC sponsored student housing.

• **Judicial Educator Modules - The student** may be required to complete specific Judicial Educator Modules, which are administered by the Office of the Vice President of Student Services.

• **Professional Counseling** - The student may be directed to a specific course of counseling under programs sponsored and paid for by PTC, or in outside programs at the student’s expense.

• **Fines** - Fines may be imposed. A schedule of fines for student housing related offenses is included in the Student Housing Handbook. In all other cases, the amount of any fine shall not exceed $250.

• **Conditions** - Conditions may be attached to any discipline.

---

**TRESPASS**

A student who is dismissed from school shall not thereafter unless specifically authorized by a PTC employee, enter any PTC premises, enter or be in the vicinity of PTC sponsored student housing, or appear at any PTC sponsored event or function. A student who is dismissed from PTC sponsored student housing shall not thereafter enter or be in the vicinity of PTC sponsored student housing. A student or former student who is in violation of this paragraph is considered a trespasser, and the matter may be turned over to the authorities.

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**APPEALS COMMITTEE**

Three-member Appeal Committees are drawn from the pool of faculty and staff members, with the following requirements to serve:

• They did not serve as a Hearing Officer for the initial hearing.

• They were not involved in the investigation in any way.

• They have been properly trained in appeal procedures.

• They are not currently instructing the student or otherwise substantively involved with the student (such as a coach or advisor).

The Senior Vice President of Academic Affairs (or designee), as Appeal Officer, will have final authority to approve all those serving on the committee. The Appeal Officer has responsibility for training the committee, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student. In the event of a resignation from the committee, the Appeal Officer will solicit a replacement from the pool. Decisions made, and sanctions imposed, by the committee will be final and implemented. At the discretion of the Appeal Officer, implementation of sanctions may be stayed pending review.

The Appeals Committee Procedure is as follows:

• Appeals from discipline must be made in writing on a form provided by PTC and delivered to the Senior Vice President of Academic Affairs within three (3) days of the delivery of the disciplinary notice to the student.

• Dissatisfaction with the outcome of an investigation or imposition of sanctions is not valid grounds for appeal. Valid grounds for appeal may include, but are not limited to, the following: The result of the disciplinary proceeding was
not supported by the facts presented, or the sanction(s) are inappropriate to the violation, or there is new information that could change the result.

- The Appeals Committee hearing shall be set, noticed, and conducted by the Hearing Officer, who shall be the person appointed by the President to perform the function of the Hearing Officer.
- The Appeals Committee hearing shall be held within ten (10) days of the filing of the appeal, on the date, and at the time, and place set by the Hearing Officer.
- The student appealing, and in cases where a dismissal from school or PTC sponsored student housing is involved, the student’s parents or guardians shall be given three (3) days’ notice of the hearing. See “Notice” defined above.
- The Hearing Officer shall conduct the hearing and make any required rulings, but shall have no vote on the Appeals Committee.
- The Hearing Officer may extend the date of the hearing for good cause.
- A voice recording of all hearings shall be made.
- A staff member who was involved in the administrative disciplinary process shall present the facts and circumstances and make recommendations but shall have no vote on the Appeals Committee.
- The appealing student is responsible for presenting his or her own case and may present witnesses and other material he or she wishes the Appeals Committee to consider.
- All members of the Appeals Committee must be present at the hearing for a decision to be made. Decisions shall be by a majority of the Appeals Committee members.
- The Appeals Committee shall make its findings and determinations within two (2) days of the hearing, in a closed meeting.
- The Appeals Committee may affirm, modify or vacate appealed discipline, and may place conditions on the decision rendered, but may not otherwise increase the severity of the appealed discipline.
- The appealing student and parents, if applicable, shall be given written notice of the decision within five (5) calendar days of the close of the hearing.
- The decision of the Appeals Committee shall be final.
APPENDIX A

COMPUTER USE AND ELECTRONIC COMMUNICATIONS POLICY

The College has established this policy with regard to the use of the College’s computer equipment of all types, software provided by the college, the network, the telephone system and College provided connections to the internet (together the “System”). This policy covers the general use of the System, including all activity using the internet and the use, access, and disclosure of electronic communication including but not limited to messages, video and images created, sent, or received using the System. In this policy “user” includes any student or employee of the College who uses or participates in the use of the System, as it is defined above.

The College intends to enforce the policies set forth below and reserves the right to change them at any time as may be required under prevailing circumstances.

1. This policy is applicable at all times, which includes class time, work time, break time, after hours and on weekends, and applies whether the user is on or off College premises during the use.

2. The System hardware is College property. All data composed, sent, or received on the System are and remain the property of the College and are not the private property of any person.

3. The use of the System is intended for the conduct of educational and business activities at the College. Personal use should be kept to a minimum.

4. The System is not to be used to create, send, receive, use or view any offensive, disruptive or illegal materials or messages. Messages which are considered offensive are those which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone’s age, sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages which are fraudulent, harassing or obscene, and those which contain abusive, profane or offensive language. Persons who wish to express personal opinions on the internet must obtain their own usernames on non-college owned systems.

5. The College reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the System. The contents of electronic communications or material viewed may be disclosed within the College or to law enforcement officials without the permission of the author.

6. The confidentiality of any message should not be assumed. Even when a message is erased from the System, it is usually possible to retrieve that message. Further, the use of passwords for security does not guarantee confidentiality or privacy.

7. All users are responsible for seeing that the System and the Internet are separately and together used appropriately and in an effective, ethical, and lawful manner. The College has the right to determine what constitutes appropriate use of the System and the Internet. Listed below are inappropriate uses of the System, the Internet, and College networks:

   - Use for illegal activity or extensive use for other non-school related purposes.
   - Use for advertising, commercial, and/or profitable purposes.
   - Use to order or purchase any type of merchandise or services in the name of the College, unless authorized, and/or any individual.
   - Use for academic dishonesty.
   - Use for political lobbying.
• Religious causes.
• Use of hate mail, discriminatory remarks, and/or offensive or inflammatory communication.
• Installation, distribution, reproduction, and/or use of copyrighted materials without permission of the copyright holder.
• Use to access or download obscene or pornographic material.
• Use of inappropriate language and/or profanity.
• Use to transmit material offensive and/or objectionable to the recipient.
• Impersonation of another user and/or use of anonymity and pseudonyms.
• Loading, downloading, or use of unauthorized games, program files, or other electronic media to devices provided by the College. All software must be approved by the Director of Information Technology and loaded by the Information Technology department.
• Destruction, modification, or abuse of networks, hardware, and/or software.
• Allowing an unauthorized person to use an assigned computer or account.
• Sharing College provided login information, passwords, or other login credentials with anyone. This includes but is not limited to College-owned systems.
• Unauthorized hacking into any computer system, including College systems and network equipment. Authorization-related to College systems may only be granted in writing by the Director of Information Technology.
• Engaging in any form of cyberbullying.
• International and toll calls for non-business purposes.

8. Copyrighted materials or trade secrets belonging to entities other than this College may be used only for legitimate and lawful purposes. The College has adopted a Fair Use Policy, which outlines what uses may be made of copyrighted material. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so by the owner, except in compliance with the Fair Use Policy. Failure to observe the copyright laws, the Fair Use Policy, or license agreements may result in disciplinary action by the College and legal action by the copyright owner.

9. Users shall not use a code, access a communication file, or retrieve any stored communication information on the System unless authorized to do so. Users should not attempt to gain access to another person’s messages. If access to another user’s data is needed a request must be made through the Human Resources Department then forwarded to the Information Technology Department.

10. PTC prohibits employees, including student workers, from processing any credit card transactions on behalf of customers using the PTC network (both wired and wireless connections). This restriction also applies to all 3rd party organizations, vendors, and service providers operating on campus. Credit card transactions on behalf of customers using any College-issued workstations (desktop, laptop, tablet, mobile device) are prohibited.

11. The approved mechanisms for college departments that need to process credit card transactions electronically are:

• Enable patrons to use Self-Service options, so the department is not processing credit card transactions on their behalf:
  • Utilize the College’s payment gateway where appropriate
  • Utilize an alternate PCI-compliant payment gateway that utilizes the campus’s PCI compliant network instead of the general purpose network and is approved by the IT Department
• Utilize an IT Department authorized POS device that connects over an authorized cellular network
12. Faculty, staff, students, and visitors should use College workstations and the IT network only for purposes approved by PTC. Unless specifically noted, the transmission of an individual’s personal information including credit card information for non-business reasons using College workstations is done at the user’s own risk.

- Compliance with the Payment Card Industry Data Security Standards (PCI DSS) is required of all College at Brockport employees and departments that accept, process, transmit, or store payment cardholder information.
- Only PTC employees, including student workers, who are properly trained may accept and/or access cardholder information, devices, or systems which store or access cardholder information.
- Only PCI DSS compliant equipment, systems, and methods may be utilized to process, transmit, and/or store cardholder information. Similarly, all 3rd party vendors utilized by the College must provide evidence of annual PCI compliance both prior to entering into a contract, and on an annual basis thereafter.
- Each PTC employee, including student workers, with access to cardholder information, is responsible for protecting that information in accordance with PCI DSS and College policy and procedures. Do not email credit card or other personal information on the IT network.
- The events and circumstances of a suspected security breach which could negatively affect cardholder information or the College’s compliance with PCI DSS must be immediately reported and investigated in accordance with College policy.
- Vendors and service providers operating on campus that accepts credit cards must execute a contract addendum affirming evidence of their annual compliance with PCI DSS. Non-PTC employees who are acting on the College’s behalf must comply with PCI DSS, and provide annual evidence therein.

13. Annual employee training programs must be offered to train employees on PCI DSS and the importance of compliance. This will be made available via the Blackboard Learning Management System. The IT Department (?) must ensure that employees with access to card data within their departments take part in annual PCI training and that all new employees within these departments take part in PCI training upon hiring.

14. Any user who violates this policy, the Fair Use Policy, or uses the System for improper purposes shall be subject to discipline, including discharge in the case of an employee, and probation or dismissal in the case of a student; and in all cases authorities may be notified.

15. A user shall be responsible for costs incurred and damage to the System resulting from his or her negligent, willful, or deliberate acts, and for costs and damages resulting from uses of the System in violation of this policy.

16. Any persons who discover a violation of this policy shall notify the IT Department or Human Resources Department.
### APPENDIX B

## COUNSELING RESOURCES

### CONTACT:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Way</td>
<td>412-255-1155 or Go to Number 211</td>
<td><a href="http://www.unitedwaypittsburgh.org">www.unitedwaypittsburgh.org</a></td>
</tr>
<tr>
<td>Family Services of Western Pennsylvania</td>
<td>412-820-2050</td>
<td></td>
</tr>
<tr>
<td>Family Resources</td>
<td>412-363-1702</td>
<td>(Ask for Clinical Administrator)</td>
</tr>
<tr>
<td>Resolve Crisis Network</td>
<td>1-888-796-8226</td>
<td></td>
</tr>
</tbody>
</table>

### Where to Call

**Mental Health & Drug and Alcohol Services**

[www.alleghenycounty.us/dhs/guides](http://www.alleghenycounty.us/dhs/guides)

### OFF-CAMPUS COUNSELING RESOURCES:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTC Counseling</td>
<td>1-800-647-3327</td>
</tr>
<tr>
<td>Pittsburgh Action Against Rape (PAAR’s)</td>
<td>1-866-363-7273</td>
</tr>
<tr>
<td>Center for Victims of Violent Crime</td>
<td>24 Hour Crisis Hotline</td>
</tr>
<tr>
<td></td>
<td>1-866-644-2882</td>
</tr>
<tr>
<td></td>
<td>Pittsburgh Office</td>
</tr>
<tr>
<td></td>
<td>412-482-3240</td>
</tr>
<tr>
<td>Women’s’ Center &amp; Shelter of Greater Pittsburgh</td>
<td>412-687-8005</td>
</tr>
<tr>
<td></td>
<td>24 Hour Helpline</td>
</tr>
</tbody>
</table>
## Crisis Hotlines

### Allegheny County

**Information/Referral/Emergency Services**  
412-350-4457  
24-Hour service  
for help with MH/ MR/ D&A emergencies.  
[www.alleghenycounty.us/dhs](http://www.alleghenycounty.us/dhs)

### 24-Hour Hotlines to Reporting of Child Abuse and Neglect in Pennsylvania

**ChildLine- 1-800-932-0313**  

More details about child protective services:  
[www.alleghenycounty.us/dhs/childprotection.aspx](http://www.alleghenycounty.us/dhs/childprotection.aspx)

### Area Agency on Aging Protective Services

412-350-6905 or 1-800-344-4319  
24-Hour hotline to report abuse, exploitation and neglect of older adults. Also assists with issues involving self-neglect and abandonment.  
[www.alleghenycounty.us/dhs/oldeadultprotection.aspx](http://www.alleghenycounty.us/dhs/oldeadultprotection.aspx)

### HelpLine at United Way

211 or 412-255-1155  
Information & referral services providing problem solving and referrals to over 8500 health and human services.  
[www.unitedwaypittsburgh.org](http://www.unitedwaypittsburgh.org)

### Pittsburgh Action Against Rape

1-866-363-7273  
24-Hour crisis intervention, counseling and advocacy for victims of sexual assault.  
[www.paar.net](http://www.paar.net)

### Domestic Violence

**Alle-Kiski HOPE Center**  
1-888-299-HOPE or 1-888-299-4673  
[www.ahopecenter.org](http://www.ahopecenter.org)

**Crisis Center North**  
412-364-5556  
[www.crisiscenternorth.org](http://www.crisiscenternorth.org)

**Woman’s Center and Shelter of Greater Pittsburgh - 412-687-6005**  
[www.wcspittsburgh.org](http://www.wcspittsburgh.org)

**Womansplace**  
412-678-4616  
1-866-202-5573  
[www.womansplace.org](http://www.womansplace.org)

**Womanspace East, Inc.**  
412-765-2661  
http://www.wseinc.org/

### Family Resources Warmline

412-641-4546  
1-877-WARMLYN or 1-877-927-6596  
Confidential supporting telephone counseling for any non-medical parenting concern.  
[www.familyresourcesofpa.org](http://www.familyresourcesofpa.org)

### Center for Victims of Violence and Crime

412-392-8582  
24-Hour support and crisis intervention, advocacy and counseling for individuals, communities, schools and the workplace.  
[www.cvv.org](http://www.cvv.org)

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Updated March 2012  
[www.alleghenycounty.us/dhs/h-r.aspx](http://www.alleghenycounty.us/dhs/h-r.aspx)
APPENDIX C

CONNECT TO STUDENTS

*Make a Connection, Make an Impact!*

GOAL STATEMENTS

**EARLYCONNECT**
To position students for a successful start by gaining proactive information, analyzing data, developing initial plans, and building rapport with students and parents prior to the first day of class.

**FIRSTCONNECT**
To proactively assist first quarter students with issues which are causing absenteeism, and in the process, help build professional habits.

**DIRECTCONNECT**
To acclimate and build peer relationships between incoming students and student mentors who serve as PTC liaisons to identify potential roadblocks to student success.

**FOCUSCONNECT**
To monitor at-risk students to ensure continuous improvement and academic success.

**iCONNECT**
To provide a universal system for faculty to follow up with students who were absent that day.

**ReCONNECT**
To personally mentor each reentered student, monitoring their progress and helping them overcome obstacles that may have caused them to withdraw previously.

**FACULTYCONNECT**
To identify individual student grade and attendance issues on a weekly basis, looking for trends across classes and developing plans for corrective action.

**WECONNECT**
Help students transition into the PTC learning community by involving both faculty and staff in mentoring and supporting first-year students.

**INDUSTRYCONNECT**
Expose students to industry through real-life experiences with employers and clients.
APPENDIX D

MY STUDENTBODY

It is mandatory for all PTC students to complete the MyStudentBody educational modules on Alcohol, Drugs, and Sexual Violence to fulfill federal and Pennsylvania laws for colleges and universities. Please follow these instructions to get started:

NOTE: There have been compatibility issues with Internet Explorer. Please use another browser, such as Google Chrome, Mozilla Firefox, or Safari.

1. Go to http://www.mystudentbody.com and click SIGN IN OR REGISTER in the upper right-hand corner.

2. Now, click on where it says REGISTER OR REQUEST A GUEST PASS and then click on the icon to the left that says REGISTER HERE under “Create an Account.”

3. On the “Register – Create your User Account” page, enter ptc as the school code and continue to fill in the prompts. The email that you enter will become your username. Passwords must be 8 characters and include a capital letter and a number. Now, click I ACCEPT. CONTINUE.

4. Next, you’ll get a page asking you for your student ID – please use your PTC login as your student ID and some demographic information. Once everything is filled out, click on the SUBMIT button at the bottom of the page.

5. From the Pittsburgh Technical College Student Home page, select the Essentials course by clicking Start Now under the MyStudentBody Courses area on the left-hand side of the page (always click on the link provided in the green Essentials bar to access your modules). After clicking CONTINUE below the welcome video, you can begin with either the Alcohol, Drugs or Sexual Violence modules – the order of completion doesn’t matter.
6. Each of the three modules consists of a questionnaire, pre-quiz, module materials, and post-test. **You must receive a score of 80 to pass the post-tests and complete the modules.** Module post-tests can be re-taken until you receive a passing score. **All modules must be completed during your first quarter by the due date that will be given to you.**

7. After completing the course survey, view and print your certificate of completion. Email a copy of your certificate of completion to your instructor for the course requiring these modules to be completed – if you haven’t begun classes yet, keep an electronic copy to email to your designated instructor once you know who this person is.

The MyStudentBody website has other resources for you to explore. Your student home page has local resources and links to PTC policies on the right-hand side. Above the MyStudentBody courses bar on the left-hand side of the page are links to a Student Center that provides information on a variety of topics. There is also a link to an Advice area where experts answer submitted questions.

**FOR TECHNICAL SUPPORT AND QUESTIONS:**

Click **Site Help** at the bottom of every screen on MyStudentBody to get answers to common technical questions related to the operation of the web site (i.e., error messages, links that don’t work, etc.).

From the “Site Help” page, your question may be answered in the “Technical Support” articles (click on “See More” under “Technical Support” to access this information). You can also send a technical support request e-mail by clicking on the area “Contact our Support Team” on the upper right-hand side of any Site Help page.

If you are having difficulty registering for MyStudentBody or have any questions regarding the Essentials course modules, please contact Nancy Feather, PTC’s MyStudentBody administrator (feather.nancy@ptcollege.edu, 412-809-5266, or Room 318 – The Center for Teaching and Learning).
APPENDIX E

ON-CAMPUS FIRE SAFETY PROCEDURES/REPORTS

FIRE SAFETY EQUIPMENT & PROCEDURES
Each on-campus residence hall is equipped with smoke detectors, and all residence halls have fire alarm systems and sprinkler systems. There are also fire extinguishers available throughout each building.

If a student detects a fire, they should use the following procedures:

- Activate the nearest fire alarm.
- Evacuate the building.
- Inform the staff member on duty or PTC Police Department (all incoming calls are recorded for safety and security purposes) about the nature and the location of the fire. If you cannot locate the staff member on duty, any staff member will assume responsibility.

Treat a fire alarm as though a serious condition exists. You may have no indication which is a real alarm and which is a drill. Failure to leave the building for any reason when a fire alarm goes off may result in disciplinary action.

- Every Resident must abide the following procedures when a fire alarm sounds.
- Before you leave your room:
- Turn on the overhead lights
- Close your windows
- Put on appropriate weather attire, including shoes
- Carry a large towel for head and face protection against flames and smoke
- Close and lock your door as you leave.
- Evacuated students must leave the building and should stand at least 50 feet away.
- Students should not return to the building until instructed to do so by Residence Life, Campus Police, or PTC administration.

FIRE CODE OCCUPANCY LIMITS
To ensure student safety in the case of fire, and in compliance with fire code, occupancies in rooms and lounges should not exceed the number of students assigned to the apartment.

TAMPERING WITH FIRE SAFETY EQUIPMENT
Tampering with fire safety equipment, activating a false alarm, or discharging extinguishers poses an immediate safety risk for residents and their belongings. It is also a violation of student conduct and fire safety code.

Individuals found responsible for such activities may face immediate dismissal from housing and/or the school and possible criminal prosecution.
ALCOHOL

If you are like many Americans, you may drink alcohol occasionally. Or, like others, you may drink moderate amounts of alcohol on a more regular basis. If you are a woman or someone over the age of 65, this means you have no more than one drink per day; if you are a man, this means you have no more than two drinks per day. Drinking at these levels usually, is not associated with health risks and may help prevent certain forms of heart disease.

But did you know that even moderate drinking, under certain circumstances, can be risky? If you drink at more than moderate levels, you may be putting yourself at risk for serious problems with your health as well as problems with family, friends, and coworkers. This booklet explains some of the problems that can be caused by drinking that you may not have considered.

WHAT IS A DRINK? A standard drink is One 12-ounce bottle of beer* or wine cooler. One 5-ounce glass of wine 1.5 ounces of 80-proof distilled spirits. *Different beers have different alcohol content. Malt liquor has a higher alcohol content than most other brewed beverages.

DRINKING AND DRIVING It may surprise you to learn that you don’t need to drink much alcohol before your driving ability is affected. For example, certain driving skills can be impaired by blood alcohol concentrations (BACs) as low as 0.02 percent. (The BAC refers to the amount of alcohol in the blood.) A 160-pound man will have a BAC of about 0.04 percent 1 hour after drinking two 12-ounce beers or two other standard drinks on an empty stomach (see the box, “What Is a Drink?”). And the more alcohol you drink, the more impaired your driving skills will be. Although most States set the BAC limit for adults, who drive after drinking at 0.08 percent, driving skills are affected at much lower levels.

INTERACTIONS WITH MEDICATIONS Drinking alcohol while taking certain medications can cause problems. In fact, there are more than 150 medications that should not be mixed with alcohol. For example, if you are taking antihistamines for a cold or allergy and drink alcohol, the alcohol will increase the drowsiness that the medicine alone can cause, making driving or operating machinery even more dangerous. And if you are taking large doses of the painkiller acetaminophen (Tylenol®) and drinking alcohol, you are risking serious liver damage. Check with your doctor or pharmacist before drinking any amount of alcohol if you are taking any over-the-counter or prescription medicines.

SOCIAL AND LEGAL PROBLEMS The more heavily you drink, the greater the potential for problems at home, at work, with friends, and even with strangers. These problems may include:

- Arguments with or separation from your spouse and other family members;
- Strained relationships with coworkers;
- Absence from or lateness to work with increasing frequency;
- Loss of employment due to decreased productivity; and
- Committing or being the victim of violence.

ALCOHOL-RELATED BIRTH DEFECTS
If you are pregnant or trying to get pregnant, you should not drink alcohol. Drinking alcohol while you are pregnant can cause a range of birth defects, and children exposed to alcohol before birth can have lifelong learning and behavioral
problems. The most serious problem that can be caused by drinking during pregnancy is fetal alcohol syndrome (FAS). Children born with FAS have severe physical, mental, and behavioral problems. Because scientists do not know exactly how much alcohol it takes to cause alcohol-related birth defects, it is best not to drink any alcohol during this time.

LONG-TERM HEALTH PROBLEMS
Some problems, like those mentioned above, can occur after drinking over a relatively short period of time. But other problems—such as liver disease, heart disease, certain forms of cancer, and pancreatitis—often develop more gradually and may become evident only after many years of heavy drinking. Women may develop alcohol-related health problems sooner than men, and from drinking less alcohol than men. Because alcohol affects nearly every organ in the body, long-term heavy drinking increases the risk for many serious health problems, some of which are described below.

ALCOHOL-RELATED LIVER DISEASE.
More than 2 million Americans suffer from the alcohol-related liver disease. Some drinkers develop alcoholic hepatitis or inflammation of the liver, as a result of heavy drinking over a long period of time. Its symptoms include fever, jaundice (abnormal yellowing of the skin, eyeballs, and urine), and abdominal pain. Alcoholic hepatitis can cause death if drinking continues. If drinking stops, the condition may be reversible. About 10 to 20 percent of heavy drinkers develop alcoholic cirrhosis or scarring of the liver. People with cirrhosis should not drink alcohol. Although treatment for the complications of cirrhosis is available, a liver transplant may be needed for someone with life-threatening cirrhosis. Alcoholic cirrhosis can cause death if drinking continues. Cirrhosis is not reversible, but if a person with cirrhosis stops drinking, the chances of survival improve considerably. People with cirrhosis often feel better, and liver function may improve after they stop drinking. About 4 million Americans are infected with hepatitis C virus (HCV), which can cause liver cirrhosis and liver cancer. Some heavy drinkers also have HCV infection. As a result, their livers may be damaged not only by alcohol but by HCV-related problems as well. People with HCV infection are more susceptible to alcohol-related liver damage and should think carefully about the risks when considering whether to drink alcohol.

HEART DISEASE.
Moderate drinking can have beneficial effects on the heart, especially among those at greatest risk for heart attacks, such as men over the age of 45 and women after menopause. However, heavy drinking over a long period of time increases the risk for heart disease, high blood pressure, and some kinds of stroke.

CANCER.
Long-term heavy drinking increases the risk of certain forms of cancer, especially cancer of the esophagus, mouth, throat, and larynx (voice box). Research suggests that, in some women, as little as one drink per day can slightly raise the risk of breast cancer. Drinking may also increase the risk of developing cancer of the colon and rectum.

PANCREATITIS.
The pancreas helps regulate the body's blood sugar levels by producing insulin. The pancreas also has a role in digesting the food we eat. Long-term heavy drinking can lead to pancreatitis or inflammation of the pancreas. Acute pancreatitis can cause severe abdominal pain and can be fatal. Chronic pancreatitis is associated with chronic pain, diarrhea, and weight loss.

If you or someone you know has been drinking heavily, there is a risk of developing serious health problems. Because some of these health problems can be treated, it is important to see a doctor for help. Your doctor will be able to advise you on your health and drinking.
## APPENDIX G

### CONTROLLED SUBSTANCE ACT

<table>
<thead>
<tr>
<th>Schedule of Controlled Substance</th>
<th>Categories and Examples</th>
<th>For Felony Delivery and Obtaining Possession through Forgery or Fraud</th>
<th>For Misdemeanor Possession</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHEDULE I:</strong> Drugs with no accepted medical use in the U.S. and a high potential for abuse.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narcotic:</td>
<td>Heroin</td>
<td>Jail: 15 years</td>
<td>Jail: 1 year</td>
</tr>
<tr>
<td>Non-Narcotic (Special)</td>
<td>Methaqualone</td>
<td>Fine: $250,000.00*</td>
<td>Fine: $5,000.00</td>
</tr>
<tr>
<td>Marijuana &amp; Hashish:</td>
<td>Mescaline</td>
<td>Jail: 5 years</td>
<td>Jail: 1 year</td>
</tr>
<tr>
<td></td>
<td>Phencyclidine (PCP)</td>
<td>Fine: $15,000.00</td>
<td>Fine: $5,000.00</td>
</tr>
<tr>
<td></td>
<td>Cocaine (&amp; Crack)</td>
<td>Jail: 10 years</td>
<td>Jail: 1 year</td>
</tr>
<tr>
<td></td>
<td>Marijuana over 1,000 lbs.</td>
<td>Fine: $100,000.00*</td>
<td>Fine: $5,000.00</td>
</tr>
<tr>
<td></td>
<td>Methamphetamine</td>
<td>Jail: 5 years</td>
<td>Jail: 1 year</td>
</tr>
<tr>
<td>Under 1,000 lbs.</td>
<td></td>
<td>Fine: $15,000.00</td>
<td>Fine: $5,000.00</td>
</tr>
<tr>
<td>Under 30 grams</td>
<td>**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 8 grams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **SCHEDULE II:** Drugs with a high potential for abuse; with severe psychic or physical dependence possible, but also have an accepted medical use. | | | | |
| Narcotic: | Morphine | Jail: 15 years | Jail: 1 year |
| Non-Narcotic: | Methadone | Fine: $250,000.00* | Fine: $5,000.00 |
| | Amphetamine | Jail: 5 years | Jail: 1 year |
| | Barbiturate | Fine: $15,000.00 | Fine: $5,000.00 |

| **SCHEDULE III:** Drugs with less abuse potential than Schedule II; and an accepted medical use. | | | | |
| Codeine Compounds | Tincture of Opium | Jail: 5 years | Jail: 1 year |
| | Phendimetrazine | Fine: $15,000.00 | Fine: $5,000.00 |

| **SCHEDULE IV:** Drugs with a lower potential for abuse and an accepted medical use. | | | | |
| Valium | Ativan | Jail: 3 years | Jail: 1 year |
| | | Fine: $10,000.00 | Fine: $5,000.00 |

| **SCHEDULE V:** Drugs with a low potential for abuse and an accepted medical use. | | | | |
| Parapercolin | Misdemeanor | Jail: 1 year | Fine: $5,000.00 |
Fine: $5,000.00

*A fine of any larger amount is allowed to exhaust the assets or profits from the illegal manufacture or distribution of these controlled substances.

**The Possession of a small amount of marijuana or hashish has no separate penalties for delivery.

***The above are PA state laws 204PA Code 303.1-303.9. Federal law also allows for increased fine and the possibility of loss of property, federal grants as defined by the Controlled Substances Act and regulation 21CFR 1300.11-1300.15.
APPENDIX H

U.S.D.E. OFFICE OF NATIONAL DRUG CONTROL POLICY

**Finality:**
Violations and sanctions are governed by the Department of PTC Police Department and may not be appealed to the Office of Student Services. Fines are to be paid at the office of the PTC Police Department.

**Office of National Drug Control Policy**
**U.S. Department of Education**

**FAFSA Facts**
(Free Application for Federal Student Aid)

**How do drug-related convictions affect my student loan eligibility?**
In general, if you are convicted of a drug-related felony or misdemeanor that took place while you were receiving Federal student aid, you will become ineligible to receive further aid for a specified period of time upon conviction. You can shorten this period of ineligibility by doing the following.

1. Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or
2. Passing two unannounced drug tests administered by an approved drug rehabilitation program, or
3. Having the conviction reversed, set aside, or otherwise rendered invalid.

**How long am I ineligible to receive Title IV, HEA program funds (Federal student aid) if I don’t pursue early reinstatement of eligibility?**
The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed while you were receiving aid. The law recognizes two broad categories of drug offense: “possession of illegal drugs” and “sale of illegal drugs.” The table below lists the period of ineligibility by type and number of offenses.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>One year of ineligibility from date of conviction</td>
<td>Two years of ineligibility from date of conviction</td>
</tr>
<tr>
<td>Second</td>
<td>Two years of ineligibility from date of conviction</td>
<td>Indefinite period of ineligibility*</td>
</tr>
<tr>
<td>Third or more</td>
<td>Indefinite period of ineligibility*</td>
<td>Indefinite period of ineligibility*</td>
</tr>
</tbody>
</table>
Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.

If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf

When Am I Considered to be ‘Receiving Aid’?

You are considered to be receiving aid beginning on the day that classes start for any term you have applied for, been approved for, and for which you have accepted an offer for Federal student aid.

Summer breaks do not count as time receiving aid if you are not enrolled in classes. However, holiday breaks during the academic year count as time enrolled.

The chart at right will help clarify when you are considered to be receiving Federal student assistance.

What about convictions for offenses that took place when I was not receiving aid?

Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes but only if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was not receiving Federal Student Aid.

This law applies to you only if you have been convicted of a drug-related offense.

What is an approved drug rehabilitation program?

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet at least one of the following requirements.

The program must be as follows.

- Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- Administered or recognized by a Federal, State, or local government agency or court.
- Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

**NOTE:** Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, you should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

**WHERE CAN I FIND AN APPROVED TREATMENT PROGRAM?**
The Substance Abuse and Mental Health Services Administration ([SAMHSA] Treatment Locator) lists treatment programs that receive Federal funds. Programs on this list are approved, provided they offer two unannounced drug tests: [http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx](http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx)

**HOW CAN I GET THE REQUIRED DRUG TESTS WITHOUT ENROLLING IN TREATMENT?**
Generally, drug rehabilitation programs do not provide drug tests to individuals whom they have not admitted to treatment. To meet the drug testing requirement without taking part in treatment, you will need to make arrangements with an approved drug rehabilitation program.

**ARE THERE OTHER LAWS RELATED TO DRUGS THAT CAN MAKE ME INELIGIBLE FOR TITLE IV, HEA PROGRAM ASSISTANCE?**
The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

**WHAT IF I ALREADY COMPLETED A TREATMENT PROGRAM THAT DID NOT INCLUDE UNANNOUNCED DRUG TESTS OR RECOVERED THROUGH MUTUAL AID MEETINGS SUCH AS NARCOTICS ANONYMOUS OR SMART RECOVERY?**
That does not meet the requirements of the law. To meet the requirements of the law and regain eligibility for Federal student aid, you must either successfully complete an acceptable drug rehabilitation program that includes two unannounced drug tests or successfully pass two unannounced drug tests at an acceptable drug rehabilitation facility after the date of your conviction.

**HOW DO I DOCUMENT SUCCESSFUL COMPLETION OF THE TREATMENT OR DRUG TESTING REQUIREMENTS?**
Your financial aid office will make this determination. You may be required to provide written documentation.

**WHAT IF I HAVE OTHER QUESTIONS?**
For more information, please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).
# APPENDIX I

## SUBSTANCE ABUSE TREATMENT CENTERS

The following agencies in Pittsburgh can assist any student with a drug or alcohol abuse problem.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny County Drug and Alcohol Program</td>
<td>304 Wood Street, Pittsburgh, PA 15219</td>
<td>(412) 350-3328</td>
</tr>
<tr>
<td>Mercy Behavioral Health</td>
<td>2100 Wharton Street, Pittsburgh, PA 15203</td>
<td>(412) 488-4040</td>
</tr>
<tr>
<td>House of Crossroads</td>
<td>1 Smithfield Street, Pittsburgh, PA 15222</td>
<td>(412) 281-5080</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>900 Fifth Avenue, Pittsburgh, PA 15219</td>
<td>(412) 471-7472</td>
</tr>
<tr>
<td>Greenbriar Treatment Center</td>
<td><a href="http://www.greenbriar.net">www.greenbriar.net</a></td>
<td>1-800-637-4673</td>
</tr>
</tbody>
</table>

The following organizations may also be helpful:

- Al-Anon: 1-800-356-9996
- American Council on Alcoholism Hotline: 1-800-527-5344
- National Institute on Drug Abuse Hotline: 1-800-967-5752
- Allegheny Crisis Emergency Services: 1-888-424-2287

## HEALTH CARE CENTERS

The following are available healthcare facilities:

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny General Hospital</td>
<td>320 East North Avenue, Pittsburgh, PA 15212</td>
<td>(412) 359-3131</td>
</tr>
<tr>
<td>Mercy Hospital of Pittsburgh</td>
<td>1400 Locust Street, Pittsburgh, PA 15219</td>
<td>(412) 232-8111</td>
</tr>
<tr>
<td>Ohio Valley General Hospital</td>
<td>Heckel Road, McKees Rocks, PA 15136</td>
<td>(412) 777-6161</td>
</tr>
</tbody>
</table>

Clinic/Outpatient Services are available at:

<table>
<thead>
<tr>
<th>Clinic/Outpatient Service</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny East</td>
<td>10 Duff Road, Suite 301, Pittsburgh, PA 15235</td>
<td>(412) 731-9707</td>
</tr>
<tr>
<td>Planned Parenthood</td>
<td>933 Liberty Avenue, Pittsburgh, PA 15222</td>
<td>(412) 434-8971</td>
</tr>
<tr>
<td>Alternatives Regional Chemical Abuse Program</td>
<td>70 South 22nd Street, Pittsburgh, PA 15203</td>
<td>(412) 351-0222</td>
</tr>
<tr>
<td>Clinical Psychology Center</td>
<td>University of Pittsburgh</td>
<td></td>
</tr>
<tr>
<td>Planed Parenthood</td>
<td>3820 Sennott Square</td>
<td></td>
</tr>
<tr>
<td>Western Psych Outpatient Eating Disorder Clinic</td>
<td>412-246-6390</td>
<td></td>
</tr>
<tr>
<td>Alternatives Regional Chemical Abuse Program</td>
<td>1 Smithfield Street</td>
<td></td>
</tr>
</tbody>
</table>
FAIR-USE OF COPYRIGHT MATERIALS

APPLICABILITY
This Pittsburgh Technical College Fair Use Policy applies to all faculty, students, staff as well as other persons or entities performing collaborative work or service for the College.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include printed material and electronic documents, software (including source code and object code), databases, multimedia and audiovisual materials, photographs, music, works of drama, works of art (sculpture), and all other types of creative works.

POLICY
The College holds in the highest regard the rights of creators of creative works under copyright law and the rights of students, faculty, researchers, and scholars to avail themselves of creative works for legitimate educational purposes (fair use). The policy of the College is as follows:

“Members of the College community are required to be mindful of the restrictions imposed on them by copyright law as well as the rights conferred on them by the fair use exemption under the copyright laws.”

The College adopts the “Fair Use Guidelines for Educational Multimedia” developed by the Consortium of College and University Media Centers (See PTC website) as the guide for application of this policy in the Multimedia setting (referred to as “Guidelines”).

ENFORCEMENT
Reports of possible copyright infringement should be made to the President or Vice President of Academic Affairs. Members of the College community who violate this policy may be subject to disciplinary action as provided for students in the Student Handbook and faculty and staff in the Employee Handbook, among other possible penalties.

STANDARDS APPLIED
A “copyright” is the exclusive right under U. S. Copyright Law of the creator of original work to use, copy, prepare derivative works (example: movie of a book), distribute (example: sell a book), perform (example: a play, a song), display (examples: an exhibit; posting on the internet). Anyone doing these with another’s work is an infringer unless the person has permission from the owner of the copyright or has an exception, such as the right of “fair use” for educational purposes.

Registration in the U. S. Copyright Office, usually evidenced by the ©, is not required for work to have copyright protection.

Remember, anything on the internet which is a creative work protected by copyright laws. Downloading and distributing or “sharing” without permission is illegal. The material on the internet is for the viewer’s edification or entertainment, and generally, may not be used for any other purposes unless there is permission, or the use falls within a fair use exception.

EXEMPTION FOR EDUCATION
Some uses may be made of material protected by copyright without the copyright owner’s permission. In general, one of these exceptions is when the use is for legitimate educational purposes including face to face and distance learning, but only for non-profit educational institutions. This generally means that copyright protected material, subject to limitations,
can be displayed, modified or otherwise used in an instructional setting. However, the statute makes clear that this exemption is not available for a for-profit institution. Thus our use of copyright materials must be in accordance with the “Fair Use” exemption, which does include teaching, scholarship, and classroom use within the boundaries of the exemption. Care must, therefore, be taken when determining whether the educational fair use exception applies to an intended use of copyright-protected materials. REMEMBER, THIS APPLIES ONLY IN THE EDUCATIONAL SETTING AND DOES NOT TRANSFER TO AN OUTSIDE NON-EDUCATIONAL ENVIRONMENT.

There are four factors which must be considered to determine if a use qualifies as an educational fair use. These factors are specified in the copyright law itself:

- The purpose and character of the use, including whether it is of a commercial nature or is for non-profit educational purposes. Since PTC is a for-profit institution, courts have held that the use of material by a for-profit educational institution is commercial.
- Nature of the work being used – The use of more factual material (as opposed to imaginative) the better.
- The quantity of the work used – The less, the better. For example, passages, as opposed to whole chapters, are better; scenes, as opposed to entire movies, are better.
- Will the ability of the creator to sell the work be negatively affected? The more of the work copied, the less marketable the original work will be.

Attached are examples of situations which could occur at the College. These are instructive only, and faculty and students should in each case apply the four factors to make a decision on what is an educational fair use. Remember, that as factor 1 is against our use, the other three factors must be favorable.

**LITIGATION -- WHAT CAN HAPPEN IF THERE IS AN INFRINGEMENT?**

The owner of copyright protected material may sue an infringer in court and collect damages. The damages may be the statutory damages provided by the law (up to $30,000 per infringement, which can increase to up to $150,000 if the infringement was “willful”). Alternately, if the owner can prove actual losses, the claim will be in that amount, without limit. The individuals involved (student, faculty or staff) could be sued in an infringement action.

**REFERENCES:**

Faculty and students are referred to the following resources:

- Fair Use Guidelines for Educational Multimedia, developed by the Consortium of College and University Media Centers [www.adec.edu/admin/papers/fair 10-17.html](http://www.adec.edu/admin/papers/fair 10-17.html)

This is also available on the PTC website.

Adopted the 1st day of November 2014.

**EXAMPLES OF FAIR USE OF COPYRIGHTED MATERIALS**

**EXAMPLE A:**

A teacher takes copyrighted materials she obtained permission to use and consolidates it into one compact disk for use in the classroom, and does not use the disk for any other purpose.
This is not infringement. Permission was granted by the author, and the use did not exceed the permission. Copies may be made for the students.

**EXAMPLE B:**
Same facts as Example A but the teacher did not obtain advance permission to use the materials.

The answer may be the same, but as all four factors cannot be met, the final three factors must weigh heavily in favor of fair use.

**EXAMPLE C:**
A student finds a copyrighted book on the internet which is perfect for his assigned term paper. The student, without permission, copies several pages and incorporates them into the term paper, giving proper credit to the author and including the work in the bibliography.

This may not be infringement if the number of pages copied is minimal in relation to the entire book (e.g., 3 out of 350).

**EXAMPLE D:**
The student in Example C incorporates most of the copyrighted book into the term paper.

Factors # 3 and # 4 likely failed. Using whole or substantial parts of works in this fashion will be a problem.

**EXAMPLE E:**
A multimedia student is assigned a project involving comparison of styles of the media presentation. The student downloads small portions of advertisements and creates a collage to compare the different styles.

This likely is not infringement.

**EXAMPLE F:**
The student in Example E uses the entire advertisements in his collage.

This could be a problem. Factor # 3 weighs against using entire works, and Factor # 1 is not met.

**EXAMPLE G:**
A student downloads copyrighted music from the internet and shares it with his fellow students both by electronic means and by disk.

You know the answer. Remember Napster and the recording industry flap? Also, the situation would be much worse if the student is selling the downloaded music.
## APPENDIX K

### CAMPUS SECURITY AUTHORITIES

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>NAME</th>
<th>JOB TITLE</th>
<th>PHONE #</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Scott, Mark</td>
<td>Senior Vice President of Academic Affairs</td>
<td>412-809-5250</td>
<td><a href="mailto:scott.mark@ptcollege.edu">scott.mark@ptcollege.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>Cermirana, Doug</td>
<td>Admissions/Distance Education</td>
<td>412-809-5356</td>
<td><a href="mailto:cermirana.doug@ptcollege.edu">cermirana.doug@ptcollege.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>Beesdrom, Jeffrey</td>
<td>Director of Adult Enrollment</td>
<td>412-809-5369</td>
<td><a href="mailto:beesdrom.jeff@ptcollege.edu">beesdrom.jeff@ptcollege.edu</a></td>
</tr>
<tr>
<td>Career Services</td>
<td>Swezeman, Kristy</td>
<td>Director of Career Services</td>
<td>412-809-5157</td>
<td><a href="mailto:swezeman.kristy@ptcollege.edu">swezeman.kristy@ptcollege.edu</a></td>
</tr>
<tr>
<td>CTL</td>
<td>Feather, Nancy</td>
<td>Learning and Assessment Coordinator</td>
<td>412-809-5266</td>
<td><a href="mailto:feather.nancy@ptcollege.edu">feather.nancy@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Worth, Melissa</td>
<td>Academic Chair - PTC Online and General Education</td>
<td>412-809-5398</td>
<td><a href="mailto:worth.melissa@ptcollege.edu">worth.melissa@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Maltland, Brian</td>
<td>Academic Chair - School of Design</td>
<td>412-809-5281</td>
<td><a href="mailto:maltland.brian@ptcollege.edu">maltland.brian@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Becker, Dave</td>
<td>Academic Chair - School of Energy &amp; Electronics Technology</td>
<td>412-809-5182</td>
<td><a href="mailto:becker.dave@ptcollege.edu">becker.dave@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Barbour, Teresa</td>
<td>Academic Chair - School of Healthcare</td>
<td>412-809-5275</td>
<td><a href="mailto:barbour.teresa@ptcollege.edu">barbour.teresa@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Scarpino, John</td>
<td>Academic Chair - School of Information Technology</td>
<td>412-809-5307</td>
<td><a href="mailto:scarpio.john@ptcollege.edu">scarpio.john@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Rossell, Robert</td>
<td>Academic Chair - School of Trades Technology</td>
<td>412-809-5177</td>
<td><a href="mailto:rossell.robert@ptcollege.edu">rossell.robert@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>McDermott, Thomas</td>
<td>Faculty - General Education/Bible Study</td>
<td>412-809-4796</td>
<td><a href="mailto:mcdermott.thomas@ptcollege.edu">mcdermott.thomas@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Zito, Lauren</td>
<td>Faculty - Graphic Design/Drama Club</td>
<td>412-809-5399</td>
<td><a href="mailto:zito.lauren@ptcollege.edu">zito.lauren@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Shell, Shannon</td>
<td>Program Director - Business Administration</td>
<td>412-809-5269</td>
<td><a href="mailto:shell.shannon@ptcollege.edu">shell.shannon@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Pierce, Kristy</td>
<td>Program Director - Surgical Technology</td>
<td>412-809-5163</td>
<td><a href="mailto:pierce.kristy@ptcollege.edu">pierce.kristy@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Hart, Norman</td>
<td>Program Director - Culinary Arts</td>
<td>412-809-5237</td>
<td><a href="mailto:hart.norman@ptcollege.edu">hart.norman@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Kirchner, Athenia</td>
<td>Program Director - Practical Nursing</td>
<td>412-809-5399</td>
<td><a href="mailto:kirchner.athenia@ptcollege.edu">kirchner.athenia@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Baranowski, Dawn</td>
<td>Student Advisor - CAS/IT/Engineering Technology</td>
<td>412-809-5259</td>
<td><a href="mailto:baranowski.dawn@ptcollege.edu">baranowski.dawn@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Winthe, Morgan</td>
<td>Student Advisor - CAS/IT/Engineering Technology</td>
<td>412-809-5259</td>
<td><a href="mailto:winthe.morgan@ptcollege.edu">winthe.morgan@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>DeMark, Nicole</td>
<td>Student Advisor - Information Technology</td>
<td>412-809-5264</td>
<td><a href="mailto:demark.nicole@ptcollege.edu">demark.nicole@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Mason, Michele</td>
<td>Student Advisor - Computer Information Systems (CAIS)</td>
<td>412-809-5209</td>
<td><a href="mailto:mason.michele@ptcollege.edu">mason.michele@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Walker, Robert</td>
<td>Student Advisor - Computer Information Systems (CAIS)</td>
<td>412-809-5262</td>
<td><a href="mailto:walker.robert@ptcollege.edu">walker.robert@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Wadding, Kelly</td>
<td>Student Advisor - School of Hospitality &amp; Culinary Arts</td>
<td>412-809-5270</td>
<td><a href="mailto:wading.kelly@ptcollege.edu">wading.kelly@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Bellemare, Mark</td>
<td>Program Coordinator - Business and Hospitality/Community Services</td>
<td>412-809-5256</td>
<td><a href="mailto:bellemare.mark@ptcollege.edu">bellemare.mark@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Malecki, Mark</td>
<td>Program Coordinator - Computer Aided Drafting (CAD)</td>
<td>412-809-5245</td>
<td><a href="mailto:malecki.mark@ptcollege.edu">malecki.mark@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Moller, Virginia</td>
<td>Program Coordinator - Criminal Justice</td>
<td>412-809-5192</td>
<td><a href="mailto:moller.virginia@ptcollege.edu">moller.virginia@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Tionis, Atis</td>
<td>Program Coordinator - Electronic/Smart Building Technology</td>
<td>412-809-5267</td>
<td><a href="mailto:tionis.atis@ptcollege.edu">tionis.atis@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Banhart, Delara</td>
<td>Program Coordinator - General Education</td>
<td>412-809-5193</td>
<td><a href="mailto:banhart.delara@ptcollege.edu">banhart.delara@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Mutale, Wilfred</td>
<td>Program Coordinator - IT/Infrastructure</td>
<td>412-809-5135</td>
<td><a href="mailto:mutale.wilfred@ptcollege.edu">mutale.wilfred@ptcollege.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Steffen, Eileen</td>
<td>Vice President of Education</td>
<td>412-809-5211</td>
<td><a href="mailto:steffen.eileen@ptcollege.edu">steffen.eileen@ptcollege.edu</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Shepard, Nancy</td>
<td>Title IX Coordinator, Director of Human Resources</td>
<td>412-809-5311</td>
<td><a href="mailto:shepard.nancy@ptcollege.edu">shepard.nancy@ptcollege.edu</a></td>
</tr>
<tr>
<td>Police Department</td>
<td>TBD</td>
<td>Chief of Police</td>
<td>412-809-5300</td>
<td></td>
</tr>
<tr>
<td>Police Department</td>
<td>Nabard, Gregory</td>
<td>Police Officer</td>
<td>412-809-5300</td>
<td><a href="mailto:nabard.gregory@ptcollege.edu">nabard.gregory@ptcollege.edu</a></td>
</tr>
<tr>
<td>Police Department</td>
<td>Hradil, David</td>
<td>Police Officer</td>
<td>412-809-5300</td>
<td><a href="mailto:hradil.david@ptcollege.edu">hradil.david@ptcollege.edu</a></td>
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<tr>
<td>Police Department</td>
<td>King, Keith</td>
<td>Police Officer</td>
<td>412-809-5300</td>
<td><a href="mailto:king.keith@ptcollege.edu">king.keith@ptcollege.edu</a></td>
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<tr>
<td>Police Department</td>
<td>Miller, James</td>
<td>Police Officer</td>
<td>412-809-5300</td>
<td><a href="mailto:miller.james@ptcollege.edu">miller.james@ptcollege.edu</a></td>
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<tr>
<td>Police Department</td>
<td>Schultz, Thomas</td>
<td>Police Officer</td>
<td>412-809-5300</td>
<td><a href="mailto:schultz.thomas@ptcollege.edu">schultz.thomas@ptcollege.edu</a></td>
</tr>
<tr>
<td>Reception</td>
<td>Smith, Cynthia</td>
<td>Receptionist</td>
<td>412-809-5200</td>
<td><a href="mailto:smith.cynthia@ptcollege.edu">smith.cynthia@ptcollege.edu</a></td>
</tr>
<tr>
<td>Reception</td>
<td>Gold, Frank</td>
<td>Senior Receptionist</td>
<td>412-809-5200</td>
<td><a href="mailto:gold.frank@ptcollege.edu">gold.frank@ptcollege.edu</a></td>
</tr>
<tr>
<td>Reception</td>
<td>Mafelka, Toni</td>
<td>Senior Receptionist</td>
<td>412-809-5200</td>
<td><a href="mailto:mafelka.toni@ptcollege.edu">mafelka.toni@ptcollege.edu</a></td>
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<tr>
<td>Reception</td>
<td>Michaux, Lisa</td>
<td>Senior Receptionist</td>
<td>412-809-5200</td>
<td><a href="mailto:michaux.lisa@ptcollege.edu">michaux.lisa@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>McGarvey, Shane</td>
<td>Assistant Director of Resident Life/GS Alliance</td>
<td>412-809-5210</td>
<td><a href="mailto:mcgarvey.shane@ptcollege.edu">mcgarvey.shane@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Grooth, Melissa</td>
<td>Director of Student Activities</td>
<td>412-809-5257</td>
<td><a href="mailto:grooth.melissa@ptcollege.edu">grooth.melissa@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Falko, John</td>
<td>Intramural Coordinator</td>
<td>412-809-5122</td>
<td><a href="mailto:falko.john@ptcollege.edu">falko.john@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Riley, Donna</td>
<td>Office Assistant</td>
<td>412-809-5278</td>
<td><a href="mailto:riley.donna@ptcollege.edu">riley.donna@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Bennett, Miles</td>
<td>Resident Coordinator</td>
<td>412-809-5160</td>
<td><a href="mailto:bennett.miles@ptcollege.edu">bennett.miles@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Daas, Michael</td>
<td>Resident Coordinator</td>
<td>412-809-5160</td>
<td><a href="mailto:daas.michael@ptcollege.edu">daas.michael@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Kranak, Corey</td>
<td>Resident Coordinator</td>
<td>412-809-5160</td>
<td><a href="mailto:kranak.corey@ptcollege.edu">kranak.corey@ptcollege.edu</a></td>
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<tr>
<td>Student Services</td>
<td>Musak, Jaden</td>
<td>Resident Coordinator</td>
<td>412-809-5160</td>
<td><a href="mailto:musak.jaden@ptcollege.edu">musak.jaden@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Smith, Jacky</td>
<td>Resident Coordinator</td>
<td>412-809-5160</td>
<td><a href="mailto:smith.jacky@ptcollege.edu">smith.jacky@ptcollege.edu</a></td>
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<tr>
<td>Student Services</td>
<td>Ritchie, Gloria</td>
<td>Resident Life Director</td>
<td>412-809-5160</td>
<td><a href="mailto:ritchie.gloria@ptcollege.edu">ritchie.gloria@ptcollege.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Merlino, Keith</td>
<td>Vice President of Student Services</td>
<td>412-809-5256</td>
<td><a href="mailto:merlino.keith@ptcollege.edu">merlino.keith@ptcollege.edu</a></td>
</tr>
</tbody>
</table>

All student Residential Advisors and Intramural Officials are also Campus Security Authorities.
## APPENDIX L

### EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th>COVERAGE &amp; CONTACT NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POLICE, FIRE DEPARTMENT, &amp; AMBULANCE</strong></td>
<td>911</td>
</tr>
<tr>
<td>CAMPUS SECURITY DEPT</td>
<td>NORTH FAYETTE CAMPUS (OFFICE LOCATION) COVERAGE INCLUDES ALL PROPERTY OWNED OR LEASED BY PTC</td>
</tr>
<tr>
<td>FROM ON-CAMPUS LANDLINE PHONES</td>
<td>“0” or extension 5300 (all incoming calls are recorded for safety and security purposes)</td>
</tr>
<tr>
<td>FROM ANY LANDLINE OR CELL PHONE</td>
<td>412-809-5300 (all incoming calls are recorded for safety and security purposes)</td>
</tr>
<tr>
<td>24 HOUR EMERGENCY NUMBER-ALL PHONES</td>
<td>412-592-8696 (all incoming calls are recorded for safety and security purposes)</td>
</tr>
<tr>
<td>NORTH FAYETTE POLICE DEPT</td>
<td>COVERAGE INCLUDES THE NORTH FAYETTE CAMPUS &amp; HAWTHORNE OFF-CAMPUS PTC HOUSING</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>911</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>724-693-8400</td>
</tr>
<tr>
<td>NON-EMERGENCY</td>
<td>724-787-8900</td>
</tr>
<tr>
<td>ROBINSON TWP POLICE DEPT</td>
<td>COVERAGE INCLUDES WESTPOINTE OFF-CAMPUS PTC HOUSING</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>911</td>
</tr>
<tr>
<td>NON-EMERGENCY</td>
<td>412-788-8115</td>
</tr>
<tr>
<td>ALLEGHENY COUNTY POLICE DEPT</td>
<td>COVERAGE INCLUDES ALL OF ALLEGHENY COUNTY</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>911</td>
</tr>
<tr>
<td>NON-EMERGENCY</td>
<td>412-473-3000</td>
</tr>
<tr>
<td>PENNSYLVANIA STATE POLICE</td>
<td>COVERAGE INCLUDES ALL OF PENNSYLVANIA</td>
</tr>
<tr>
<td>NON-EMERGENCY ONLY</td>
<td>717-783-5599</td>
</tr>
<tr>
<td>TITLE IX COORDINATOR, NANCY SHEPPARD</td>
<td>REPORT INCIDENTS OF SEXUAL MISCONDUCT THAT OCCUR AT ANY LOCATION ON &amp; OFF CAMPUS, INCLUDING PUBLIC &amp; PRIVATE PROPERTY NOT OWNED OR LEASED BY PTC</td>
</tr>
<tr>
<td>TO REPORT AN INCIDENT OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE</td>
<td>412-809-5311</td>
</tr>
<tr>
<td>PTC COUNSELING</td>
<td>LOCATED AT THE NORTH FAYETTE CAMPUS. COUNSELING IS AVAILABLE TO ALL PTC STUDENTS, FACULTY &amp; STAFF. 1-800-647-3327</td>
</tr>
<tr>
<td>CONFIDENTIAL COUNSELING</td>
<td></td>
</tr>
</tbody>
</table>

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APPENDIX M

CAMPUS PARKING POLICY

CAMPUS PARKING AND TRAFFIC POLICY:
PTC has established this policy and associated procedures for the safety and security of the campus community as well as to manage its limited parking resources.

It is inappropriate for any person to operate or park a vehicle on PTC property, except in the manner designated by the school and in the spaces designated. All rules regulating traffic apply to the operation of vehicles within the property of PTC.

This policy establishes procedures for employees, students, and visitors at PTC’s on-campus or off-campus sites.

PROCEDURES - ADMINISTRATION:
Parking and traffic control on the PTC campus is administered through the Department of PTC Police Department located in the Academic Building, Suite 203. Parking-related inquiries should be directed to the Department of PTC Police Department by calling 412-809-5300 or by dialing ext. 5300 (all incoming calls are recorded for safety and security purposes).

PERMITS:
All faculty, staff, and students shall register their vehicles and properly display a valid parking permit. Vehicles may be registered online at the PTC website, or at the Reception area on the third level.

A parking permit does not guarantee a parking space but allows an individual to park if space is available. A separate parking permit is required for each vehicle brought onto PTC property for identification and tracking purposes. Students living in on-campus residence halls require an additional sticker on their permit.

Before a permit is issued, employees and students will be required to have paid any outstanding parking/traffic fines and provide information, e.g., license plate number and a year/model/make and color of each vehicle for identification purposes.

PERMIT PLACEMENT:
The permit must be properly displayed, and at all times while parked on campus. Permits should be hung from the rearview mirror with the permit number facing the windshield and clearly visible from the outside of the vehicle.

TYPES OF PERMITS ISSUED:
- Permanent Employee Parking Permit
- Student Parking Permit
- On-Campus Resident Hall Student Permit
- Temporary Parking Permit
- Handicapped Parking Permit

PTC follows the same guidelines as the State of Pennsylvania. For individuals with disabilities, the application must be made through the individual’s local tax assessor office for the specially designated state license plate or hanger which displays the disabled symbol recognized throughout the State. Temporary disability parking permits are also available and will be issued to any person with a
short-term disability (broken limb, recent surgery, etc.) who presents medical documentation or other evidence of need.

**COMMON PARKING AND TRAFFIC VIOLATIONS:**

It is the driver’s responsibility to be aware of each campuses parking and traffic regulations. Common violations at the PTC campus include...

- Expired permit
- Lack of or improperly displayed permit
- Lack of Sticker on Permit (On-Campus residents only)
- Unauthorized parking in restricted areas includes reserved areas, disabled (if not displaying State-recognized permit, special license plate, fire zones or by a fire hydrant, sidewalks, grassy or other non-designated parking,
- Failure to stop at a stop sign
- Failure to yield to pedestrians in crosswalks
- Excessive speed
- Reckless driving.

**SANCTIONS AND PENALTIES:**

*Fines* - Traffic or parking citations may be cleared by paying a fine within the period stated in the citation.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
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<tbody>
<tr>
<td>First violation</td>
<td>$5.00</td>
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<tr>
<td>Second violation</td>
<td>$10.00</td>
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<tr>
<td>Third violation</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fourth &amp; subsequent violations</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fire/Danger or illegal parking in handicapped zone</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Vehicles parked on the PTC campus without a current permit will be traced through the Department of Motor Vehicle (PENDOT) for ownership name and address. The cost of this additional step will be added to the parking violation charge.

- **Towing** - Vehicles improperly parked and/or without a permit displayed may be towed. Costs of towing and storage are the responsibility of the owner of the towed vehicle. The owner will also be responsible for any towing company response fee if a tow truck has been dispatched, and the vehicle has been removed by the driver before the arrival of the tow truck.

PTC may attempt to contact the permit holder before towing. However, the school has the right to tow any vehicle without prior notification. Reasons for towing include:

- The vehicle is parked or left unattended in any location that blocks or impedes traffic or causes other safety hazards;
- The vehicle has significant leakage of oil, transmission, antifreeze or fuel spilling onto the grounds;
- The vehicle is considered abandoned. Abandoned vehicles are defined here as non-permitted vehicles left on campus more than 72 hours without prior notification to Business Services;
- The vehicle has four or more outstanding parking violations.
SPECIAL EVENTS PARKING:
Parking spaces for both students and employees are limited throughout the campus, especially at peak class load times. All special events sponsors shall provide event visitors with a copy of a campus map and directions to the designated parking lot(s).

DAMAGES OR LOSS TO VEHICLES:
PTC will make a reasonable effort to protect vehicles parked on the campus by providing random security patrols of the parking lots. The school does not assume responsibility nor carry any insurance for damages or losses to vehicles or personal property. In the event of theft, vandalism or accident, drivers are encouraged to file a report with the PTC Police Department (x5300, all incoming calls are recorded for safety and security purposes) and the local police. North Fayette Police Department - Emergency 724-693-8400; Robinson Township Police Department – Non-Emergency 412-788-8115, Emergency dial 911.

WHERE TO PARK ON THE PTC CAMPUS:
The campus map indicates the location of parking lots.

Students, Faculty, Staff may park in any unreserved parking space on the Campus except for the parking lot reserved for visitors. (Reception area parking) and (Resident Hall Student Permit/Sticker parking only).

VISITORS:
A campus visitor is defined as an individual who is neither a student nor an employee of PTC. Visitors include guests, alumni, vendors, prospective students and the general public. Visitors may park in the visitors’ main campus parking lot.

Housing students/RC with a special “On-Campus Sticker” affixed to their permit tag are permitted to park in housing lots and the annex lot.

Upon graduation or permanently leaving the school for any reason, faculty, staff, and students must return their parking permit. A fine of $5.00 will be assessed for lost, re-issued or non-returned permits.